



Blue Ridge Fire District

Minutes of the Public Meeting held March 18, 2023

1. **Meeting was called to order** at 10:04 by Chairperson Mike Bourne
2. **Pledge of Allegiance**
3. **Roll Call of Board Members** Brian Alexander, Mike Bourne, Laurie Hawke, Linda McDermott and Casey Samsill
4. **Review and Adoption of the Agenda**
Casey Samsill moved and Linda McDermott seconded a motion to approve the Agenda. The motion was approved unanimously.
5. **Saunders and Company LTD Presentation on the Audit Report**
Jim Saunders confirmed their written report.
Mike Bourne asked about whether they will be interested in a new contract for the future.
Jim Saunders said they would be making decisions about their future within the next few weeks.
6. **Call to the Public**
No response was received.
7. **Review and Adoption of the Minutes to February 18, 2023 Meeting**
Linda McDermott move to adopt the Minutes to the February 18, 2023 Meeting, and Brian Alexander seconded the motion.
The motion was approved unanimously.
8. **Announcements**
The Blue Ridge Search Team is in the process of being organized under the leadership Casey Samsill. The next Team Meeting is March 31st, 5:00 pm at Starlight Pines Community Center.
9. **Reports and Correspondence**
 - a. **Chairperson's Report**
 - i. At the February meeting, 2 Committees were formed: Bylaws and Budget
Kudos to both committees which provided great feedback and participation.
 - b. **Chief's Report**
Personnel: 14 volunteers, 14 paid reserve, 6 full time and 2 part-time.
All equipment/apparatus are in service
Incident reports; 3 EMS, 0 Fire, 0 MVC, and 5 service calls
Training: 510 hours including wildland interface, off highway rope rescue and gurney operations. 7 BRFD members completed the continuing education hours required for paramedic recertification. Two BRFD members completed the Central Arizona Fire and Medical Authority sponsored Captain's Academy in Prescott Valley.
Due to the time of the year, there is a low call volume which allowed for increased training.
The First Annual "Welcome Back to the Mountain Pancake Breakfast" will be on April 22, 2023, 8-10:00AM, at the Firehouse. Free, Donations will be accepted.
10. **Review and Adoption of the February 2023 Financial Report**
Brian Alexander made a motion to adopt the February 2023 Financial Report. Casey Samsill seconded the motion.
The motion was approved unanimously.
11. **Old Business**
 - a. **Bylaws committee report**
Casey Samsill reported:
Mike Bourne was the chair, Casey Samsill was the clerk

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The recommended Governing Board Handbook and Bylaws is based on another district's which is based on a template by AFDA.

Mike Bourne presented additional information regarding history, etc.

Very clear and organized

Intention is to hand to any candidate for the Board in the future.

The committee also recommended that the Governing Board Handbook and Bylaws should be reviewed annually.

Linda McDermott added that the document will be posted on the website, with active links for relevant Arizona Revised Statutes

Casey Samsill concluded the report by commending Mike Bourne's leadership.

Discussion

Casey Samsill moved to adopt the newly revised and recommended Governing Board Handbook and Bylaws. Linda McDermott seconded the motion.

The motion was approved unanimously

Mike Bourne then presented the Resolution to confirm Adoption of the Governing Board Handbook and Bylaws.

b. Budget Committee Update

Brian Alexander reported.

Brian Alexander was chair of the committee and Laurie Hawke was clerk.

Brian began by commending the committee members, including Chief Paine and Beth Wise who provided needed history, background and information.

The committee went through the budget line item by line item.

Considerations included inflation, income, liabilities, maintenance of current level of services, replacement of obsolete/aging equipment and hiring of additional full-time personnel.

The committee is considering the possibility of raising the property tax levy in order to maintain the current level of services, how much money should be retained in the Reserve Account, and how much to pay down the PSPRS liability.

The tentative timeline is:

Committee meeting on April 14, 2023 at 10:00 AM at the Firehouse

Presentation of the Tentative Budget at the April 15, 2023 Regular Board Meeting for approval

Posting of the budget April 15-May 12, 2023 for public inspection

Public Hearing on May 13, 2023 at 9:00 AM

Discussion and possible approval at Regular Board Meeting on May 13, 2023 at 10:00 AM (If date change is approved.)

Discussion

12. New business

a. Laptop and printer for the Clerk

Mike Bourne introduced the item and Laurie Hawke provided further information regarding the need for a dedicated laptop and printer to remain with the Clerk of the Board.

Discussion included comments from Ryan MacNeal and the Fire Chief regarding equipment requirements and finances.

Casey Samsill moved that the Board allocate up to \$2000 for a laptop and printer for the Clerk of the Board to use. Brian Alexander seconded the motion.

The motion passed unanimously.

b. Date change for the May Public Meeting

Mike Bourne requested a date change from May 20, 2023 to May 13, 2023 due to members of the Board traveling and unavailable cell phone service for May 20, 2023.



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Discussion

Brian Alexander made a motion to approve moving the May meeting date to May 13 at 10:00 AM at the Firehouse for regular public meeting, and 9:00 AM for the public hearing on budget. Linda McDermott seconded the motion.

The motion passed unanimously.

13. **Adjournment**

Casey Samsill moved to adjourn the meeting, and Brian Alexander seconded the motion.

The motion passed unanimously and the meeting was adjourned at 11:30AM.

The next regularly scheduled meeting will be April 15, 2023 at 10:00 AM at the Firehouse.

Respectfully submitted,

Laurie Hawke,
Clerk of the Board