



BLUE RIDGE FIRE DISTRICT BOARD OF DIRECTORS

MINUTES OF PUBLIC BOARD MEETING HELD AT THE BLUE RIDGE FIRE STATION SATURDAY MAY 15, 2021

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: Larry Lambert, Judy Varns, Cindy Perelli and Shannon Scott and Jack Beale.
4. **REVIEW AND ADOPTION OF AGENDA:**
Chairman Scott asked for a motion. Ms. Perelli made a motion to approve the Agenda as presented and Mr. Lambert 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 June 19, 2021 at 10AM.
6. **REPORTS AND CORRESPONDENCE**
 - a. **Chairman’s Report:** Chairman Scott asked that Board Members be aware of upcoming meetings since there were many items for the Board to address, which may lead to having a Special Meeting before the next Board Meeting in June.
 - b. **Chief’s Report for March 2021:** Michael Berry gave the Chief’s Report for March.
Personnel: 45 total - 20 volunteers, 20 paid reserve, 4 full time and 1 part time admin.
Apparatus Report: All equipment is in service.
Incident Report: call Volume for April: total 16 - 7 EMS, 2 fire, 3 MVC, 4 service calls
Training Report: 422 hours of training in April, including driver training, policy review, road course, command and fire control, and respiratory distress assessment/treatment.
Updates to the Board: none given
 - c. **Other Reports:**
 - Board Budget Work Session: No report given
 - Employment Agreement Committee: Chairman Scott said that we have a final BRFD Employment Agreement and that Chief Paine said it was agreeable to him. A copy of the final Agreement had been given to Board Members prior to this meeting.
 - Mogollon Ranch Committee: No update given at this time but Mr. Scott and Mr. Lambert agreed to meet next week to discuss what actions were needed to move forward on this issue.
7. **CALL TO THE PUBLIC**
There were no members of the public present who wished to speak.
8. **OLD BUSINESS**
 - a. None.

9. NEW BUSINESS

- a. APPROVAL OF MINUTES - Discussion and possible action to approve minutes from the April 17, 2021 Board Meeting.

Chairman Scott asked for a motion. Before a motion could be made Ms. Perelli, the Clerk of the Board, apologized, and said that she had not sent copies of the Minutes to Board Member for review. After further discussion it was decided to table action on this item until the next Board Meeting in June or sooner if applicable.

- b. APPROVAL OF THE FINANCIAL REPORT - Discussion and possible action to approve the Financial Report for April 2021.

Chairman Scott asked for a motion. Mr. Lambert made a motion to approve the Financial report as presented; Ms. Perelli seconded the motion. Chairman Scott stated that an account was modified and expenses moved to properly identify PSPRS spending. Ms. Perelli asked a question regarding current balance in the Well Fargo account and what the funds were earmarked for in the coming budget. Mr. Scott clarified that the funds would likely be placed in the BRFD County Reserve account at the end of this Fiscal Year. Chairman Scott asked Mrs. Wise to read the Financial Summary Report to those present. 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.

- c. Discussion and possible action to approve the financing for a new engine (E-One 4x4 urban interface pumper) being purchased by BRFD.

Chairman Scott asked for a motion. Mr. Lambert made a motion and possible approve financing for the new engine being purchased; Mr. Beale seconded the motion. Chairman Scott gave an overview of the three bids for a loan. Zion Bank was the lowest bid at 1.410% over 7 years with total cost being \$562,362.13. This saves \$20,000 vs the 10-year financing at 1.73%. The Board also discussed the possibility of paying loan off in 5 years. There was some more discussion then Chairman Scott asked for a vote to either approve the 7-year term or the 10-year term. The vote was unanimous in favor of the 7-year financing term and the motion passed.

- d. Discussion and possible action to approve moving \$100,000 dollars from the County Reserve account to the BRFD County Treasurer Account.

