

BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF THE PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION FRIDAY, JUNE, 16th 2017

1. **CALL TO ORDER** – Meeting was called to order at 11:01 AM by Chairperson Alma Seward.
2. **PLEDGE OF ALLEGIANCE** – Ms. Seward asked all present to join her in the Pledge of Allegiance.
3. **ROLL CALL OF BOARD MEMBERS** - Members present were Pete Fenton, Alma Seward, Cindy Perelli, and by phone Shannon Scott and Monty Blosser. All members were present.
4. **REVIEW AND ADOPTION OF AGENDA**

Chairperson Seward said that she was not asking to amend the Agenda, but wanted to advise the members that Chief Paine has received the Letter of agreement with Coconino County Attorney's office that had been previously approved by the Board and will be passing to Board Members for signature. Chairperson Seward asked for a motion to adopt the Agenda. Mr. Fenton made a motion to adopt the Agenda with Mr. Scott seconding the motion. Motion passed by unanimous vote.

5. **APPROVAL OF PREVIOUS MINUTES**

- a) Special Public Meeting, May 20th, 2017
- b) Executive Session, May 20th, 2017
- c) Public Board Meeting Minutes, May 20th, 2017
- d) Special Public Meeting May 26th, 2017

Chairperson Seward asked for a motion to approve the Minutes for the listed public Board meetings and Executive Session meeting. Mr. Blosser made a motion to approve the minutes as written and asked if the Board was approving all four minutes as a group. Chairperson Seward said she felt that if there were no issues or corrections to the Minutes we could approve them as a group. Ms. Perelli seconded the motion. Motion passed by unanimous vote.

6. **ANNOUNCEMENTS**

The next Board meeting will be held Friday, July 21st, 2017 at 11 A.M. This date was corrected from July 16th which was the date given on the Agenda.

7. **REPORTS AND CORRESPONDANCE**

- a) Board Chairperson's Report – Chairperson Seward stated that she had prepared a Certificate of Appreciation that she would like to present to former Chairman Jerry Smith and stated she would pass it around for Board members to sign. It will be presented to Mr. Smith at a later date.
- b) Fire Chief's Report, Chief Paine – Chief Paine gave a verbal report to Board Members, members of the public and employees in attendance. He stated the three new employees had been hired and introduced one of the new employees, Chris Morales. As part of this Report, Bob Lashua gave a brief report on BRFDs participation in the Boundary Fire near Flagstaff. He highlighted how the BRFD was handling staffing while Medic 1 with two crew was at the fire scene. He also noted how BRFD will benefit financially from our participation with the Forest Service. Mr. Fenton asked about shift coverage and how that is being handled. Chief Paine announced that BRFD had received a NAMES Grant for \$28,000 for the purchase of two AEDs. A copy of the full Report is available for review at the BRFD Station and can be located in the Public Book.

- c) Financial Report for May, 2017 – Ms. Perelli read the May 2017 Financial Report to the Board and audience present. Chairperson Seward asked for a motion to approve the Report. Mr. Blosser made a motion to approve the Financial Report for May 2017. Mr. Fenton seconded the motion. The motion passed by unanimous vote.
- d) PSPRS Local Board Report – Ms. Perelli, PSPRS Local Board Chairman, will give a Report to the District Board. Ms. Perelli read a report on the last Public Meeting of the PSPRS Local Board held a meeting on June 14th, 2017. A copy of this Report is available for review at the BRFD Station and can be located in the Public Book.

8. OLD BUSINESS

- a) Discussion and possible action to approve the April 2017 Financial Report. Approval of this item was tabled at the Public Meeting held May 20th, 2017, due to a discrepancy on the Budget Report and a missing reconciliation report for the Coconino County Warrant account.
Chairperson Seward ask for a motion to approve the April 2017 Financial Report. Mr. Fenton made a motion to approve the April 2017 Financial Report. Mr. Blosser seconded the motion. Motion was passed by unanimous vote.

