



## BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

### MINUTES OF PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION SATURDAY DECEMBER 21, 2019

1. **CALL TO ORDER** –Chairman Shannon Scott called the meeting to order at 11:00 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 Judy Varns, Shannon Scott, Cindy Perelli and Jack Beale. Larry Lambert was absent.
4. **REVIEW AND ADOPTION OF AGENDA** – Chairman Scott asked for a motion to adopt the Agenda. Mr. Beale made a motion to adopt the Agenda as written and Ms. Varns seconded the motion. There was no discussion. Chairman Scott asked for a vote. Ms. Varns, Mr. Scott, Ms. Perelli and Mr. Beale voted in favor of the Motion. The motion passed.
5. **ANNOUNCEMENTS** The next Board Meeting will be held Saturday, January 25, 2020 at 10 AM.
6. **REPORTS AND CORRESPONDENCE**
  - a. Chairman’s Report – There was no report.
  - b. Chief’s Report for November 2019 – Chief Paine
    - Personnel: total 38, includes 14 volunteers, 19 part-time reserve, 4 full time and 1 part-time admin.
    - Apparatus: E-14 out of service with a pump repair. M-1 will go in for body work sometime in January after M-3 is in service.
    - Incident: call volume– 16; includes 7 EMS, 2 Fire, 2 MVC, 5 Service Call
    - Training: Training during the month of November include SCBA, search and rescue, mayday, rapid intervention crews, highway incident safety, ropes, and portable lighting.
    - Updates: AFDA Conference in Laughlin is January 16-18, 2020
7. **CALL TO THE PUBLIC**

No member of the public had signed up to speak.
8. **OLD BUSINESS**

None
9. **NEW BUSINESS**
  - a. **APPROVAL OF MINUTES** – Discussion and possible action to approve minutes from the Board Meeting held November 18, 2019.

Chairman Scott asked for a motion. Ms. Perelli made a motion to approve minutes from the November 18, 2019 Board Meeting. Mr. Beale seconded the motion. There was no discussion. Ms. Varns, Mr. Scott, Ms. Perelli and Mr. Beale voted in favor of the motion. The motion passed.

- b. APPROVAL OF FINANCIAL REPORT - Discussion and possible action to approve the Financial Report for November 2019.

Chairman. Scott asked for a motion. Mr. Beale made a motion to approve the Financial Report for November 2019 as presented. Ms. Perelli seconded the motion. Ms. Perelli read the Financial Summary to those present. There was no discussion and Chairman. Scott asked for a vote. Ms. Varns, Mr. Scott, Ms. Perelli and Mr. Beale voted in favor of the motion. The motion passed.

- c. Discussion and possible actin to approve the District Board Meeting Schedule for 2020.

Chairman Scott asked for a motion. Mr. Beale made a motion to approve the District Board Meeting Schedule for 2020 as presented. Ms. Varns seconded the motion. After some discussion is was decided to hold all meetings on Saturdays and change the Meeting time to 10AM. Mr. Beale amended his motion to include a change to some meeting dates and a time change for all meetings. See the Special Notice of Meeting Dates for a list of dates that Board Meetings for 2020. Chairman. Scott asked for a vote. Ms. Varns, Mr. Scott, Ms. Perelli, Mr. Beale voted in favor of the motion. The motion passed.

- d. Discussion and possible action to set meeting dates for the Board or specific Board Members to participate in establishing the 2020 BRFD Budget.

Chairman Scott asked for a motion. Mr. Beale made a motion to set meeting dates for a Board Work Session where all Board Members would participate in creating the 2020/2021 FY Budget. Ms. Varns seconded the motion. Chairman Scott stated that two Board Members were nearing the end of their 4-year terms (end of November 2020) and said that he felt this would be very beneficial for those newer Board Members that were not completely familiar with the process, and help them understand the process of creating a District Budget. Chief Paine will provide the Property Valuation information, received from the County Assessor, to the Board as soon as is available in February. Work Session Meetings will be set after that info is received.

No further action is required by the Board.

- e. Discussion and possible action to approve moving funds collected from property tax assessment to the County Reserve Account from the County General Fund. These funds will reimburse the Reserve Account for part of \$350,000 used to cover expenses in the first quarter of FY2019/2020.

Chairman Scott asked for a motion. Ms. Perelli made a motion to approve moving \$350,000 from the County General Fund to the County BRFD Reserve Account. Mr. Beale seconded the motion. As part of the discussion Chief Paine said he recommended moving \$100,000 to the reserve account due to the need to have funds available in the County Operating account to cover expected expenses from Grants that require payment prior to reimbursement. Chairman Scott asked Ms. Perelli to amend her motion to reduce the amount moved to Reserve to \$100,000. Mr. Beale seconded the amended motion. Chairman Scott asked for a vote. Ms. Varns, Mr. Scott, Ms. Perelli and Mr. Beale voted in favor of the motion. The motion passed.

- f. Discussion to identify those Board Members who are going to attend the 2020 AFDA Winter Conference in Laughlin Nevada, January 16<sup>th</sup> – 18<sup>th</sup>.

Chief Paine asked which Board Members would be attending so he could get the registrations started. Board Members attending were identified as Ms. Varns, Mr. Lambert and Ms. Perelli. After further discussion Ms. Perelli said she would see that a Notice of Quorum is posted.

- g. Discussion to set a Special Meeting/Executive Session date for Board Members to create and Employee Performance evaluation prior to the January 25<sup>th</sup> Board Meeting.

Chairman Scott asked for a motion. Mr. Beal made a motion to set a date for Board Members to hold a Special Meeting to create and Employee Performance evaluation prior to the January Board Meeting. Ms. Varns seconded the motion. Chairman Scott said that this should be done so that the evaluation is complete and can be presented to Chief Paine in an Executive Session at the January Board Meeting. After further discussion it was decided to hold the **Special Meeting on January 11<sup>th</sup> at 8AM**. Ms. Perelli said she would send each Board Member the Form to complete prior to this meeting.

**10. AGENDA ITEMS FOR THE NEXT BOARD MEETING SEPTEMBER 21, 2019.**

- Executive Session for Performance Evaluation
- AFDA feedback by attendees.

**11. ADJOURNMENT**

There was no further business for the Board to conduct and the Public Meeting of the Blue Ridge Fire District Board was adjourned at 11:53 AM.

Respectfully submitted: December 21, 2019

Cynthia Perelli  
Cynthia Perelli, Clerk of the BRFD Board

Minutes Approved: January 25, 2020

Cynthia Perelli  
Cynthia Perelli, Clerk of the BRFD Board