Chairman Scott asked for a motion. Ms. Perelli made a motion to approve moving \$100,000 from the County Reserve Account to the Coconino County Treasurers account; Mr. Lambert seconded the motion. There was some clarification on why this transfer is being made. There was no more discussion. Chairman Scott asked for a vote. The motion was passed by unanimous vote.

- e. Discussion and possible action to approve an IGA with Flagstaff Dispatch.

Chairman Scott asked for a motion. Mr. Lambert made a motion to discuss and possible action to approve and IGA (Inter Government Agreement) with the City of Flagstaff and Flagstaff PD for dispatch services; Ms. Perelli seconded the motion.

Recessed @ 10:45

Recessed so Board member could make a call and get more information on this subject

Reconvened @ 10:50

There was some discussion regarding the possible use of an alternatives service, but after some further discussion that was determined not to be a good fit for the services BRFD needs. There was also some discussion regarding pricing on the agreement. When there was no more discussion, Chairman Scott called for a vote. 3 votes were in favor of the motion and two votes were made in favor with reservation.

- f. Discussion on the possibility of implementing out of District subscriptions for service by BRFD.
Chairman Scott asked for a motion. Mr. Beale made a motion to discuss implementing out of District subscriptions service; Mr. Lambert seconded the motion. After some discussion it was decided to move forward and ask Chief Paine to begin investigating the possibility of having a subscription for service by BRFD. No further action was needed by the Board at this time.
- g. Discussion and possible action to approve engaging a service to review and streamline and/or update BRFD policies to current legal/regulatory compliance where necessary.
Chairman Scott asked for a motion. Mr. Lambert made a motion to engage Lexipol, a policy management company, to review and update/replace BRFD Policies to current legal requirements and standards. Ms. Varns seconded the motion. Chairman Scott provided information on this service which provides policy management solutions, on line training, wellness resources, grant assistance and other electronic resources. The cost for this service is \$6,121.80 with a lesser fee charged for each additional year. Chairman Scott suggested that the expense should be capped at \$8,000. The cost would be in FY 2020/2021 year's expenditures. There was no further discussion and Chairman Scott called for the vote, which included an amendment of the original motion adding a cap of the expenditure. The motion was passed by unanimous vote.
- h. Discussion and update on status of the FY2021/2022 Budget.
Chairman Scott asked for a motion. Ms. Perelli mad a motion to discuss current status of the new budget for FY2021/2022; Ms. Varns seconded the motion. Chairman Scott stated that primary outstanding item was a final quote on Workman's Compensation Insurance. There was further discussion on the time line to have a Tentative Budget in place with possible the need for a Special Meeting in the coming weeks. This was a discussion only and no action was needed by the Board.
- i. Discussion and possible action to approve a new Employment Agreement between Philip E. Paine and BRFD.
Chairman Scott asked for a motion. Ms. Perelli made amotion to discuss and approve a new BRFD employment Agreement between Philip E. Paine and BRFD; Mr. Lambert seconded the motion. There was some discussion and Ms. Perelli was asked to amend her motion to add "as presented" since there were no proposed changes to the Agreement. Mr. Lambert seconded the amended motion. There was no further discussion and Chairman Scott called for a vote. The amended motion passed by unanimous vote.
- j. Discussion and possible action to approve the use of PTO from May 24th through June 18th by Chief Paine for a family vacation.
Chairman Scott asked for a motion. Mr. Lambert made a motion to discuss and approve PTO from May 24th through June 18th for Chief Paine. Mr. Perelli seconded the motion. There was some brief discussion and Chairman Scott called for a vote. The motion was passed by unanimous vote.

10. AGENDA ITEMS FOR THE NEXT BOARD MEETING

- Approve Minutes from the April 17th Board Meeting
- Further discuss adding a subscription service for out of District communities.

11. ADJOURNMENT

There was no further business for the Board to conduct and Chairman Scott adjourned the Board Meeting at 11:48 AM

Respectfully submitted: May 18, 2021

Cynthia Perelli
Clerk of the BRFD Board

Minutes Approved: June 19, 2021

Cynthia Perelli
Clerk of the BRFD Board