



BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION SATURDAY OCTOBER 16, 2021

- 1) Call to Order –Chairman Shannon Scott called the meeting to order at 10:00 AM.
- 2) Pledge of Allegiance: Chairman Scott led the assembly in the pledge of allegiance.
- 3) Roll Call of Board Members: Larry Lambert, Cindy Perelli, and Shannon Scott. Judy Varns was absent and there is one Board vacancy.
- 4) Review and adoption of agenda:
Chairman Scott asked for a motion to adopt the Agenda. Mr. Lambert made a motion to adopt the and Ms. Perelli seconded the motion. There was no discussion and Chairman Scott asked for a vote. The motion passed by unanimous vote.
- 5) Announcements: The next Board Meeting will be held November 20, 2021 at 10AM.
- 6) Reports and Correspondence:
 - a) Chairman's Report:
 - Chairman Scott said that we did receive an edited copy of the draft of the BRFD 457-b Plan document back from Nationwide on. Not many suggested changes were made. The Board will seek appropriate legal counsel for final review.
 - b) Chief's Report:
 - Personnel: 15 volunteers, 15 paid reserve, 4 full time, 2 part time.
 - Apparatus Report: all vehicles in service
 - Incident Report: Call volume 21; consisted of 15 EMS, 0 fire, 1 MVC, 5 Service Calls
 - Training Report: 372 hours of training during the month of September including car fire simulations, traffic control, winter driving, chest pain and difficulty breathing protocols. 5 BRFD personnel attended the 2021 Arizona State Fire School completing 24-hour classes in rope rescue, fire hydraulics, fire ground tactics and procedures, and strategies for rural fire departments. We have 2 personnel currently attending paramedic studies, 1 attending EMT school, and 1 attending a fire academy.
 - c) Updates to the Board:
 - A summary of the weekly COVID numbers was given.
 - New Engine 3 build review was delayed and has been rescheduled for November 11th.
 - Policy review: 60 completed at this time. 170 total policies to review.
 - Mr. Lambert asked about a previous discussion of having a lighted sign for the Fire Department near the entrance to CCP 8&9.
 - d) Other Reports: none
- 7) Call to the Public: No one had signed up to speak.

- 8) Old Business: - Discussion and possible action on the status of Chief Paine's Goals. Chairman Scott asked for a motion. Ms. Perelli made a motion to review and discuss the draft of Chief Paine's goals and Mr. Lambert seconded the motion. There was much discussion regarding goal setting, what the Board expects to see and suggestions of goals that could be included. Chief Paine then asked Ms. Perelli to meet with him get the formatting set up for his goals and Ms. Perelli agreed to do so. Everyone agreed that Chief's goals needed to be finalized so other matters could be focused on. No action was required by the Board and a new draft of Chief Paine's goals will be presented at the next Board meeting.
- 9) New Business:
- a) APPROVAL OF MINUTES
Discussion and possible action to approve minutes from the Board Meetings held September 18, 2021
Chairman Scott asked for a motion. Mr. Lambert made a motion to approve the minutes as presented and Ms. Perelli seconded the motion. There was no discussion and Chairman Scott asked for a vote. The motion passed.
 - b) APPROVAL OF THE FINANCIAL REPORT:
Discussion and possible action to approve the Financial Report for September 2021.
Chairman Scott asked for a motion. Ms. Perelli made a motion to discuss and approve the September 2021 Financial Report as presented and Mr. Lambert seconded the motion. Chairman Scott asked Mrs. Wise to read the Financial Report summary to those present. There was no discussion and Chairman Scott asked for a vote. The motion passed.
 - c) Discussion and possible action regarding a draft of the District's 5-Year Strategic Plan.
Chairman Scott asked for a motion. Mr. Lambert made a motion to discuss the District 5-Year Strategic Plan and Ms. Perelli seconded. Chief Paine discussed his previous outline of what he felt that the 5-year plan would look like and gave specific examples. He said he would have an in-house committee to further refine the Plan prior to bring to the Board. At this time there was no action needed by the Board. Chief Paine said he estimates he will have this complete by the February 2022 Board meeting so it can be used for budgetary purposes. An update will be provided at the next Board meeting. No action needed by the Board.
 - d) Discussion and update on review and possible rewrite of the BRFD Policies.
Chairman Scott asked for a motion. Mr. Lambert made a motion to have a discussion on the BRFD Policy review and edit process. Ms. Perelli seconded the motion. As part of the discussion Chairman Scott stated that he thought the Board should see the Policies as they were completed. Chief Paine commented that he thought he could get Board members access to the portal used by the vendor. Estimated completion of editing is January 2, 2022.
During the discussion, Chief Paine stated the he would like to draft a Mission Statement for the Policy Manual using the Board statement as a template, and the Board had no issue with this.
Also identified was a need for the Board to review the Board Mission Statement Goals. This will be place on the next agenda.
 - e) Discussion and possible action on posting for new Board Member to fill current vacancy.
Chairman Scott asked for a motion. Ms. Perelli made a motion to discuss the posting to fill the current Board vacancy and Mr. Lambert seconded. There was some discussion on posting places and what had been done so far. There was no action need by the Board on this item.
 - f) This Item was a duplicate of item a) under New Business and was removed.
 - g) Chief Paine to provide update to the Board on status of new engine build.
It was decided that this item had already been discussed in the Chief's Update to the Board above. There will be a further update at the November Board meeting. Chief Paine added that we should be expecting delivery this summer in the June or July time frame. No action was needed by the Board.

