



BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION SATURDAY JULY 18, 2020

1. **CALL TO ORDER** –Chairman Shannon Scott called the meeting to order at 10:01 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, Cindy Perelli, Shannon Scott and Jack Beal was present by phone.
4. **REVIEW AND ADOPTION OF AGENDA:**
Chairman Scott asked for a motion to approve the Agenda. Mr. Lambert made a motion to approve the Agenda as presented and Ms. Varns seconded the motion. There was no discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and motion passed.
5. **ANNOUNCEMENTS:** Next Board meeting will be August 15, 2020 at 10AM.
6. **REPORTS AND CORRESPONDENCE**
 - a. **Chairman’s Report:** Chairman Scott did not have a report, but he did thank all the staff and Chief for their efforts to help with the wild land fires throughout the State. This brings in extra income to the Department
 - b. **Chief’s Report for June 2020:**
 - Personnel: 41 total - 18 volunteers, 18 paid reserve, 4 full time and 1 part time admin.
 - Apparatus Report: All in service.
 - Incident Report: call Volume for June total 29 - 19 EMS, 0 fire, 3 MVC, 7 Service Call
 - Training Report: Training during the month of June included target solutions online and EMS treatment and transport of traumatic injuries.
 - Updates to the Board:
 - Chief Paine read an article from the Payson Roundup in regards to Gila Count “sweeping” funds from two fire districts in the county.
 - Chief Paine did a presentation of photos taken by BRFD staff present on some the forest fire assignments. This was a suggestion made to Chief Paine by Board Member Judy Varns. All thought it was very informative.
 - Medic 2 assigned to the Blue River Fire on San Carlos Reservation 6/9-6/15 (billed \$7,410)
 - Medic 2 assigned to the Bush Fire on Highway 87, 6/17-7/1 (billed \$17,685)
 - Engine 12 assigned to the Mangum Fire near Jacob’s Lake (billed \$25,086)
 - Medic 1 assigned to the Wood Springs 2 Fire near Window Rock, 6/29 – 7/10 (billed \$9,601)
 - Engine 12 assigned to the Monument Fire northwest of Ashfork 7/9 – 7/15 (billed \$10,848)

Chairman Scott asked about cost of repairs to the equipment and where that was covered. Chief Paine said it was included.

- Captain Lashua has taken on the responsibility of Volunteer Recruitment and Retention Coordinator for the SAFER grant.

7. CALL TO THE PUBLIC

Mr. John Ritter of Starlight Pine Ranchettes made a request of the Board to add an item to the Agenda of the August 15th Board Meeting, to approve allowing the Blue Ridge Water Improvement District to hold their public board meetings at the Blue Ridge Fire Department building.

8. OLD BUSINESS

a. CHIEF PAINE TO PROVIDE AND UPDATE TO THE BOARD ON QUOTES RECEIVED FOR INSTALLATION OF A SECURITY SYSTEM FOR THE BRFD STATION.

Chief Paine said that he had two quotes; one from Titan Alarm which came in at \$12,881.85 and one from ECD Systems for \$10,353.00 (there was no site visit with this proposal) and there were items left out of this proposal that were in the Titan proposal. Chairman Scott said there were a lot of unanswered questions, one being the difference in fees; Titan being \$90 and ECD being \$338 and then what are the fees for? It's not specified. Chief Paine recommended that the Board review both proposals and it will be on the August 15th Board Meeting.

9. NEW BUSINESS

a. APPROVAL OF MINUTES:

Chairman Scott asked for a motion. Mr. Lambert made a motion to approve the minutes of the Public Hearing and the minutes of the Board Meeting held June 27th with one vote. Ms. Perelli seconded the motion. Ms. Perelli note that the item under the title be struck, and Chairman Scott pointed out a missing word which was noted and will be corrected. Mr. Lambert amended his motion to accept the previous motion with the included correction. Ms. Perelli seconded the amendment. There was no further discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and motion passed.

b. APPROVAL OF THE MAY 2020 FINANCIAL REPORT:

Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the Financial reports for May 2020 as presented and Mr. Lambert seconded the motion. The Financial Summary was read Mrs. Wise. There was no discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and motion passed.

c. DISCUSSION AND POSSIBLE ACTION TO APPROVE RENEWAL OF THE APS STORAGE CONTAINER LEASE RENEWAL.

