



## BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

### MINUTES OF PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION SATURDAY JUNE 27, 2020

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 Larry Lambert, Judy Varns, Cindy Perelli, Shannon Scott and Jack Beale. Chief Paine 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 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.
5. **ANNOUNCEMENTS:** Next Board meeting will be July 18, 2020 at 10AM.
6. **REPORTS AND CORRESPONDENCE**
  - a. Chairman’s Report: non presented
  - b. Chief’s Report for May 2020:  
Personnel: 45 total - 20 volunteers, 20 paid reserve, 4 full time and 1 part time admin.  
Apparatus Report: All in service. Medic 2 is currently assigned to the Bush Fire with 2 personnel and Engine 12 is assigned to the Mangum Fire with 1 personnel.  
Incident Report: call Volume for May23 total - 17 EMS, 4 fire (two structure fires), 0 MVC, 2 Service Call  
Training Report: Training during the month of May included target solutions online, driver training, and tender pump operations.  
Updates to the Board:
    - Successful 3.25 percent ambulance rate adjustment began June 1<sup>st</sup>.
    - One estimate for door security has been received (reviewed last meeting). Additional estimates to be received by end of July 2020.
    - FEMA Go is now online and reimbursements for the 2018 SAFER Grant may begin. Captain Lashua will be focal point and coordinator for this project.
7. **CALL TO THE PUBLIC**  
Mr. Michael Berry of CCP 8/9 and an employee of BRFD commented on how he had been coming to the area for three year then bought property and after a tour of the Fire Department and realizing how well everything was maintained, he became an employee of the Blue Ridge Fire Department. He also said that he was impressed at how well our operations worked together.
8. **OLD BUSINESS**

- a. CHIEF PAINE TO PROVIDE AND UPDATE TO THE BOARD ON QUOTES FOR INSTALLATION OF A SECURITY SYSTEM FOR THE BRFD STATION. ON STATION SECURITY SYSTEM PROPOSALS.  
Chief Paine said that he had a quote coming in within the next week or two from local resident Mr. Mike Bradley. Mr. Bradley was referred to Chief Paine by Board Member Judy Varns. As there was no action to be taken, this item was tabled until the July Board Meeting.

## 9. NEW BUSINESS

- a. DISCUSSION AND POSSIBLE ACTION TO APPROVAL THE 2020/2021 FY BUDGET.  
Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the 2020/2021 Budget and Mr. Lambert seconded the motion. Chairman Scott explained the tax increase and why. Mr. Beal also commented on the need to be prepared for a significant increase in the Workman's Compensation costs. There was no discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.
- b. APPROVAL OF MINUTES: Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the minutes as presented. 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.
- c. APPROVAL OF THE MAY 2020 FINANCIAL REPORT: Chairman Scott asked for a motion. Mr. Lambert made a motion to approve the Financial reports for May 2020 as presented and Mr. Beale seconded the motion. The Financial Summary was read Mrs. Wise. There was no discussion and Chairman Scott asked for a vote. Ms. Perelli abstained from voting due to not reviewing the financial report prior to the meeting. The vote was 3 to 1 in favor of the motion and the motion passed.
- d. DISCUSSION AND POSSIBLE ACTION TO APPROVE MOVING FUNDS FROM THE OPERATIONS ACCOUNT TO THE RESERVE ACCOUNT ON JUNE 30<sup>TH</sup> TO CLOSE OUT THE 2019/2020 FISCAL YEAR. Chairman Scott asked for a motion. Mr. Beal made a motion to approve moving fund in the amount of \$174,501.92 from the Operations account to the Reserve account. Mr. Lambert seconded the motion. As part of the discussion Chairman Scott explained that \$35,000 was being held back to cover payroll the first week of July. There was no more discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.
- e. DISCUSSION AND POSSIBLE ACTION TO APPROVE TO APPROVE MOVING FUNDS FROM THE RESERVE ACCOUNT TO THE OPEATIONS ACCOUNT ON JULY 1<sup>ST</sup> TO SUPPORT FY 2020/2021 FIRST QUARTER OPERATIONS. Chairman Scott asked for a motion. Ms. Perelli made as motion to approve moving \$400,236.69 from the Reserve Account to the Operations Account to support FY2020/2021 first quarter operations. 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 the motion passed.

