

BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF THE PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION, FRIDAY, OCTOBER 20TH, 2017

1. **CALL TO ORDER** – Meeting was called to order at 11:00 AM by Chairperson Alma Seward.
2. **PLEDGE OF ALLEGIANCE** – Ms. Seward asked all present to join her in the Pledge of Allegiance.
Ms. Seward asked Chaplin Danny Allen to say a prayer for our community and Department staff and for all those effected by the wild fires in other states.

3. **ROLL CALL OF BOARD MEMBERS**

Members present were Alma Seward, Cindy Perelli, Shannon Scott and Pete Fenton. Mr. Blosser will be attending by phone, which was not operational at the time of Roll Call. Chief Paine was also present.

4. **REVIEW AND ADOPTION OF AGENDA**

Ms. Seward requested a motion to approve the Agenda. Mr. Fenton made a motion to approve the Agenda as written. Ms. Perelli seconded the motion. There was no discussion. The motion passed by unanimous vote.

5. **APPROVAL OF PREVIOUS MINUTES**

Ms. Seward requested a motion to approve the Minutes from the Board Meeting held Friday, September 23rd, 2017 and the Special Board Meeting held Friday, September 29th, 2017. Mr. Fenton made a motion to approve both meeting minutes with one vote. The motion was seconded by Mr. Scott. There was no discussion. The motion passed by unanimous vote.

6. **ANNOUNCEMENTS**

Ms. Seward announced that the next Board meeting will be held Friday, November 17th, 2017, at 11 AM at the Fire Station.

Ms. Perelli informed the Board that the AFDA Winter Conference schedule had been posted to their web site for January 11th through the 13th.

There was a temporary pause while Mr. Blosser was connected to the meeting by phone at 11:08 AM.

7. **REPORTS AND CORRESPONDENCE**

Board Chairperson's Report

- Ms. Seward stated that she had been in touch with the company auditors, Saunders Ltd., regarding the preliminary audit and was expecting to have the results within the next 10 days.
- Ms. Seward gave a big thanks to the Blue Ridge Community Church for helping Fire Department staff with the new sidewalks to the west of the crew quarters building.

Pastor Allen stated that Vince Hill should also be recognized since he provided the concrete and some labor to the project at no cost to the District.

- Ms. Seward also announced that Board Member Shannon Scott had received the Global Innovation Award from his employer, Honeywell.

Fire Chief's Report, Chief Paine

Chief Paine gave his report for September 2017 to the Board and those in attendance.

As part of his Report, Chief Paine updated the Board on the following items:

- The Annual Audit will be complete and to the District by the 3rd week in December.
- CopperPoint/Hill and Usher – a meeting was held to go over the current policy and process at the Department. There is further discussion and action on this item under New Business, 9 e).
- Additional Warrants for the new Chase Bank account for Coconino County Treasurer have been received.
- Remote access to BRFD accounting system was terminated on September 25th.
- The AFG Grant has been rejected.
- Billing for the White-Water Fire has been completed. The gross bill is \$36,699.66. It is estimated that 50% of this will cover personnel cost.

A complete copy of the Chief's Report can be viewed in the Public Book, located at the Blue Ridge Fire Department.

8. OLD BUSINESS - None

9. NEW BUSINESS

- Discussion and possible action to review and approve the District Monthly Financial Report for September 2017.

Ms. Seward asked for a motion to approve the Financial Report for September 2017. Mr. Scott made a motion to approve the Financial Report and Mr. Fenton seconded the motion. There was no discussion. The motion passed by unanimous vote.

- Discussion and possible action during the review of the individual reports that make up the monthly Financial Report to determine what is required and what is not.

Ms. Seward asked for a motion from the members. Mr. Scott made a motion to review the individual reports in the Monthly Financial Report and Mr. Blosser seconded the motion. During the discussion Ms. Perelli noted that the only report on the list that is not required by Statue is the Profit and Loss with Previous Year Comparison report. Missing from the list of reports is the Cash Flow Projection report, which will be addressed later in the Agenda.

Mr. Scott amended his motion. The motion is to remove the Profit and Loss and Previous Year Comparison report from the Monthly Report. Mr. Fenton seconded the amended motion. There was no further discussion. The motion passed by unanimous vote.

