



BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION

SATURDAY APRIL 18, 2020

Please note that this meeting was held by tele-conference due to Coronavirus restrictions.

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** –Board Members present were Jack Beale, Cindy Perelli, Shannon Scott, Judy Varns and Larry Lambert. Mr. Scott was present at the Station to chair the meeting.
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. 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 May 16, 2020 at 10AM.
6. **REPORTS AND CORRESPONDENCE**
 - a. Chairman’s Report: non presented
 - b. Chief’s Report for March 2020:

Personnel: 46 total - 21 volunteers, 20 paid reserve, 4 full time and 1 part time admin.

Apparatus Report: All vehicles in service.

Incident Report: call Volume – 9 total - 5 EMS, 1 fire, 2 MVC, 1 Service Call

Training Report: 242 hours during the month of March including our annual wildland refresher, pack test, medical protocols, heat related injuries, and medical evacuations. One volunteer member attended basic wildland firefighter at the Prescott Wildfire Academy and is now eligible to become a paid reserve firefighter/EMT.

Updates to the Board:

 - Remaining department physicals have been cancelled, rescheduling after May 1st.
 - WFHF Grant: Estimates and tree cutting underway for first 20 on the list. Next 20 will be given information/steps to be taken in the Fall. Final 20 next Spring.
 - 2018 SAFER Grant: 4 new volunteers hired under this program with 2 more waiting on fingerprints and background checks. Volunteers now pulling 24-hour shifts at the Station.
 - Water heater leak in crew quarters temporarily fixed until contractor is available to remove insulation and drywall and reinstall new water heater. .
 - 2019 SAFER grant opened up on Monday, April 13th. Currently working on the application geared toward re-hiring 3 full-time paid personnel.
 - COVID-19 updates available daily at Coconino County websites (today’s report?)
 - USHHS Stimulus received in the of \$1,593.14 to be used for COVID-19 related expenses.
 - AFCA/AFDA summer conference is cancelled.

7. CALL TO THE PUBLIC

There were no members of the public who wished to speak.

8. OLD BUSINESS – None

9. NEW BUSINESS

- a. APPROVAL OF MINUTES: Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the three sets of minutes presented with one vote. Mr. Beale 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.
- b. APPROVAL OF THE JANUARY 2019 FINANCIAL REPORT: Chairman Scott asked for a motion. Mr. Scott made a motion to approve the Financial reports for February and March 2020 as presented. Mr. Lambert seconded the motion. The Financial Summary was read to those present by Mr. 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 REGARDING SCHEDULE AND METHOD FOR HOLDING BOARD BUDGET MEETINGS FOR FY 2020/2021. After some discussion it was decided to hold a Board Work Session for Budget discussion immediately following the monthly Board Meeting on May 16, 2020. Chief Paine requested that each Board Member meet with him individually to go over the budget prior to the May meeting.
- d. DISCUSSION AND POSSIBLE ACTION TO APPROVE BRFD POLICY W101, EXTENDED ASSIGNMENT COMPENSATION. Chairman Scott asked for a motion. Mr. Beale made a motion to approve BRFD Policy W101 and Mr. Lambert seconded the motion. As part of the discussion Chief Paine read the Policy then asked if there were any questions. There was a question regarding State or Federal reimbursement, and Chief Paine clarified that “time off” was for full time personnel only. 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. DISCUSSIN AND POSSIBLE ACTION TO APPROVE MOVING \$250,000 FROM THE COCONINO COUNTY OPERATIONS ACCOUNT TO THE RESERVE ACCOUNT. Chairman Scott asked for a motion. Mr. Beale made a motion to approve moving \$250,000 from the Coconino County Operations account to the Reserve account. Ms. Varns seconded the motion. After a brief discussion Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and motion passed.
- f. DISCUSSION AND POSSIBLE ACTION TO APPROVE MOVING \$80,000 FROM THE WELLS FARGO ACCOUNT TO THE COCONINO COUNTY OPERATIONS ACCOUNT. Chairman Scott asked for a motion. Ms. Perelli made a motion to approve moving \$80,000 from the Wells Fargo Account to the County Operations Account. Mr. Beale seconded the motion. Mr. Scott clarified that these funds were to replace funds used to bring the new ambulance on line. There was no further discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and motion passed.
- g. DISCUSSION AND POSSIBLE ACTION ON SATION SECURITY PROPOSALS. This item was tabled due to not have quotes available and will be on the May Meeting Agenda.

- h. DISCUSSION AND POSSIBLE ACTION REGARDING CHIEF PAINE USING REMAINDER OF PTO (up to 4 WEEKS) IN JUNE FOR FAMILY VACATION. Chairman Scott asked for a motion. Mr. Lambert made a motion to approve Chief Paine using four weeks of PTO in June for vacation. Ms. Varns seconded the motion. As part of the discussion Chief Paine said that after reviewing his calendar it was probably going to be three weeks instead of four. Mr. Scott asked if he would be available by phone in case of an emergency and Chief Paine said he could be. There was no further discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and motion passed.
- i. DISCUSSION AND POSSIBLE ACTION TO AMMEND THE CURRENT EMPLOYEMENT AGREEMENT BETWEEN CHIEF PAINE AND BRFD TO REMOVE ITEM 3.7, TECHNOLOGY ALLOWANCE. There was some brief discussion regarding the cell phone purchased for Chief's use. Chairman Scott suggested that this item be removed from the Agenda. And that it will be addressed further during budget discussion. There was no further action to be taken by the Board on this issue.

10. AGENDA ITEMS FOR THE NEXT BOARD MEETING

- Discussion and possible action on Station security proposals.

11. ADJOURNMENT

Chairman Scott adjourned the Public Meeting of the Blue Ridge Fire District Board at 10:50AM.

Respectfully submitted: April 18, 2020

Cynthia Perelli
Clerk of the BRFD Board

Minutes Approved: May 16, 2020

Cynthia Perelli
Clerk of the BRFD Board