



BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION SATURDAY JANUARY 15, 2022

- 1) Call to Order: Chairman Shannon Scott called the meeting to order at 10:03 AM.
- 2) Pledge of Allegiance: Chairman Scott led the assembly in the pledge of allegiance.
- 3) Roll Call of Board Members: Sylvia Meakin, Judy Varns, Cindy Perelli, Shannon Scott and Larry Lambert.
- 4) Review and adoption of agenda:
Chairman Scott asked for a motion. Mr. Lambert made a motion to adopt the agenda as presented and Mrs. Meakin seconded. Chairman Scott tabled item 9 c). It was moved it to the February Board Meeting. Mr. Lambert amended his motion to include this change and Mrs. Meakin seconded. Chairman Scott asked for a vote. The motion passed unanimously.
- 5) Announcements: The next Board Meeting will be held February 19, 2022 at 10AM. **There was some discussion and this Meeting was moved to February 26th at 10 AM.**
- 6) Reports and Correspondence:
 - a) Chairman's Report:
 - Chairman Scott gave a brief explanation of a change to procedure for Board members to vote. They should use either a "yea" or "nae" when voting. If there is not a unanimous vote then Board members will vote individually.
 - Chairman Scott stated that he had been in touch with the County Election office regarding the upcoming November election. There are three positions reaching the end of their terms of office effective November 30th. If there are more than three applicants for these positions then all the applicants will be placed on the November ballot. An applicant cannot work a polling place in the District and be on the ballot.
 - b) Chief's Report:
 - Personnel: 15 volunteer, 15 paid reserve, 4 full time, and 2 part time.
 - Apparatus Report: All vehicles in service
 - Incident Report: Call Volume for December was 13.
 - 5 EMS
 - 0 Fire
 - 1 MVC
 - 7 Service Calls
 - Training Report: December consisted of hose loads and specialized training requirements for EMTs.
 - Updates:
 - Coconino County COVID update
 - Policy Review: A Board work session will tentatively be held January 20th at 10AM.
 - Provide revised draft of the Subscription Service agreement to the Board for further review.
 - 2020-2021 Saunders Financial Audit presentation will be presented at the February Board Meeting.

- c) Other Reports:
 - o Chairman Scott stated the Board members were sent copies of the draft policies to review and encouraged Board members to review them at their earliest convenience. A Work Session will be held Thursday, January 20th at 10AM to set some basic guidelines.
 - o Chairman Scott recognized former Board Member Jack Beale, who was present, and presented him with a plaque in recognition of his service on the District Governing Board.
- 7) Call to the Public:
There were no participants.
- 8) Old Business:
 - a) Discussion and possible action to approve installing a lighted sign by the entrance to CCP 8&9 off of Hwy 87 showing location of the Fire Department.
Chairman Scott asked for a motion. Ms. Perelli made a motion to review and discuss the feasibility of installing a lighted sign on Hwy 87 indicating the location of the Fire Department. Mr. Lambert seconded.
Chief Paine presented Board members with a design concept and quote to review and discuss. After much discussion regarding the concept and pricing it was decided that several quotes with a concept designs were needed. It was suggested that this discussion be moved the upcoming budget cycle for 2022/2023. This would allow time to consult ADOT and the County for their requirements. This item was tabled for future discussion.
 - b) Discussion and possible action to approve a Fire Suppression Agreement for the Borr property.
Chairman Scott asked for a motion. Mr. Scott made a motion to discuss an Agreement for the Borr property. Ms. Varns seconded. Chief Paine gave an overview of the updates to the Agreement so far. After some discussion this item was tabled to a future Board Meeting, since the Agreement updates were not complete at this time.
 - c) Discussion and possible action to approve a revision to the Board Mission Statement and Goals.
Chairman Scott asked for a motion. Mr. Lambert made a motion to approve revision 5 of the Board Mission Statement and Goals. Ms. Varns seconded. There was some brief discussion then Ms. Perelli read the changes that had been made to the document so far. Chairman Scott also requested a small additional change. There was no further discussion and Chairman Scott called for the vote. The vote was unanimous and the motion passed.
- 9) New Business:
 - a) APPROVAL OF MINUTES
Discussion and possible action to approve minutes from the Board Meeting December 18, 2021, Special Board Meeting held January 4th and the Board Work Session held January 10th.
Chairman Scott asked for a motion. Ms. Perelli made a motion to approve all minutes with one vote. Mr. Lambert seconded. There was no discussion and Chairman Scott asked for the vote. The vote was unanimous and the motion passed.
 - b) APPROVAL OF THE FINANCIAL REPORT:
Discussion and possible action to approve the Financial Report for December 2021.
Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the December 2021 Report as presented. Mrs. Meakin seconded. There was some brief discussion then Ms. Perelli read the Financial Summary Report to all present. There was some further discussion and Chairman Scott called for the vote. The vote was unanimous and the motion passed.
 - c) This item was removed from the agenda.

d) Discussion and possible action to approve the 5-year plan.

Chairman Scott asked for a motion. Mr. Lambert made a motion to review/discuss and possibly approve the 5-year plan provided by Chief Paine. Ms. Perelli seconded. Chief Paine requested that the Board give input to the latest draft 5-year plan before the February Board Meeting. It was suggested that Chief Paine prioritize the items listed on the draft plan to help the Board understand and prioritize future expenditure. There was some further discussion and it was suggested to hold a future Working Session for this process. This item was tabled and will be scheduled for a future Board meeting.

e) Discussion and possible action to approve the purchase of 2 each BK KNG-MG 100-watt Dash Mount Mobile Radios. Total price \$7,423.44

Chairman Scott asked for a motion. Mr. Lambert made a motion to approve this purchase. Ms. Varns seconded. There was some brief discussion and a request to get two other bids for this purchase. This item was tabled and will be scheduled for the February Board meeting.

f) Discussion and possible action the purchase of 3 each BK KNG-M-150R Remote Mount 100 Mobil Radios. Total Price \$12,309.06.

Chairman Scott asked for a motion. Mr. Lambert made a motion to approve this purchase. Ms. Perelli seconded. Chief Paine reminded the Board that this purchase will be reimbursed through a grant from the 100 Club. There was some brief discussion then Chairman Scott asked for the vote. The vote was unanimous and the motion passed.

g) Discussion and possible action to approve the purchase of a snow plow attachment to be used on the 2006 Ford F-550 for winter snow removal. Total purchase price \$11,931.91.

Chairman Scott asked for a motion. Mr. Lambert made a motion to approve this purchase. Mr. Perelli seconded. After some discussion it was decided to table this item and obtain more information.

10) Agenda items for the next board meeting

- o Discussion and possible purchase of a snow plow.
- o Presentation by Saunders and Co. of 2020/2021 Financial Audit.
- o Discussion and further review of the 5-year plan.
- o Discussion and possible approval of a Fire Suppression Agreement.

11) Adjournment:

The Board Meeting was adjourned at 11:58 PM.

Respectfully submitted: January 19, 2022

Cynthia Perelli

Clerk of the BRFD Board

Minutes Approved: February 26, 2021

Cynthia Perelli

Clerk of the BRFD Board