



BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION SATURDAY DECEMBER 18, 2021

- 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: Sylvia Meakin, Judy Varns, Cindy Perelli, and Shannon Scott. Larry Lambert was absent. Assistant Chief Board Lashua was present for Chief Paine.
- 4) Review and adoption of agenda:
Chairman Scott asked for a motion to adopt the Agenda. Ms. Perelli made a motion to adopt the Agenda and Ms. Varns seconded the motion. There was a brief discussion but no changes were made to the Agenda. Chairman Scott asked for a vote. The motion passed unanimously.
- 5) Announcements: The next Board Meeting will be held January 15, 2022 at 10AM.
- 6) Reports and Correspondence:
 - a) Chairman's Report: None given
 - b) Chief's Report:
 - **Personnel**: 15 volunteer, 15 paid reserve, 4 full time, and 2 part time. Congratulation to Adam La Maide for completion of his paramedic studies and testing. He is now a certified AZ State and National Registry Emergency Medical Paramedic.
 - **Apparatus Report**: All vehicles in service
 - **Incident Report**:
 - 8 EMS
 - 0 Fire
 - 9 MVC
 - 5 Service Calls
 - **Training Report**: November training included – 4-wheel drive and on spot chains, preventing frozen water line procedures, CPR, CCR (continuous chest compressions), tourniquet use, pelvic binder, stop the bleed bandaging, ventilation and airway mgt, pediatric assessment and treatment. Total training 265 hours.
 - **Updates**:
 - Policy Review Update: Final section under review and edit (Section 10: Personnel) and will begin to merge existing policies into new format beginning January 1st. Board members should have Lexipol sign on available on department email.
 - 5-year Plan Update: Third draft meeting with Assistant Chief Bob Lashua, EMS Coordinator Billy Chester, Training Coordinator Brandon Sewell, Water District Representative John Ritter, Communications Don Wetter, Technology Ryan MacNeal. Look for an updated draft copy in your board email.

- Subscription Service – Next work session is on January 10th. **Correction:** *the Board Work Session scheduled for January 10th is for the Board Mission Statement and Goals. A Work Session the proposed Subscription Service is TBD.*
 - 928 Sign Company contacted for a quote on the lighted highway sign.
 - Grant applications submitted to AFG (cancer screenings and prevention) and 100 Club (field programmable mobile radios). ***NOTE; notification has been received that BRFD has received the 100 Club grant.***
 - FY 2020-2021 Financial Audit – Saunders audit is near completion. Schedule presentation to Board on January 15, 2022.
- c) Other Reports: none
- 7) Call to the Public: No one had signed up to speak.
- 8) Old Business:
None.
- 9) New Business:
- a) APPROVAL OF MINUTES
Discussion and possible action to approve minutes from the Board Work Session, the Board and Executive Session Meetings held November 20, 2021.
Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the three set of minutes with one vote and Ms. Varns seconded the motion. There was no discussion and Chairman Scott asked for a vote. The motion passed unanimously.
- b) APPROVAL OF THE FINANCIAL REPORT:
Discussion and possible action to approve the Financial Report for November 2021.
Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the financial report for November 2021 as presented. Ms. Varns seconded the motion.
Mrs. Wise read the Financial Summary Report to those present. There was discussion regarding where a station expense had been posted, and Mrs. Wise said there was a sub-account that had been added for this expense but was not visible on the report. After some further discussion, Chairman Scott said he felt we should approve the Financial Report with the understanding that this would be corrected in future reports. Chairman Scott asked for the vote and the motion passed unanimously.
- c) Discussion and possible action to review and approve Public Meeting Dates and Posting Places document for 2022. Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the Meeting Dates and Posting document for 2022 as presented. Ms. Varns seconded the motion there was some discussion then Chairman Scott asked for the vote. The motion passed unanimously.
- d) Discussion and possible action to approve moving funds from the Coconino County Operations account to the Reserve Account to reimburse this account for funds used to cover operating expenses for the first quarter of FY 2021-2022. Chairman Scott asked for a motion. Ms. Perelli made a motion to approve moving \$300,000 from the Operations account to the Reserve account. Mrs. Meakin seconded the motion. After some discussion Chairman Scott asked for the vote. The motion passed unanimously.
- e) Discussion and possible action to approve moving funds from the Wells Fargo Account to the Reserve Account.
Chairman Scott asked for a motion. Ms. Perelli made a motion to move funds from the Wells Fargo Account to the Reserve Account. Ms. Varns seconded the motion. After some discussion, Ms. Perelli amended her motion to *“move funds from the Wells Fargo Account to the Reserve Account in the amount of \$100,000 and move \$120,00 from the Wells Fargo Account to the Coconino County Operations Account.* Ms. Varns seconded the amendment to the motion. Chairman Scott asked for the vote and the motion passed unanimously.

- f) Discussion and possible action to review the PSPRS funding Policy for any updates or changes.
Chairman Scott asked for a motion. Ms. Perelli made a motion to review the PSPRS Funding Policy for any needed updates or changes. Ms. Varns seconded the motion. After some discussion it was determined that there was no need to update this Policy.

It was decided that a review the PSPRS Actuarial was needed to determine what the unfunded liability figure was, and discuss paying off this liability or reducing it.

Chairman Scott asked for a vote on the motion and the motion passed unanimously.

10) Agenda items for the next board meeting

- 2020-2022 FY Financial Audit presentation to the Board.
- Review PSPRS unfunded liability.

11) Adjournment:

The Board Meeting was adjourned at 10:58 PM.

Respectfully submitted: December 20, 2021

Cynthia Perelli
Clerk of the BRFD Board

Minutes Approved: _____

Clerk of the BRFD Board

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