

BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF THE PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION, SATURDAY, SEPTEMBER 23rd, 2017

1. **CALL TO ORDER** – Meeting was called to order at 11:00 AM by Chairperson Alma Seward.
2. **PLEDGE OF ALLEGIANCE** – Ms. Seward asked all present to join her in the Pledge of Allegiance.

Ms. Seward asked for a moment of silence to recognize those effected by devastating hurricanes, fires and earthquakes in foreign countries. She then asked Chaplin Danny Allen to say a prayer for those effected by these natural disasters.

3. **ROLL CALL OF BOARD MEMBERS**

Members present were Monty Blosser, Alma Seward, Cindy Perelli, Shannon Scott. Pete Fenton was absent. Chief Paine was also present.

4. **REVIEW AND ADOPTION OF AGENDA**

Ms. Seward requested that item (9 d) be moved to the top of the Agenda under New Business. This request was due a Board Member having to leave the Meeting early. Ms. Perelli made a motion to adopt the Agenda as amended. Mr. Blosser seconded the motion. Motion passed by unanimous vote.

5. **APPROVAL OF PREVIOUS MINUTES**

A motion was asked for to approve the Minutes from the Board Meeting held Friday, August 18th, 2017 and the Executive Session meeting held Friday, August 18th, 2017. Mr. Scott made a motion approve the minutes from both Meetings. Mr. Blosser seconded the motion. Motion passed by unanimous vote.

6. **ANNOUNCEMENTS**

Ms. Seward announced that the next Board meeting will be held Friday, October 20th, 2017 at 11 A.M.

7. **REPORTS AND CORRESPONDENCE**

Board Chairperson's Report

- Ms. Seward gave a big thanks to the Blue Ridge Fire Department Auxiliary for the two great sales held this year.
- Ms. Seward stated that she had not heard anything further on the preliminary audit performed by Sanders and Company Ltd but expects to see something from them in the next 10 to 14 days.
- Ms. Seward inquired about the Board interest in having the Coconino County Treasurers office provide training during a work session on Government Accounting Standards (GASD) and Financial Accounting Standards (FASD). She suggested that the Board participate in a work session on these topics at a future date.

Fire Chief's Report, Chief Paine

Chief Paine gave his report for August 2017 to the Board and those in attendance. As part of his Report the Board had requested status updates on the following items:

- Annual audit – Chief Paine went through a list of recommendation from the Auditors.
- Preliminary audit – Ms. Seward had address this earlier in the meeting.
- CopperPoint audit – A meeting is planned for Tuesday September 26th with CopperPoint and our Broker, Hill and Usher to go over the current procedures.
- Discontinuing remote access to accounting system – this will be done on Monday the 25th of September.
- Moving all operational and reserve bank accounts to the Coconino County Treasurer. Chief Paine stated that he is waiting for additional Warrants to be printed before continuing. He stated that he would like to continue to use the two accounts at Wells Fargo but use them for different purposes - a payroll account and an account for non-public money (ambulance revenue).

A complete copy of this report is included in the Public Book located at the Blue Ridge Fire Department.

Wage and Benefits Committee Report.

Ms. Perelli stated that the Committee had met twice in September. Meetings were held on Tuesday September 5th and Tuesday September 12th. A list of recommendations has been provided to the Board and are included in this Agenda.

8. OLD BUSINESS - None

9. NEW BUSINESS

- a) Discussion and possible action to fund the payment of an amount equal to the Insurance Premium Sur-tax (believed to be \$7,300.00) to the Blue Ridge Fire District Alternative Pension and Benefit Plan. *This item was previously item d) on the Agenda.*

Mr. Scott made a motion to make the referenced payment. Ms. Perelli seconded the motion. Ms. Perelli read the recommendation related to this motion to the membership. After much discussion, it was determined that this item should tabled. A motion was made by Mr. Scott to table this item. The motion was seconded by Ms. Perelli. Motion passed by unanimous vote.

A Special Meeting to be held Friday September 29th at 1 PM to discuss this issue.

Mr. Blosser left the meeting at 11:43 AM.

- b) Discussion and possible action to review and approve the District Financial Report for August 2017.

A motion was asked for to approve the Financial Report for August 2017. Mr. Scott made the motion to approve the Report, Ms. Perelli seconded the Motion. Ms. Perelli read the Financial Report Summary to the Board and other present. After some discussion and questions on items on the Financial Report, the motion passed by unanimous vote.

- c) Discussion and possible action to approve moving funds from the Coconino County Treasurers Cash Reserve to cover operating expenses for the month of October.

A motion was made by Mr. Scott to approve moving funds from the cash reserve for October operating expenses. Mr. Perelli seconded the motion. After some discussion Mr. Scott asked Chief Paine to provide an amount to be approved for transfer. It was determined that \$100,000 should be approved for transferred. The motion was amended to approve moving \$100,000 to the Operations Account to cover operating expense for October 2017, under condition that the funds will be reimbursed to the County Reserve Account upon receipt of tax revenues. Motion passed by unanimous vote.

d) Presentation by Chief Paine on the history or the Alternate Pension and Benefit Plan (457b retirement plan).

After some discussion, it was determined that this item should be moved to the Special Meeting to be held September 29, 2017.

e) Discussion and possible action regarding the recommendations by the Wage and Benefit Committee (WGC).

Chairperson Seward made a decision to allow Wage and Benefit Committee Chair, Ms. Perelli to read the three remaining Committee Report of recommendation to the Board prior to any motion being made. After much discussion, it was determined that there was not enough information for the Board to decide on any of the items on the Report. Further action on any of the recommendations was suspended and the item tabled and move to the Special Meeting, Friday the 29th of September. It was decided that the WBC would meet at 9AM on Friday September 29th to gather additional information to present to the District Board to aid in their decision-making process.

CALL TO THE PUBLIC

The public is invited to speak on any area of concern. The Board of the Blue Ridge Fire District cannot discuss or act on items presented during the Public participation portion of the agenda pursuant to A.R.S. § 38-431.01(H). Individual Board members may ask questions of the public, but are prohibited from discussing or considering the item(s) among themselves until the item(s) are officially placed on an agenda for a future meeting. Individuals are limited to a five (5) minute presentation.

FF Brandon Sewell chose not to speak at this time, since the items of interest to him were not addressed.

10. AGENDA ITEMS FOR THE NEXT BOARD MEETING

- Review contents of the monthly Financial Report to determine what is needed and what is not; add a Cash Flow Analysis Report to the Financial Report.
- 457b contributions – volunteer district contributions and the \$7,300 reduction to employer cost for PSPRS.

11. ADJOURNMENT

Chairperson Seward adjourned the Public Board Meeting at 12:20 PM.

Respectfully submitted:

Cynthia Perelli
Cynthia Perelli, Clerk of the BRFD Board

Date: 9/27/2017

Minutes Approved:
Cynthia Perelli
Cynthia Perelli, Clerk of the BRFD Board

Date: 10/20/2017