- f. DISCUSSION AND POSSIBLE ACTION TO APPROVE HOLDING AN ELECTION TO FILL TWO BOARD VACANCIES THAT WILL BE EFFECTIVE NOVEMBER 30, 2020.  
 Chairman Scott asked for a motion. Mr. Lambert made a motion to hold an election in November 2020 to fill two Board vacancies. Mr. Beale seconded the motion. Ms. Perelli explained that this was a formality only and that Coconino County Elections required Board Meeting minutes to reflect the approval of holding an election. There was no further discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.
- g. DISCUSSION AND POSSIBLE ACTION TO APPROVE ON A PROPOSAL FOR VIRTUAL/TELE-CONFERENCE SET UP FOR BOARD MEETINGS.  
 After some discussion regarding satisfying the requirements of A.R.S. Statutes regarding open meeting law, it was determined that there was no action need by the Board at this time.
- h. DISCUSSION AND POSSIBLE ACTION TO APPROVE FUNDING FOR HAS (HEALTH SAVINGS ACCOUNT) FOR FULL TIME EMPLOYEES, A ONE TIME CONTRIBUTION. This will be funded by the district with a refund of an overpayment from our Workman’s Compensation carrier. Chairman Scott asked for a motion. Mr. Beale made a motion discuss and possible approve this funding. Mr. Lambert seconded the motion.  
 Chief made comments regarding the current situation with employees being deployed to various fires in the State and felt that this would be a good way to show appreciation for the hard work everyone is doing.  
 Chairman Scott explained that the reimbursement will be \$9,500 and \$1,500 would be given to each full-time employee, and is intended to cover their deductible.  
 There was no further discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.
- i. DISCUSSION AND POSSIBLE ACTION TO APPROVE FUNDING FOR DENTAL AND VISION BENEFIT FOR FULL TIME EMPLOYEES. This is included in the 2020/2021 Budget under Employee Benefits.  
 Chairman Scott asked for a motion. Ms. Perelli made a motion to approve funding for dental and vision for full time employees. After some discussion regarding approval of the Budget which included this item, it was determined that this was for information only and no action needed by the Board.
- j. DISCUSSION TO SCHEDULE A BOARD MEETING AND EXECUTIVE SESSION TO FOR AN ANNUAL EMPLOYEE PERFORMANCE EVALUTION.  
 Mr. Lambert made a suggestion to hold this Evaluation after the Board Meeting on July 18, 2020. All Board Members agreed and Chairman Scott suggested that each Board Member fill out the Evaluation form in advance of the meeting, and that Chief Paine should work on providing new Goals. No further action was required by the Board.
- k. DISCUSSION AND POSSIBLE ACTION TO VOTE TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONAL MATTERS RELATED TO THE BRFD EMPLOYMENT AGREEMENT.  
 Chief Paine suggest that we have this discussion in the public format without going in Executive Session. He was requesting that the Board consider paying overtime to the fire chief for his time on the Bush Fire even though his contract states that he is “exempt” from

overtime. The Board agreed that the County Attorney should be contacted to get advice on how we should handle this. This item was Tabled and will be addressed at the July 18<sup>th</sup> Board Meeting.

- I. DISCUSSION AND POSSIBLE ACTION TO APPROVE AN ADDENDUM TO CHIEF PAINE'S EMPLOYMENT AGREEMENT TO ALLOW FOR PAYMENT OF OVERTIME UNDER SPECIAL CIRCUMSTANCES TO BE DEFINED. There was no action taken on this item as it was addressed under Item K. above.

**10. AGENDA ITEMS FOR THE NEXT BOARD MEETING**

- Station Security System: Item A under Old Business
- Payment of overtime for Chief Paine
- Executive Session for Employee Performance Review

**11. ADJOURNMENT**

Chairman Scott adjourned the Public Meeting of the Blue Ridge Fire District Board at 11:04AM.

Respectfully submitted: June 28, 2020

Cynthia Perelli  
Clerk of the BRFD Board

Minutes Approved: July 18, 2020

Cynthia Perelli  
Clerk of the BRFD Board