- Discussion and possible action to add a Cash Flow Analysis Projection Report to the monthly Financial Report packet, which is required by State Statute.

Ms. Perelli made a motion to add the Cash Flow Projection Report to the list of reports in the Monthly Financial Report. Mr. Fenton seconded the motion. During the discussion Mr. Scott stated that Ms. Perelli had previously given a draft but incomplete copy of this report to the Board for review. Ms. Perelli stated that when the report is complete it should be turned over to Chief Paine for monthly maintenance and inclusion in the Monthly Financial Report. There was no further discussion. The motion passed by unanimous vote.
- Discussion and possible action regarding the declared salary of volunteers for the purpose of calculating industrial coverage.

Ms. Seward asked for a motion on this item. Mr. Scott made a motion to review and declare a salary for volunteers to calculate industrial insurance coverage. During the discussion Chief Paine gave a summary of the current quotes for coverage from industrial insurance carriers. He also said that as part of this process he had reviewed the current Board Resolution 842012, and proposes that it be revised to change the declared salary for volunteers from \$2,652.00 per active volunteer per month, to \$400.00 per active volunteer per month. This change is necessary to better align the quotes proved by insurance carries.

Mr. Scott amended his motion. The motion is to accept the proposed amendment to Resolution 842012 based on the documentation that the Chief Paine has provided. Mr. Fenton seconded the motion. There was no further discussion. The motion passed by unanimous vote.
- Discussion and possible action to make a change to the Fire Departments Industrial Insurance carrier.

Chief Paine presented information on two quotes from industrial insurance carriers for the Board to consider. Bench Mark (7710) quoted \$29,493.00; CopperPoint quoted \$28,059.00. After further discussion with Bench Mark the premium amount was reduced to \$23,854.00 per year (11/1/2017 through 11/1/2018). There was some further discussion for clarification on the quotations.

Mr. Scott made a motion was made to move our industrial insurance carrier to Bench Mark. The motion passed unanimous vote.
- Discussion and possible action to approve a BRFD PTO Policy.

Chief Paine presented a new BRFD PTO Policy to the Board and gave an overview of the policy. Ms. Seward asked for a motion to accept the new Policy. Mr. Scott made a motion to approve PTO Policy E309 as presented. Mr. Fenton seconded the motion. There was some further discussion for clarification on the Policy. The motion passed by unanimous vote.

- Discussion and possible action to retain the current Wells Fargo Reserve account for non-tax revenue deposits.
Chief Paine provided information from the Auditors giving justification for retaining the WF Reserve account. The Account could be used for non-tax revenue income (not public funds) such as ambulance income and at a future time, may be solely used for tracking income and expenses for the EMS program. Mr. Scott made a motion to retain the current Well Fargo Reserve Account and Ms. Perelli seconded the motion. After some further discussion for clarification, the motion passed by unanimous vote.

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 item(s) are officially placed on an agenda for a future meeting. Individuals are limited to a five (5) minute presentation.

There was no one from the public who wished to speak.

10. AGENDA ITEMS FOR THE NEXT BOARD MEETING

- Discussion and possible action to determine where the funds currently in the Wells Fargo Reserve account should be moved to, and have further discussion on how the account should be used if necessary.
- Discussion and possible action to purchase a portable drive for Board Clerk Documentation and Correspondence.

Chief Paine requested an Executive Session with the Board to address a time sensitive personnel issue. Ms. Perelli made a motion to go into Executive Session and Mr. Fenton seconded the motion. The motion passed by unanimous vote.

The Public Meeting was suspended at 12:18.

The Public Meeting was reconvened at 12:50

11. ADJOURNMENT

Chairperson Seward asked for a motion to adjourned the Meeting. Ms. Perelli made a motion to adjourn the Public Board Meeting and Mr. Fenton seconded the motion. The meeting was adjourned at 12:50 PM.

Respectfully submitted:

Cynthia A Perelli
Cynthia Perelli, Clerk of the BRFD Board

Date: 10/21/2017

Cynthia Perelli, Clerk of the BRFD Board

Date: _____
Minutes Approved: