

BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF THE PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION, FRIDAY, AUGUST 18th, 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.
3. **ROLL CALL OF BOARD MEMBERS** - Members present were Monty Blosser, Pete Fenton, Cindy Perelli, Shannon Scott and Alma Seward. Chief Paine was also present at the table.

4. REVIEW AND ADOPTION OF AGENDA

Chairperson Seward stated that she was making three changes to the Agenda. Item 8(e), BRFD Retention Schedule Policy, is combined with item 9(b), Fee Retention Schedule Policy, under the heading of **Review and possible update of governing Documents**, due to the similarity of the action to be taken. Item 9(d) is moved to the Executive Session agenda due the potential for disclosure of personal information of District personnel.

Mr. Scott made a motion to adopt the Agenda with all changes as described, and Mr. Blosser made a second to the motion. Motion passed by unanimous vote.

5. APPROVAL OF PREVIOUS MINUTES

Discussion and possible action to approve Minutes from the Public Board Meeting held Friday, July 21st, 2017 and the Special Board Meeting held July 28th, 2017.

Mr. Blosser moved to approve the Minutes from both Board Meetings with one vote. Mr. Fenton seconded this motion. Motion passed by unanimous vote.

6. ANNOUNCEMENTS

- a) The next Board meeting will be held Saturday, September 23rd, 2017 at 11 A.M.

7. REPORTS AND CORRESPONDENCE

- b) Board Chairperson's Report – Chairperson Seward gave an announcement that Coconino County Public Works will be hosting an Open House at the Fire Station, Thursday the 24th of August from 6 to 8 PM.
- c) Fire Chief's Report, Chief Paine – Chief Paine gave his Report to the Board. A copy of this Report is included with these minutes in the Public Book, which is available for public viewing at BRFD.
- d) Financial Report for July 2017 – The Financial Report was read by Ms. Perelli. After some discussion Mr. Scott made a motion to approve the Financial Report and the updated Budget Report. Mr. Fenton seconded the motion. After a discussion of concerns regarding the Report, the motion passed 4:1, Mr. Scott casting the dissenting vote.

8. OLD BUSINESS

- a) Discussion and possible action to direct the Retirement Benefit Committee to formulate / prepare recommendations regarding allocations of 457b funds and to look at the District contributions.

Chairperson Seward opened this item up for discussion to determine the motion to be made and define the goals and objectives of the Committee. Mr. Scott stated that the Committee should look at the following items: Health care benefits, Retirement benefits and other compensation provided by the District. Chief Paine suggested to the Board that the Retirement and Benefit Committee be dissolved and new committee formed and called Wage and Benefit Committee.

Ms. Perelli made a motion to dissolve the current Retirement Benefit Committee and form a new Committee with the goals and objectives as stated and call it Wage and Benefit Committee, which will consist of two staff personnel, two Board members and Chief Paine. Mr. Scott seconded the motion. The motion passed by unanimous vote.

- b) Discussion and possible action regarding the status of the preliminary Audit being performed by Saunders Ltd., Fire District Auditor of record.
No information was provided due to the absence of the BRFD Bookkeeper.
- c) Discussion and status of the request to have CopperPoint Mutual audit BRFD processes and procedures for the employee workers compensation insurance.
Chief Paine reported that he had sent an email requesting assistance from a representative of CopperPoint Mutual and is waiting on a reply.
- d) Discussion and status of moving all operational and reserve bank accounts to the Coconino County Treasurer.
Chief Paine reported that no action had been taken to date, and after some discussion, asked for clarification on what accounts currently with Wells Fargo, needed to be closed and moved to the Coconino County Treasurers office. After further discussion, it was determined the only two accounts will remain with Wells Fargo. A Payroll account and a Payroll Tax account. No action was needed by the Board.
- e) Discussion and possible action regarding the BRFD Retention Schedule Policy, which currently follows Arizona State policy.
This item was moved to item 9(b) under New Business.

9. NEW BUSINESS

- a) Discussion and possible action regarding the BRFD Annual Audit scheduled for August 30th and 31st.
Ms. Perelli described the process that takes place during the Annual Audit and encouraged Board Members to attend and talk to the Auditors. No action was taken by the Board.
- b) **Review and possible update of governing Documents:**
This Agenda item was modified from "Discussion and possible action to determine if the BRFD fee schedule needs to be updated and approve an update if needed" and renamed "**Review and possible update of governing Documents**", which now includes BRFD Records Retention Schedule Policy and Fee Schedule Update.
 - (1) Records Retention Schedule Policy: Chief Paine presented a new Records Retention Policy to the Board. This Policy will supersede all existing Retention Policies. Mr. Scott made a motion to adopted this new Policy with updates as discussed with Chief Paine. Mr. Blosser gave a second to the Motion. Motion passed by unanimous vote.
 - (2) Fee Schedule Update: Mr. Scott made a motion to table further discussion of the Fee Schedule issue to the September Board Meeting to allow for further investigation. The motion was seconded by Mr. Blosser. Motion was approved by unanimous vote.
- c) Discussion and possible action to approve reclassifying liabilities and other line items on current FY Budget. Recommendations from Chief Paine.
Chief Paine made a request for clarification on this item. Mr. Scott provided several examples of what the intent of this request was. It was agreed that further discussion is needed and possible discussion with BRFD Auditors during Annual Audit. No action was taken by the Board.