9. NEW BUSINESS

- a) Discussion and possible action to determine how funds should be distributed to Volunteers who are participants of the BRFD Alternate Pension and Benefit Plan, a government 457B Plan. Ms. Perelli made a motion to discuss the 457b BRFD Pension and Benefit Plan. Mr. Scott seconded the motion.

A discussion entailed an explanation to the Board and audience as to what the BRFD 457b Alternate Retirement and Benefit Plan was asked for. Ms. Perelli gave a brief summary of the Plan and its benefit to employees in the plan. After a further discussion, Mr. Scott made a motion to suspend the conversation and form a Committee to come up with recommendations for the Board. Mr. Fenton Seconded the motion. Chairperson Seward suggested that the Committee be called the Retirement Benefit Committee and that the Committee should consist of Chief Paine, two Board Members (Ms. Perelli and Mr. Fenton), one Volunteer Employee and one Paid Employee appointed by Chief Paine.

This Committee will meet before the end of June to bring resolution to this issue. The Committee will provide a resolution to the Board at the July Board meeting or at a Special Board Meeting called by the Chairperson. Motion was passed by unanimous vote.

- b) Discussion and possible action to give final approval of the BRFD Budget for fiscal year 2017/2018.
After some discussion, Chairperson Seward asked for a motion to approve the BRFD Budget for Fiscal year 2017/2018. Mr. Fenton made a motion to approve the final Budget to 2017/2018. Mr. Blosser seconded the motion. Motion was passed by unanimous vote.
- c) Discussion and possible action to approve an expenditure of \$1,000 for an early audit of the Blue Fire Department's financial records by Saunders Company Ltd, the Districts Auditors of record.
Chairperson Seward read the addendum to the Engagement Letter in place with Saunders Company Ltd. to the Board and audience. Ms. Seward then asked for a motion to approve the addendum to the Engagement Letter with Saunders Company Ltd. A motion was made by Mr. Scott and seconded by Mr. Blosser. Motion was passed by unanimous vote.
- d) Discussion and possible action to approve using CAFMA, a purchasing consortium, when purchasing Station and medical supplies in an effort to reduce costs. Chief Paine will provide further information on this CAFMA.
Chairperson Seward asked for a motion to approve this agreement with CAFMA. Ms. Perelli made a motion to approve using CAFMA, a purchasing consortium for general and medical purchase for BRFD. Mr. Fenton seconded the motion. . Discussion consisted of Chief Paine's explanation and description of this organization and its benefits. Motion passed by unanimous vote.

- e) Discussion regarding Coconino County's change to Chase Bank for Blue Ridge Fire District Warrants and a requirement for completion of a new Board banking signature form.
No action was required by the Board. This was an advisory as to Coconino County's change to Chase Bank and the need for Board Member signatures on the Chase banking form.

10. CALL TO THE PUBLIC

The Public is invited to speak on any area of concern. The Board of the Blue Ridge Fire District cannot act on items presented during the Public participation portion of the agenda. Individual Board members may ask questions of the public, but are prohibited by the Open Meeting Law from discussing or considering the item(s) among themselves until the item(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

There were no members of the Public who had indicated a wish to speak.

11. AGENDA ITEMS FOR THE NEXT BOARD MEETING

Retirement Benefit Committee recommendation to the Board.

12. ADJOURNMENT

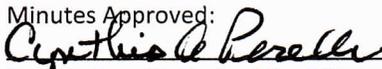
Chairperson Seward asked for a motion to Adjourn. Ms. Perelli made a motion to adjourn the Meeting. Mr. Fenton seconded the motion. Motion passed by unanimous vote. Meeting was adjured at 12:01 PM.

Respectfully submitted:



Cynthia Perelli, Clerk of the BRFD Board

Date: 6/20/2017

Minutes Approved:


Cynthia Perelli, Clerk of the BRFD Board

Date: 7/21/2017