**BLUE RIDGE FIRE DISTRICT**

**NOTICE OF PUBLIC MEETING & PUBLIC HEARING**

July 21, 2017 @ 11:00 AM at Fire District Headquarters

Posted at Least 72 Hours prior to the Meeting & Public Hearing

**The Blue Ridge Fire District Board will meet in a PUBLIC MEETING** and hold a PUBLIC HEARING **on Friday July 21st, 2017 at 11:00 A.M. The Meeting will be held at the** Fire District Headquarters, 5023 Enchanted Lane, Happy Jack Arizona**. Board members or other participants may attend by telephonic means.**

**The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action. Items will be considered in the order listed unless otherwise changed by the Board Chairman.**

**Sessions are open to the public. Pursuant to the Americans with Disabilities Act accommodations will be made available upon prior request to the Clerk of the Blue Ridge Fire District Board of Directors.**

**The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board’s attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).**

**AGENDA**

**Meeting will be recorded unless otherwise noted**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS**
4. **REVIEW AND ADDOPTION OF AGENDA**
5. **APPROVAL OF MINUTES**
   1. Discussion and possible action to approve Minutes from the Public Board Meeting held Friday, June 16th, 2017.
6. **ANNOUNCEMENTS**
   1. Next Blue Ridge Fire District Board meeting will be held Friday, August 18th, 2017 at 11 A.M.
   2. Blue Ridge Fire Department Auxiliary Sale will be held Saturday September 2nd, 2017, from 8AM to 2PM.
7. **REPORTS AND CORRESPONDANCE** (Oral reports of the following committees and discussion therein.)
   1. Board Chairperson’s Report – Ms. Seward
   2. Fire Chief’s Report – Chief Paine (or designee in his absence)
   3. Financial Report for June, 2017
   4. Retirement Benefit Committee Report. Status of Committee recommendations to the Board regarding the 457b Retirement Plan and the PSPRS employees’ retirement plan.
   5. Auxiliary Report to the Board regarding the recent fund raising sale held July 1st.

* An Auxiliary financial report will read by Ms. Perelli, Auxiliary Treasurer.
  1. Arizona Fire Districts Association (AFDA) attendees Report to the Board.
* Open Meeting Law
* Governance
* Financial Management
* Ethics & Fiduciary Responsibilities

1. **OLD BUSINESS** 
   1. Discussion and possible action regarding the status of the preliminary Audit being performed by Saunders Ltd., Fire District Auditor of record. Status update will be provided by Sue Thompson, BRFD Bookkeeper/Admin.
2. **NEW BUSINESS**
   1. **PUBLIC HEARING** to receive public input on the 2017/2018 Fire District Budget.
   2. Discussion, consideration, and possible action to ratify, pursuant to A.R.S. § 38-431.05, the Board’s prior approval and adoption of the 2017/2018 Fire District Budget:

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| **Date of Original Bd. M.** | **Per A.R.S. §§ 38-431.05(B)(2)&(3), the Following Constitutes the Detailed Written Description of Action to be Ratified** | **Action Proposed at this Meeting** | **How/Where to Find More Documentation re Action to be Ratified** |
| --- | --- | --- | --- |
| 06/16/2017 | In accordance with its obligations under state statute, the District developed a proposed budget for the 2017/2018 fiscal year. As required by A.R.S. § 48-805.02, a summary of this proposed budget was posted in three public places and a complete copy was posted to the District’s website at least twenty days before a public meeting called by the Board to adopt this proposed 2017/2018 Budget. This Budget remains posted, and is viewable, on the District’s website.  At the original public meeting held on Friday, June 16, 2017, the Board reviewed the proposed 2017/2018 Budget and voted unanimously to adopt and approve this Budget. Adoption of this Budget was properly included for consideration as part of the agenda of that meeting. However, the Board inadvertently took action on the proposed 2017/2018 Budget without first holding a public hearing to receive comment and input from the public on the proposed Budget, as required by A.R.S. § 48-805.02(A).  **The purpose of this present ratification action is to hold a public hearing to receive public input on the 2017/2018 Budget, and thereafter, to ratify the Board’s prior adoption of the 2017/2018 Budget.** | The Fire Board proposes to ratify this prior action at this Public Meeting, after first holding a Public Hearing on the 2017/2018 Budget. | All documents, recordings, deliberations, consultations, decisions, and other information preceding and related to this matter are hereby made available at the *Blue Ridge Fire District Headquarters, 5023 Enchanted Lane, Happy Jack, Arizona*, during normal business hours. |

* 1. Discussion and possible action to request and audit by CopperPoint Mutual, employee workers compensation insurance carrier. Discussion may include the following items and other related matters.
     + Status / location of current CopperPoint Policy for policy year 2016/2017.
     + Review / verify fiscal year Policy budgeted amount verses Policy amount.
     + Initiate a request to CopperPoint Mutual to audit our processes and documentation to determine if BRFD employees are being properly classified.
  2. Discussion and possible action to determine the necessity of moving all operational and reserve bank accounts to the Coconino County Treasurer, with the exception of a payroll account.
  3. Discussion and possible action to determine if the BRFD Retention Schedule Policy adequately covers / identifies Board documentation and electronic media.
  4. Discussion and possible action to determine if the BRFD fee schedule needs to be updated to insure that items like electronic media copies of public records (email, or portable drives) are covered under the Policy.
  5. Discussion and possible action to determine the necessity for reclassifying FY 2017/2018 Budget items to break out liabilities, such as Paid Time Off, PSPRS and other liabilities for ease of tracking the expenditures.

1. **CALL TO THE PUBLIC**

***The public is invited to speak on any area of concern. The Board of the Blue Ridge Fire District cannot discuss or act on items presented during the Public participation portion of the agenda pursuant to A.R.S. § 38-431.01(H). Individual Board members may ask questions of the public, but are prohibited from discussing or considering the item(s) among themselves until the items(s) are officially placed on an agenda for a future meeting. Individuals are limited to a five (5) minute presentation.***

***PLEASE INDICATE YOU’RE WISH TO SPEAK ON THE SIGN IN SHEET PROVIDED***

1. **AGENDA ITEMS FOR THE NEXT BOARD MEETING**
2. **ADJOURNMENT**

***COPIES OF THE AGENDA ARE AVAILABLE IN THE AGENDA BOX LOCATED ON THE SOUTHEAST CORNER OF THE BLUE RIDGE FIRE STATION***