



## BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

### MINUTES OF PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION SATURDAY NOVEMBER 21, 2020

1. **CALL TO ORDER** –Chairman Shannon Scott called the meeting to order at 10:02 AM.
2. **PLEDGE OF ALLEGIANCE** – Chairman Scott led the assembly in the pledge of allegiance.
3. **ROLL CALL OF BOARD MEMBERS:**  
Board Members present were Larry Lambert, Judy Varns, Cindy Perelli and Shannon Scott.  
Jack Beal was absent.
4. **REVIEW AND ADOPTION OF AGENDA:**  
Chairman Scott asked for a motion to approve the Agenda. Mr. Lambert made a motion to approve the Agenda as presented and Mrs. Varns seconded the motion. There was no discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and motion passed.
5. **ANNOUNCEMENTS:** Next Board meeting will be December 19, 2020 at 10AM.
6. **REPORTS AND CORRESPONDENCE**
  - a. Chairman’s Report: Chairman Scott did not have a report.
  - b. Chief’s Report for October 2020:  
Personnel: 43 total - 17 volunteers, 21 paid reserve, 4 full time and 1 part time admin.  
Apparatus Report: All in service.  
Incident Report: call Volume for October total 17 - 5 EMS, 4 fire, 1 MVC, 7 service calls  
Training Report: 194 training hours during October including new firefighter orientation, basic gurney and ambulance operation, fire streams, pelvic fractures, and pediatric respiratory emergencies.  
Updates to the Board:
    - 2020 Wildland Billing: \$200,949.94 (Budgeted \$2000)
    - Ambulance Billing 7/1/2020 – 10/31/2020: \$78,941.24 (Budgeted \$80,000)
    - COVID testing: Chief and one Captain are being trained to administer COVID testing. He expects to have kits available this fall. Currently testing will be limited to staff and patients with symptoms.
7. **CALL TO THE PUBLIC**  
There were no members of the public who wished to speak.
8. **OLD BUSINESS**
  - a. Discussion and update to the previously approve agreement with Titan Alarm for the Station security system.  
Chairman Scott asked for a motion. Ms. Perelli made a motion to Discuss the previously approve Titan Alarm agreement and provide an update to the Board. After some discussion Ms. Perelli amended her motion. The amended motion was “discussion and possible action to

approve rescinding approval of Titan Alarm agreement to provide a Station security system, and possible approve an alternate system”. Mr. Lambert seconded the motion.

Mr. Lambert and Mr. Scott had discussed the cost associated with Titan Alarm and both felt that there should be a more economical way to secure the Station. Mr. Lambert gave an update on a path he has been investigating with Coconino County and their Facilities Management. At this time, he has been unable to get a response.

There was further discussion regarding the cost and options for an alternative to the Titan system. Ms. Perelli agreed to assist in finding a point of contact at the County to assist Mr. Lambert.

Chairman Scott asked for a vote and the Board unanimously vote to rescind approval of the Titan Alarm system agreement. In addition, the Board approved going forward with looking for an alternative security system vendor. The motion passed.

## 9. NEW BUSINESS

- a. Approval of Minutes: Discussion and possible approval of the Minutes for a Special Board Meeting held October 29, 2020.

Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the Minutes from the Board Meeting held October 29, 2020. Mr. Lambert seconded the motion. There was no discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.

- b. Approval of the October 2020 Financial Report:

Chairman Scott asked for a motion. Ms. Lambert made a motion to approve the Financial reports for October 2020 as presented. Ms. Varns seconded the motion. The Financial Summary was read Mrs. Wise. There was no discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.

- c. Discussion on procedure for convening the December Board Meeting.

This item was for information purposed only. Therefore, there was no Motion needed and no action required by the Board on this subject.

Ms. Perelli advised the Board that she and Mr. Scott would not be Board Members after November 30<sup>th</sup> (the end of their term in office). Even though both will be present at the December Board Meeting, they cannot act as Board Members until they have taken the Oath of Office.

Since there has to be a quorum to open the Meeting the remaining three Board Members must be present, and one will have act as Chairman to bring the Board Meeting to order. (Mr. Lambert nominated Ms. Varns to fill that position). Business will be conducted by the three-member Board until Mr. Scott and Ms. Perelli have taken the Oath of Office and are seated.

- d. Discussion and possible action to approve moving into Executive Session per A.R.S. 38-431.03(A)(1). Chief Paine elected to hold this discussion in the open meeting instead of in an Executive Session.

Chairman Scott stated for those present, that we would be reviewing and possible approving Chief Paine’s Goals, and asked for a motion from the Board to do so. Ms. Perelli made a motion to review Chief Pain’s Goals with him and possible approve them. Ms. Varns seconded the motion.

Chairman Scott then asked Chief Paine to read each Goal from his list, which had also been provided to the Board.

Chief Paine read Goal 1 “purchase new type 1 engine”, and a list of related tasks: Mr. Scott stated that he felt the items as read were a great list of tasks but felt they were not a Goal, but the tasks necessary to implement a Goal. Ms. Perelli agreed with Chairman Scott’s assessment. Chief agreed and said there was more work to be done. Chief also stated that his Goals #1, #2 and #3 should be rolled up under one goal

Goal #4 “Attend HOA meetings” and a list of related tasks, was discussed. Chief Paine then moved on to Goal #5 which was related to the Budget process and a related Board Goal. Goal #6 “Hire good people” and four other tasks – after discussing the list, it was noted that #6 should be combine with #7 “Keep good people” and a list of four other related tasks. This initiated a discussion regarding retention of personnel and wage scales throughout Arizona fire districts. There was much discussion on multiple subjects related to both Chief’s goals and Board goals.

Chairman Scott then said that we would put off approving Chief’s Goals until the December Board Meeting.

- e. Discussion and possible action to approve Chief Paine’s Goals. This item was combined with item d. above.

**10. ADJOURNMENT**

- a. Mr. Scott adjourned the Board Meeting at 11:40 AM

**11. AGENDA ITEMS FOR THE NEXT BOARD MEETING**

- Give Oath of Office to returning Board Members.
- Elect Board Officers
- Approve Special Notice announcing Board Meeting dates for 2021
- BRFD Pension and Benefit Plan (457b) to attend and give overview of Plan to Board.
- Approve IGA for County Attorney
- Discuss required Board Training for two returning Board Members.
- Update on security system.
- Approve Chief’s Goals.

**12. ADJOURNMENT**

Chairman Scott adjourned the Public Meeting of the Blue Ridge Fire District Board at 11:40 AM.

Respectfully submitted: November 23, 2020

Cynthia Perelli  
Clerk of the BRFD Board

Minutes Approved: December 19, 2020

Cynthia Perelli  
Clerk of the BRFD Board