

# BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

PUBLIC MEETING, SATURDAY, DECEMBER 16, 2017

## MINUTES

1. **CALL TO ORDER** – Meeting was called to order at 11:00 AM by Chairperson Seward.
2. **PLEDGE OF ALLEGIANCE** – Ms. Seward asked all present to join in the Pledge of Allegiance.
3. **ROLL CALL OF BOARD MEMBERS**  
Members present were Monty Blosser, Alma Seward, Cindy Perelli and Shannon Scott. Mr. Fenton was absent. Chief Paine was also present.
4. **REVIEW AND ADOPTION OF AGENDA**  
Ms. Seward asked for a motion to approve the Agenda. Motion was made by Mr. Blosser and seconded by Ms. Perelli. Ms. Seward asked to Amend the Agenda and move Call to the Public before the Board Executive Session. There was no discussion and the motion passed 4-0.
5. **APPROVAL OF PREVIOUS MINUTES**  
Ms. Seward asked for a motion to approve the Minutes of the Board Meeting held Friday, November 17<sup>th</sup>, 2017 and the Executive Session Meeting held the same day. Mr. Scott made a motion to approve the minutes and Mr. Blosser seconded the motion. There was no discussion and the Motion passed 4-0
6. **ANNOUNCEMENTS**  
The next Board meeting will be held Friday, January 27<sup>th</sup>, 2018, at 11 AM. This is a change from the date originally posted with the Agenda.
7. **REPORTS AND CORRESPONDENCE**
  - A. **Board Chairperson's Report** - None was given.
  - B. **PSPRS Report.** Ms. Perelli stated that the Local Board Meeting scheduled for December 11<sup>th</sup>, at 8:30 AM had to be rescheduled for January 8<sup>th</sup>, 2018 at the same time.
  - C. **Fire Chief's Report, Chief Paine**  
Chief Paine gave his report for December 2017. 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**
  - A. Discussion and possible action to nominate and vote for Board Chairperson and Clerk position for the coming year.  
Ms. Perelli nominated Mr. Scott for the position of Board Chairperson, Mr. Blosser seconded the nomination. Mr. Scott accepted the nomination and a vote to accept his nomination passed 3-0, 1 abstained.  
Mr. Scott nominated Ms. Perelli for the position of Board Clerk, Mr. Blosser seconded the motion. Ms. Perelli accepted the nomination and a vote to accept her nomination passed 3-0, 1 abstained.

The gavel was passed to Mr. Scott to assume his role as Chairperson for the remainder of the Board Meeting.

**B. Discussion and possible action to review and approve the District Monthly Financial Report of November 2017.**

Mr. Perelli made a motion to approve the November District Financial Report. Mr. Blosser seconded the motion. After some discussion, the motion passed 4-0.

**C. Discussion and possible action to move funds from the Coconino County general fund to the Coconino County BRFD Reserve account.**

Ms. Perelli made a motion to move identified funds to the County General fund to the Reserve Account. Mrs. Seward seconded the motion. Chief Paine identified the amount of \$100,000 to the reserve account and after some discussion, the motion was modified to authorized the Chief to move \$100,000 from the County General fund to the County Reserve Account. Mrs. Seward seconded the modified motion. Motion passed 4.0.

**D. Discussion and possible action regarding a status update to the BRFD Annual financial audit.**

Ms. Perelli made a motion to proceed with a discussion as to the status of the Annual Financial Audit. It was noted that the report traditionally is received toward the end of December and as late as the first part of January. No Board action was needed.

**E. Discussion and possible action regarding the Laughlin AFDA Conference attendance by Board Members.**

Mr. Perelli made a motion to change attendees that are scheduled and add another member which was not originally budget for. Mr. Blosser seconded the motion. After some discussion Mrs. Seward asked to modify the motion on the table. The modified motion is to authorize Ms. Perelli to attend the AFDA Conference, and authorize Chief Pain to exceed the current budget amount in the associated categories.

Motion passed 3-0, one abstain.

**F. Discussion and possible action to approve the 2018 Meeting Dates and Posting Places document presented.**

Mrs. Seward made a motion to accept the Dates and posting Places for 2018 as presented. Mr. Blosser seconded the motion. After some discussion, the motion was amended to read "accept the Dates and posting Places for 2018 as presented which includes changing meetings for June, July and August to Saturdays". The amended motion passed 4-0.

**G. Discussion and possible action to initiate Board Vacancy posting.**

Ms. Perelli made a motion to accept the resignation of Mrs. Seward from the District Board. Mr. Blosser seconded the motion. Mrs. Seward read her resignation to all, which stated that her resignation was effective as of this meeting date. Further comments by Mr. Scott and Mrs. Perelli thanked her for all her good work on the Board for the last 7 years, and for all her help with new Board members taking office. The Motion passed 4-0

**H. Discussion and possible action to initiate Board Vacancy posting.**

Mr. Perelli made a motion to approve a schedule for posting for the Board Vacancy and date of installation of a new Board Member. Mr. Blosser seconded the motion. After further discussion is was decided to post the Board Vacancy poster with the Minutes from this Meeting, close posting of Vacancy on January 5<sup>th</sup> at 5:30 PM, perform

interviews of applicants on the January 19<sup>th</sup> and install a new Board Member at the January 27<sup>th</sup> Board meeting.

Motion passed 4-0

**I. 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.*

FF Olivia Leon gave a verbal update to the Board on the status by CCP Units 3 & 7 petitioning to join the Fire District. Ms. Leone stated she has 47% of owners currently contacted and will be sending out further petitions to other lot owners to stimulate interest. In addition, she thanked Mrs. Seward for all her service to the BRFD and the community.

**J. Discussion and possible action to vote to go into Executive Session for a discussion on personnel matters.**

Mrs. Seward made a motion to go into Executive Session for the purpose of discussing personnel compensation. Ms. Perelli seconded the motion. Motion passed 4-0

The Public Meeting was suspended at 11:53 p.m.

The Public Meeting was reconvened at 12:36 p.m.

**K. Discussion and possible action to approve a bonus for Chief Paine based on his last two performance reviews. This Item was added by Amendment of the Agenda.**

Mrs. Seward made a motion to approve awarding a \$1,000 bonus to Chief Paine based on his two most recent performance reviews. Mr. Blosser seconded the motion. There was no discussion and the motion passed 4-0.

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

- Install new Board Member
- Nominate and install new Board officers
- PSPRS report from recent PSPRS Local Board Meeting.
- Update to the Board by AFDA Conference attendees.
- Audit results and presentation to the Board

**11. ADJOURNMENT**

Chairperson Scott adjourned the Board Meeting at 12:40 PM.

Respectfully submitted:

Cynthia A Perelli  
Cynthia Perelli, Clerk of the BRFD Board

Date: 12/19/2017

Minutes Approved: 1/27/2018

Cynthia Perelli: Cynthia A Perelli  
Clerk of the BRFD Board