



BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF BOARD WORK SESSION HELD AT THE BLUE RIDGE FIRE STATION THURSDAY, JANUARY 13, 2022

- 1) Call to Order: Chairman Shannon Scott called the meeting to order at 10:00 AM.
- 2) Roll Call of Board Members: Sylvia Meakin, Cindy Perelli, Shannon Scott, Larry Lambert and Judy Varns. All were present.
- 3) New Business:
 - a) Discussions to further review and possibly modify the first revision to the Subscription Service Agreement document.

The Work Session began with some brief comments on the process so far in creating a Subscription Service Agreement for Fire Protection. Each section was then reviewed, comments and suggestions were made by Board Members and Chief Paine.

The changes were as follows:

 - Remove all references to “lease” from the document because of liability concerns.
 - Take out references to provide EMS services. Property is already in CON (Certificate of Necessity) boundary.
 - Section 8: Take out the formula for calculating fee. The fee is based on assessed value of the Property as assessed by the Coconino County Assessor plus the (leavy rate plus 50% of the leavy rate). Reword section to eliminate confusion and formula
 - Change document title from Fire Protection Agreement to Fire Suppression Agreement
 - Agreement term and billing / payment was discussed.
 1. Possibly allow use of credit card for payment of fee
 2. Term of the Agreement is annual and based on the district fiscal year
 3. Billing done annually but allow for proration payment if it is the initial agreement and not a full year of coverage. All subsequent agreements will be based on annual agreement starting at the beginning of the Districts Fiscal year
 4. Give 30-day notice of renewal or termination; send by email and registered mail
 5. No late fee, automatic cancellation of agreement if not renewed or for nonpayment by renewal date
 6. Need clarification of what is covered under the agreement. Might be clearer bases on the change of the document name to Fire Suppression agreement
 7. Department will provide address marker at property as part of the agreement

- 8. Subscriber will supply plot map of property at or before signing of the agreement
- 9. In-house billing will be used for now
- Time and distance discussed. The Chief will determine candidates based on time and distance. It's realized that distance will be an issue in some area. Need a disclaimer clause in agreement that the property own must sign or initial. What is liability to the district if any?

4) Adjournment:

The Board Meeting was adjourned at 11:01 AM.

Respectfully submitted: January 14, 2022

Cynthia Perelli
Clerk of the BRFD Board

Minutes Approved: February 26, 2022

Cynthia Perelli
Clerk of the BRFD Board