

BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF THE SPECIAL MEETING HELD AT THE BLUE RIDGE FIRE STATION

Wednesday, APRIL, 26TH 2017

1. **CALL TO ORDER** – Meeting was called to order at 9:03 AM by Chairman Jerry Smith
2. **ROLL CALL OF BOARD MEMBERS** - Members present were Chairman Smith, Alma Seward, Shannon Scott, and Clerk Cindy Perelli. The record shows Monty Blosser absent at Call to Order.
3. **PLEDGE OF ALLEGIANCE**- Chairman Smith led the assembly in the pledge of allegiance.
4. **REVIEW AND ADOPTION OF AGENDA.** – Chairman Smith asked for a motion to adopt the Agenda. Ms. Seward made a motion to adopt the Agenda as written and Mr. Scott seconded the motion. Motion passed by unanimous vote of members present.

Mr. Blosser is now present at 9:11 A.

5. **OLD BUSINESS** -

- a. Discussion and possible action to approve the March 2017 Financial Report and revised Budget Report (Profit and Loss Budget vs Actual) provided. Item was tabled from the Board Meeting held April 21st, 2017 Board Meeting due to questions on the Report.

Chairman Smith asked for a motion to approve the Financial Report presented. A motion was made by Ms. Seward and seconded by Mr. Scott.

A discussion followed regarding discrepancies, specifically in the Budget Report. Chief Banning was asked to speak regarding expense Account 8003, Operational Reserve that previously had a balance of \$75,598.00 and is now \$0 on the Revised Budget Report. He stated that he had been in contact with Sue Thompson, the Bookkeeper, to get further details as to this change. Further discussion noted how we would do carryforward in the next budget but the operations reserve Account 8003 should always be at \$0 at the beginning of each fiscal year. After more discussion it was determined that the balance of \$0 on the Account was now correct but that the Board would like to know how the adjustment was made. Ms. Seward made a request for a copy of the General Ledger and all A.J.E (Adjusting Journal Entries) from the beginning of the calendar year to help her understand how the correction was made. It was not determined how she would get these.

As part of this discussion Ms. Perelli also acknowledge that she and Captain Paine were given permission by the Chief to review the bookkeeping system for answers to personnel budgetary issue and in doing so discovered an error where two of the Personnel Accounts had the wrong budget figures entered. At that time entries were made to correct this issue.

Mr. Smith stated that he thought that no one should make entries/changes to the District Books without the Bookkeeper being present. Ms. Seward also commented as to the District By-Laws and suggested that they be followed. Chairman Smith stated that there should be a clear delineation between the Board and the day to day operations of the Department and that the Fire Chief fills that role. When identified, any changes or errors found will be brought to the Board for discussion and then assigned to the appropriate person for action. Ms. Seward stated that the Chief cannot, by Policy, “designate” any activity of to a Board Member.

Mr. Blosser made a request that the County come and provide a special audit of the books for the current fiscal year. Mr. Blosser also stated that the Auditor employed by the District would be acceptable as well. During further discussion Chairman Smith stated that he would contact the County Attorney regarding this issue and would get back to the Board as to the next step.

Ms. Perelli also stated that she had an answer from Sue Thompson, the Bookkeeper, on the expenditure for Copper Point Mutual that seemed excessive on the Financial Report. She stated that the amount expensed included a normal quarterly payment and the results of an annual audit performed by Copper Point Mutual on the Policy Reports. The billing for both happened to come in at the same time.

Chairman. Smith asked for a vote on the Motion to accept the Revised March Financial Report. Motion was passed by unanimous vote.

6. NEW BUSINESS.

- a. Discussion and possible action to go into Executive Session pursuant to A.R.S. 38-431 03(A) (1), to discuss personnel employment issues.

Chairman Smith asked for a motion to go into Executive Session. Mr. Blosser made the motion to go into Executive pursuant to the Statue referenced above. Ms. Seward seconded the motion. Motion passed with unanimous vote. This Executive Session was not be open to the public.

7. RECONVENE THE PUBLIC MEETING

The Special Meeting was reconvened at 11:37 A.M.

8. DISCUSSION REGARDING SUCCESSION PLAN AND THE PROCESS FOR RECRUTING A NEW FIRE CHIEF FOR THE DISTRIC.

- a. Chairman Smith introduced Captain Phil Paine and announced that Captain Paine has agreed to work for the District by taking a position as interim Fire Chief. Chairman Smith as for a motion to accept Captain Pain as interim Fire Chief. Mr. Scott made a motion and Ms. Seward seconded the motion. Motion passed by unanimous vote.

9. CALL TO THE PUBLIC

- a. One speaker was recognized. Engineer/Fire Fighter Brandon Sewell had the following question and comments for the Board.
- I. Does the interim Fire Chief have a start date? Chairman Smith stated that the interim Chief's start date is officially the 10th of May.
 - II. Mr. Sewell thanked the Board for their service and let them know that if they needed any help during the process of finding a new Fire Chief to please involve one of the full time crew members, which he recognized that the Board had done.
 - III. Mr. Sewell has a concern with the Bookkeeping and the fact that remote access is being used on a day to day basis. Mr. Sewell stated that he was aware of security problems associated with this type of activity. Mr. Scott suggested that Mr. Sewell check into this and find out if the system is industry standard secure.
 - IV. Mr. Sewell again thanked the Board for their service

10. ADJOURNMENT

Chairman Smith asked for a motion to adjourn the Meeting. A motion was made by Ms. Seward and was seconded by Mr. Scott. Motion passed by unanimous vote. Meeting was adjourned at 11.41 A.M.

Respectfully submitted:

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

Date: 4-27-2017

Minutes Approved 5-3-2017