



## BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

### MINUTES OF PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION SATURDAY SEPTEMBER 21, 2019

1. **CALL TO ORDER** – Chairman Shannon Scott called the meeting to order at 11:30 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, Shannon Scott, Cindy Perelli and Jack Beale.
4. **REVIEW AND ADOPTION OF AGENDA** – Chairman Scott asked for a motion to adopt the Agenda. Mr. Beale made a motion to adopt the Agenda as written and Mr. Lambert seconded the motion. There was no discussion. Chairman Scott asked for a vote. Ms. Varns, Mr. Lambert, Mr. Scott, Ms. Perelli and Mr. Beale voted in favor of the Motion.
5. **ANNOUNCEMENTS** The next Board Meeting will be held **Saturday, October 19<sup>th</sup>, 2019 at 11 AM.**
6. **REPORTS AND CORRESPONDENCE**
  - a. Chairman’s Report – Mr. Scott had no report.
  - b. Chief’s Report – Chief Paine  
The Chief’s Report was unavailable at the time these minutes were prepared.
7. **CALL TO THE PUBLIC**

No member of the public had signed up to speak.
8. **OLD BUSINESS**
  - a. None
9. **NEW BUSINESS**
  - a. Discussion and possible action to approve an amendment to the 2019-2020 FY Budget per A.R.S. 48-802-02(E).

Mr. Scott asked for a motion. Ms. Perelli made a motion approve an Amendment to the FY 2019/2020 Budget as presented to the Board and Mr. Beale seconded the motion. Mr. Scott asked for a vote. Mr. Lambert, Mr. Varns, Mr. Scott, Ms. Perelli and Mr. Beale voted in favor of the motion and the motion passed.
  - b. APPROVAL OF MINUTES – Discussion and possible action to approve minutes from the Board Meeting held Saturday August 23<sup>rd</sup>, 2019 and minutes for Board Meeting held August 17<sup>th</sup>, 2019.

Chairman Scott asked for a motion. Mr. Lambert made a motion to approve the two sets of minutes with one vote and Ms. Varns seconded the motion. Ms. Perelli pointed out the August 17<sup>th</sup> meeting was for record keeping only. There was a Board Meeting convened but due to lack of a quorum the meeting could not be held and was rescheduled. There was no further discussion and Chairman Scott asked for a vote. Mr. Lambert, Ms. Varns, Mr. Scott, Ms. Perelli and Mr. Beale voted in favor of the motion. The motion passed.
  - c. Discussion and possible action to approve the Financial Report for August 2019.

Chairman. Scott asked for a motion. Mr. Lambert made a motion to approve the Financial Report for July 2019 as presented and Ms. Varns seconded the motion. Chairman Scott asked Mrs. Wise to read the financial summary to those present. There was no discussion and Chairman. Scott asked for a vote. Mr. Lambert, Ms. Varns, Mr. Scott, Ms. Perelli and Mr. Beale voted in favor of the motion. The motion passed.

d. Discussion and possible action to close the Wells Fargo Non-Tax Revenue Account and mover funds in the Account to the Coconino County General fund and Reserve Accounts.

Chairman Scott asked for a motion. Ms. Perelli made a motion to discuss the possibility of closing the Wells Fargo Non-Tax Revenue Account at Wells Fargo and moving funds to the general fund with Coconino County, and Mr. Beale seconded the motion.

As part of the discussion Chairman Scott said that several things should be considered; there are currently funds not collecting interest with Wells Fargo and there is a requirement that Medicare/Medicaid will only send insurance payments to an account outside of the County accounts, therefore we do have to maintain a separate bank account with the Fire Districts name on it.

After further discussion it was decided to keep the account at Wells Fargo and the following was identified:

- The name of the Wells Fargo account will be changed to “Wells Fargo” and be used for the purpose of collection of insurance reimbursements and possible other related income.
- The funds collected in the Wells Fargo account will be moved to the County general fund monthly until \$80,000 for Budgeted Ambulance Revenue is satisfied then funds will be deposited in the Reserve Account.
- The Board will approve any funds moved from the Wells Fargo Account to the County accounts as part of the Board Meeting Agenda beginning with the October Board Meeting.
- Mrs. Wise will ask the County if our Reserve Account is a “Restricted Fund” account and ask for something in writing that says so.
- Mrs. Wise will mail checks to the County for transfers from the Wells Fargo Account to the County accounts.

There was no further discussion and Chairman Scott asked for the vote. Mr. Lambert, Ms. Varns, Mr. Scott, Ms. Perelli, Mr. Beale voted in favor of the motion. The motion passed.

e. Discussion and possible action to determine the process for disposal of the ambulance being replaced and the time frame for the doing so.

Mr. Lambert made a motion to discuss and determine the process for disposal of the ambulance being replaced. Mr. Beale seconded the motion.

As part of the general discussion the following was identified:

- Get an appraisal to determine value
- Maintenance cost- total cost including general maintenance, parts, labor and material
- Outfitting/equipment – gurney, EKG, radio, etc.
- Other cost: DHS annual certification
- Estimate of income potential

Henry Spackman, BRFD Volunteer and CCP unit 8 resident: Henry spoke in general of a requirement he was aware of to replace a vehicle if it is 10 years old or older due to

potential liability issues. It was clarified by others that he was speaking of an NFPA suggested vehicle replacement cycle.

Jerome Lubtz, BRD Captain: Most replacement schedules are 10 years, but engines life cycle is much longer. NFPA is not a regulatory agency but uses suggested guideline for replacement.

Chairman Scott asked for a vote. Mr. Lambert, Ms. Varns, Mr. Scott, Ms. Perelli and Mr. Beale voted in favor of the motion. The motion passed.

A Special Board Meeting will be called to discuss this process further after the information identified above has been gathered.

**10. AGENDA ITEMS FOR THE NEXT BOARD MEETING SEPTEMBER 21, 2019.**

- Review and approve Chief's Policy C210 and revision of related Employee Policy.
- Add a Board approval for moving funds from Wells Fargo Account to the Coconino General Fund/Reserve Account.

**11. ADJOURNMENT**

There was no further business for the Board to conduct and the Public Meeting of the Blue Ridge Fire District Board was adjourned at 12:52 PM.

Respectfully submitted: September 22, 2019

Cynthia Perelli  
Cynthia Perelli, Clerk of the BRFD Board

Minutes Approved: October 18, 2019

Cynthia Perelli  
Cynthia Perelli, Clerk of the BRFD Board