Chairman Scott asked for a motion. Mr. Lambert made a motion to approve renewal of the APS Storage Container Lease Agreement. Chief Paine explained what the Storage Container was used for. After some discussion it was determined the Agreement should be renewed. There was no further discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and motion passed.

- d. DISCUSSIN AND POSSIBLE ACTIN TO RENEW THE RETAINER AGREEMENT WITH THE COCONINO COUNTY ATTORNEY TO PROVIDE LEGAL REPRESENTATION FOR THE BLUE RIDGE FIRE DISTRICT.
Chairman Scott asked for a motion. Mr. Lambert made a motion to approve the amendment to BRFD Resolution 89-2014 and the retainer agreement with the Coconino County Attorney.

A brief recess was requested by Ms. Perelli and the meeting was reconvened at 10:52 AM.

After a brief discussion everyone was in agreement that it was in our best interest to renew the Agreement. There was no further discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and motion passed.

- e. DISCUSSION AND POSSIBLE ACTION TO APPROVE A MODIFICATIN TO CHIEF PAINE'S EMPLOYMENT AGREEMENT ALLOWING FOR PAYMENT OF OVERTIME UNDER SPECIAL CIRCUMSTANCE.

Chairman Scott asked for a motion. Mr. Lambert made a motion to approve a modification the Chief Paine's Employment Agreement with regard to payment of overtime. Ms. Perelli seconded the motion.

As part of the discussion Chief Paine stated that section of the Agreement that needed changing was 3.1 *Salary*, to meet the requirement of the State of Arizona for paying overtime to a salaried employee exempt from overtime by contract. After some discussion it was decided that the language of the Agreement should be modified, and the reference to "FSLA exempt from overtime " be stricken, and replaced by: " The parties acknowledge that the Fire Chief is allowed overtime under special circumstances as determined by a majority vote of the Fire District Board.

- f. DISCUSSIN ON BOARD PROCEDURES REGARDING METHODS OF COMMUNICATION BETWEEN BOARD MEMBERS AND COMMUNICATION BETWEEN BOARD AND CHIEF PAINE.

It was acknowledged the this was a discussion only item and no action was required by the Board.

Chairman Scott turned the meeting over to Ms. Perelli.

Ms. Perelli stated that she had concerns that Board Members could potentially be in violation of the Open Meeting Law when using texting vs using email. She felt the email was more secure and that individuals could be "blind coped" on a group email where that was not possible using text messaging.

Ms. Perelli also asked Board Members to please have their Board Email set up on their electronic device (cell phone or tablet/computer) so they will receive a "notification" when they have an email from other Board Members or from Chief Paine when he is sending information to the Board in preparation for a Board Meeting.

There was more discussion on the issue and it was agreed that everyone could continue using texting as a means of communication, but would be very careful when using group text messages that included all Board Members.

Ms. Perelli also a suggestion that Board Members could get Board Meeting Agendas and Minutes off the BRFD Web-site instead of by email if there were any email issues.

There was no further discussion.

- g. DISCUSSION AND POSSIBLE ACTION TO VOTE TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONAL MATTERS RELATED TO THE BRFD EMPLOYEE PERFORMANCE EVALUTION.
Chairman Scott asked for a motion. Ms. Perelli made a motion to vote to go into Executive Session for discussion of personal matter related to the BRFD Employee Performance Evaluation. Mr. Beal seconded the motion. There was no discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and motion passed.

Board Meeting was recessed at 11:30
Board Meeting was reconvened at 12:55 PM

10. AGENDA ITEMS FOR THE NEXT BOARD MEETING

- Station Security System: Item A under Old Business
- Use of BRFD building to hold Blue Ridge Water Improvement District Board Meetings

11. ADJOURNMENT

Chairman Scott adjourned the Public Meeting of the Blue Ridge Fire District Board at 12:55 PM.

Respectfully submitted: July 18, 2020 Cynthia Perelli
Clerk of the BRFD Board

Minutes Approved: August 15, 2020 Cynthia Perelli
Clerk of the BRFD Board