- d) Discussion and possible action to review current protocols for remote access to BRFD Accounting systems, and make recommendations for changes if necessary.
Chairperson Seward requested that this item be moved to the EXECUTIVE SESSION Agenda due to the potential of disclosure of district personal information.
- e) Discussion and possible action to provide the Board access to the BRFD Web Site for posting of Board Agendas and Meeting Minutes.
Mr. Scott made a motion to approve allowing the Board or Board member access to the BRFD Web Site for posting Agendas and Minutes of Board Meetings. Mr. Blosser seconded the Motion. After further discussion and clarification, it was determined that the Board Clerk will represent the Board and have BRFD Web Site access for posting of all Board related information and documents. Motion passed by unanimous vote.
- f) Discussion and possible action to approve adding Chief Paine as the "primary contact" to all Wells Fargo accounts.
Mr. Blosser made a motion to approve adding Chief Paine listed as the "primary contact" to all Wells Fargo accounts. Mr. Scott seconded the motion. This action is taken per the Wells Fargo request dated June 14th, 2017, and incorporating the attached letter dated August 18th, 2017. This action is needed to cancel a credit card and to establish a credit limit for a new credit card issued to Chief Paine. Motion was passed by unanimous vote.
- g) Discussion and possible action to approve an expenditure of \$7,404 to Air Technology Solutions for maintenance on the Stations air handling system.
A motion was made by Mr. Scott to approve the expenditure of \$7,400 to Air Technology. Ms. Perelli seconded the motion. After a discussion, the motion was amended to increase the spending limit to \$8,000 to cover any increase in cost since the original quote dated April 20, 2017. Motion passed by unanimous vote.
- h) Discussion and possible action to approve hiring Collection Agency of The High-Country Inc. to assist with collection of delinquent or unpaid medical billings.
A motion was made by Mr. Scott to hire Collection Agency of The High-Country Inc. Mr. Blosser seconded the motion. Chief Paine gave an overview of the agreement and an explanation of why this is being presented for Board consideration. Motion was 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.

Kathy Fenton of Starlight Pines asked if the Board had access to the General Ledger and stated that this would answer a lot of Board questions regarding the District finances. She also commented on how liabilities are managed from one year to the next and its effect on the Budget.

BRFD Firefighter Brandon Sewell commented on Agenda item 8. A), the formation of the Wage and Benefit Committee, and wished to make the Board aware that BRFD has lost three employees to other districts due to lack of benefits. He also provided the Board with an information sheet, prepared by employees listing items they would like to have considered by the Committee. He requested that this item be placed on the next Board meeting agenda. He also asked how the Committee meetings will be posted and was informed that they will be public meetings and posted accordingly.

BRFD Firefighter Olivia Hanson-Leon commented on the "wish list" presented to the Board and was very appreciative of the Boards action on PSPRS. She encouraged the Board to continue looking at the future benefits for the employees so BRFD will attract employees interested in staying with BRFD.

BRFD Firefighter Richard Knaeble brought to the Boards attention that a date stated in reference to the Well Fargo account issue was the year 2000 instead of 2017. He was assured that the error would be caught when minutes are transcribed. He also provided information on medical collections based on his experience as a private investigator.

- i) Discussion and possible action to go into Executive Session to perform a Quarterly Performance Review and discuss other personnel matters pursuant to A.R.S. 38-431-03(A) (1. This meeting is not open to the Public.

Motion was made by Ms. Seward to go into Executive Session to perform a Quarterly Performance review and other personnel matters as noted above. The motion was seconded by Mr. Scott. Motion was passed by unanimous vote.

Public Meeting was recessed at 12:30PM.

Public Meeting reconvened at 1:49 PM

10. AGENDA ITEMS FOR THE NEXT BOARD MEETING

None identified

11. ADJOURNMENT

Chairperson Seward adjourned the Public Board Meeting at 1:50 PM.

Respectfully submitted:

Cynthia A. Perelli
Cynthia Perelli, Clerk of the BRFD Board

Date: 8-22-2017

Minutes Approved:

Cynthia A. Perelli
Cynthia Perelli, Clerk of the BRFD Board

Date: 9-23-2017