

BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

PUBLIC MEETING

BLUE RIDGE FIRE STATION

MINUTES

1. **CALL TO ORDER:** Meeting called to order at 10:00 a.m. by Chairman Richard Eng.
2. **ROLL CALL:** Board members present: Richard Eng, Alma Seward; Jerry Smith attending telephonically. Absent: Nick Gemrose, Monty Blosser.
3. **PLEDGE OF ALLEGIANCE:** Chairman Eng led those attending in the Pledge of Allegiance.
4. **REVIEW AND ADOPTION OF AGENDA:** **Moved** by Alma Seward, seconded by Jerry Smith, to adopt agenda. **Motion passes: 3-0.**
5. **APPROVAL OF PREVIOUS MINUTES:** **Moved** by Alma Seward, seconded by Jerry Smith, to approve minutes of the regular monthly public Board meeting held on March 17, 2016. **Motion passes: 3-0.**
6. **ANNOUNCEMENTS:**
 - A. **Reminder of next meeting date & time:** Saturday, May 21, 10:00 a.m.
 - B. Chief Banning reported that Neighborhood Watch meetings will resume in May; exact date and time to be announced.

[NOTE: Monty Blosser joins the meeting at 10:14 a.m.]

7. **REPORTS AND CORRESPONDENCE:**
 - A. **Fire Board Chairman's Report:** Chairman Eng expressed appreciation for the work of Chief Banning and the Budget Committee in developing the budget presentation for today's meeting.
 - B. **Fire Chief's Report:** Chief Banning presented his report for March/April (3-18-2016 to 4-21-2016), copy attached for the record.
 - C. **Committee or Other Reports:** Covered under Old Business and New Business items.
8. **CALL TO THE PUBLIC:** No requests to speak.
9. **OLD BUSINESS:**
 - A. **Discussion and possible approval of BFRD Bookkeeping Manual:** **Moved** by Alma Seward, seconded by Monty Blosser, to approve Bookkeeping Manual as submitted by Finance Officer Cindy Perelli and reviewed in previous meetings. **Motion passes: 4-0.**
 - B. **Discussion and possible action on replacement of 2 cardiac monitors:** After discussion and review of information, it was **moved** by Richard Eng, seconded by Alma Seward, to grant approval to Chief Banning to proceed with the replacement of the two cardiac monitors. **Motion passes: 4-0.**
 - C. **Update on GOHS grant:** Chief Banning notified the Board that he has completed the previously approved purchase of the Holmotro hydraulic rescue equipment and accessories from budgeted GOHS Grant funds and is proceeding to seek out further grants to finance a second set of the Holmotro equipment for use on a second apparatus.
 - D. **Update on hiring of part-time bookkeeper:** Chief Banning reported that the bookkeeper position has been filled, and the new employee will begin training with Cindy Perelli later this month.

- E. Discussion and possible action to approve an actuary evaluation and other associated materials for consideration of joinder of PSPRS for full-time personnel:** After discussion, and review of materials from previous discussions, it was **moved** by Alma Seward, seconded by Jerry Smith, to approve an actuary evaluation as requested. **Motion passes: 4-0.**

10. NEW BUSINESS:

- A. Financial Report for March 2016 – Review and Action required:** Alma Seward read the Treasurer’s report for period ending 3-31-16 as presented. **Moved** by Jerry Smith, seconded by Monty Blosser, to accept the Financial Report as read. **Motion passes: 4-0.**
- B. Chief’s budget presentation for FY 2016-17 with discussion and possible action for approval as a Tentative Budget:** See below under Item 10C.

***[NOTE: Items 10B and 10C were combined as one budget action.]**

- C. Discussion and possible action to adjust the tax rate from \$2.11/\$100 assessed value to \$2.27/\$100 assessed value for FY 2016-17:** After the power-point budget presentation by Chief Banning and ensuing question and answer period, it was **moved** by Richard Eng, seconded by Alma Seward, to approve the budget proposal using the \$2.27/\$100 assessed value tax rate as the Tentative FY2016-17 Budget to be submitted to the County. **Motion passes 4-0.**

- D. Discussion and possible action to approve a revised employee pay scale:** After discussion, it was **moved** by Richard Eng, seconded by Alma Seward to adopt the proposed pay scale. **Motion passes: 4-0.**

- E. Discussion and possible action to approve a part-time Administrative Assistant position beginning FY 2016-17:** After discussion and review it was **moved** by Alma Seward, seconded by Monty Blosser, to approve the requested position for FY 2016-17. **Motion passes 4-0.**

- F. Discussion and possible action to change dispatch services from City of Flagstaff to Guardian EMS:** **Moved** by Richard Eng, seconded by Jerry Smith to postpone this item to the May meeting. **Motion passes 4-0.**

- G. Discussion and possible action to approve purchase of PPE in the amount of \$1,624.50 from budgeted funds in line item 6651:** After discussion and review, it was **moved** by Richard Eng, seconded by Monty Blosser to approve the purchase as requested. **Motion carries: 4-0.**

- 11. ADJOURNMENT:** **Moved** by Alma Seward, seconded by Jerry Smith, to adjourn. **Motion passes: 4-0.** Meeting adjourned at 12:34 p.m.