



BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION SATURDAY SEPTEMBER 19, 2020

1. **CALL TO ORDER** –Chairman Shannon Scott called the meeting to order at 10:02 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 Larry Lambert, Judy Varns, Cindy Perelli, Shannon Scott and Jack Beal.
4. **REVIEW AND ADOPTION OF AGENDA:**
Chairman Scott asked for a motion to approve the Agenda. Mr. Lambert made a motion to approve the Agenda as presented and Mr. Beal seconded the motion. There was no discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and motion passed.
5. **ANNOUNCEMENTS:** Next Board meeting will be October 17, 2020 at 10AM.
6. **REPORTS AND CORRESPONDENCE**
 - a. Chairman’s Report: Chairman Scott did not have a report.
 - b. Chief’s Report for August 2020:
This report was not available prior required posting of these minutes. It will be added prior to approval of minutes by the Board on October 17, 2020 Board Meeting.
7. **CALL TO THE PUBLIC**
There were no members of the public who wished to speak.

8. OLD BUSINESS

- a. Discussion and possible action to approve the purchase of a security system for the BRFD Station.

Chairman Scott asked for a motion. Mr. Lambert made a motion to approve the purchase of a security system provided by Titan Alarm. Ms. Varns seconded the motion. To avoid delaying the Meeting, further discussion on this item was put on hold until Titan Alarm could call in and join the meeting.

Andrew from Titan Alarm joined the meeting at 10:30 and the Board proceeded to ask question regarding the system being discussed. In summary the system is not cloud based by is an on-site service; training is provided, but on-site training required after the initial 1 hour of free training may be charged at \$99 per hour. The system comes with 75 cards which can be reused (these are I class and are encrypted); cost for the system is \$20,000 (\$5,000 above original system quoted); a server (computer) has to furnished by BRFD; software is supplied by Titan; system requirement are Windows 8-10; a service plan charged at \$110 per month was highly recommended by Titan Alarm. After some further discussion Chairman Scott asked for a vote. The vote was 4 in favor of the motion and 1 abstained. The motion passed.

- b. Discussion and possible action to approve the use of the Blue Ridge Fire Department building by the Blue Ridge Water Improvement District Board to hold monthly meetings. Chairman Scott moved this item From New Business to Old Business since it had been on a previous Board Agenda.

Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the use of the BRFD building for the Water Improvement District to hold monthly Board Meetings. Mr. Beal seconded the motion. Mr. John Ritter was asked to comment on his findings regarding Coconino County's approval of the Water Improvement District. Mr. Ritter had provided Chief Paine with County Resolution 2020-43, which gave approval for the creation of the District. There was some further discussion, then Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.

9. NEW BUSINESS

- a. Approval of Minutes:

Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the Minutes from the Board Meeting held August 15, 2020 and Mr. Beal seconded the motion. There was no discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.

- b. Approval of the August 2020 2020 financial report:

Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the Financial reports for August 2020 as presented and Mr. Lambert seconded the motion. The Financial Summary was read Mrs. Wise. There was no discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.

- c. Discussion and possible action to approve sending out a RFP (Request for Proposal) for the new engine. Chairman Scott asked for a motion. Mr. Lambert made a motion to approve submitting an RFP to engine manufactures for pricing quotes. Ms. Varns seconded the motion. Chief Paine gave an overview of what had transpired to this point and that this was the next step to get quotes from engine manufactures. After some further discussion,

Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.

- d. Discussion and possible action to approve moving \$80,000 from the Wells Fargo Account to the Coconino County Operations account. Chairman Scott asked for a motion. Ms. Perelli made a motion to approve moving \$80,000 from the Wells Fargo Account to the Coconino County Operations account. Mr. Lambert seconded the motion. After a brief discussion Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.
- e. Discussion and possible action to approve the use of the Blue Ridge Fire Department building by the Blue Ridge Water Improvement District Board to hold monthly meetings. Chairman Scott moved this item to Old Business.
- f. Discussion and possible action to approve the revised 10 Year Plan for BRFD. Chairman Scott asked for a motion. Mr. Lambert made a motion to approve the revised 10 Year Plan. Mr. Beal seconded the motion. After some brief discussion Mr. Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.
- g. Discussion and possible action to approve Revision 4 of the Board Goals. Chairman Scott asked for a motion. Mr. Lambert made a motion to approve adopting revision 4 of the Board Goals document and Mr. Beal seconded the motion. As part of the discussion Mr. Lambert made a suggestion for a wording change on item # 5. All thought this was a beneficial change and Ms. Perelli made note of the change. Chief Paine asked that a final copy with changes incorporated, be provided to him as soon as possible. There was no further discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.
- h. Discussion and possible action to approve the BRFD Employee Performance Evaluation (draft revision 8) Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the adoption of the revised BRFD Employee Performance Evaluation form. Mr. Lambert seconded the motion. Board Members discussed the steps taken at the Board Work session held August 26th to revise this form. All agreed that the changes made were positive. There was no further discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion to adopt the new Evaluation document and the motion passed.
- i. Discussion and possible action to adopt a PSPRS (Public Safety Retirement System) optional 457b plan trust. Chairman Scott asked for a motion. Ms. Perelli made a motion to approve adoption of the PSPRS optional 457b plan trust. Mr. Lambert seconded the motion. Chief Paine was asked to give an over view of the 457b government plan. He stated that this was an optional investment opportunity for employees (not just those in PSPRS) and provides the enrollee the benefit to self-manage their investment account. There is no financial commitment by the District for this benefit. The investment fund is managed by Nationwide. There was no further discussion and Chairman Scott asked for a vote. The vote was unanimous in favor of the motion and the motion passed.

10. AGENDA ITEMS FOR THE NEXT BOARD MEETING

- Review of Chief Paine's Goals

11. ADJOURNMENT

Chairman Scott adjourned the Public Meeting of the Blue Ridge Fire District Board at 11:40 AM.

Respectfully submitted: September 22, 2020

Cynthia Perelli
Clerk of the BRFD Board

Minutes Approved: _____

Clerk of the BRFD Board

DRAFT