

# Blue Ridge Fire District

## Blue Ridge Fire District Board of Directors Meeting

928-477-2751 <http://www.brfdaz.org/>  
5023 Enchanted Lane Happy Jack, Arizona 86024

July 18, 2025

10:00 AM

### Minutes

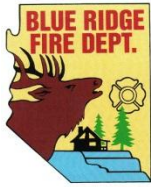
1. Call to Order Chair Mike Bourne called the meeting to order at 10:02
2. Pledge of Allegiance
3. Roll Call of Board Members: Brian Alexander, Mike Bourne, Laurie Hawke, Linda McDermott, Casey Samsill
4. Review and Adoption of the Agenda
  - a. Brian Moved and Linda 2<sup>nd</sup> motion to adopt the agenda
  - b. Motion passes unanimously
5. Call to the Public--None

#### CALL TO THE PUBLIC: ARS 38-431.01 (H)

A public body may make an open call to the public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

6. Review, Adoption of Minutes of June 20, 2025.
  - a. Linda Moved and Brian 2<sup>nd</sup> motion to adopt the minutes of June 20, 2025
  - b. Motion passed with Chair Mike Bourne abstaining
7. Announcements:
  - a. Flag Dedication (?) ceremony and BBQ Aug. 2, 2025, 5:00 PM at BRCC, open to the community.
  - b. Community Emergency Response Team training by Coconino County to be held later in August, at Fire Station.
  - c. Starlighter Community Breakfast, July 26, at Community Center.
  - d. Men's breakfast at BRCC July 19, 2025
  - e. BRFD Auxiliary Appreciation Dinner August 9:00 at 5:00 PM
8. Reports and Correspondence
  - a. Chairperson's Report
    - i. Auxiliary Arts and Crafts Fair was highly successful.
  - b. Chief's Report
    - i. Personnel: 14 volunteers, 10 paid reserve, 7 full-time, and 1 part-time admin.
    - ii. Apparatus: E111 is back with remote bumper turret installed. Chief 111 is out of service due to deer strike. M113 is in service but needs future repairs due to elk strike. "Buck stop" bumpers are on order
    - iii. Incident Report: Total call volume for June was 21. 13 EMS, 0 Fire, 1 MVC, 7 service calls
    - iv. Training: 191 hours of training in June including: Helicopter wildland ops, hiker rescue, and trauma medical assessment with TXA administration.
    - v. Updates/Announcements:
      1. Fire suppression Agreement renewals are complete
      2. Crew quarters under construction (second insurance check received)
      3. Fire billing is underway

**5023 Enchanted Lane, Happy Jack, AZ USA 86024**  
**(928) 477-2751 [www.brfdaz.org](http://www.brfdaz.org)**



# Blue Ridge Fire District

4. Greer is still standing
- vi. Brian thanked Fire District personnel for their support during the Cabin Fire.
9. Review and Adoption of the June 2025 Financial Report
  - a. Brian Moved and Linda 2<sup>nd</sup> motion to adopt the June 2025 Financial Report
  - b. Motion passed unanimously
10. OLD BUSINESS
  - a. Discussion and possible action on the Communications Project  
Update: No signature yet from Forest Service. Tabled.
  - b. Discussion and possible action on contract to retain the County Attorney  
Previous contract expired June 30, 2025
    - i. Brian moved and Casey 2<sup>nd</sup> motion to accept the County Attorney's retention contract contingent on Fire Chief's review and approval.  
Chair Mike Bourne read the resolution pertaining to retention of the Coconino County Attorney for fiscal year 25-26.
    - ii. Motion passed unanimously
  - c. Discussion and possible action on Flagstaff Dispatch IGA  
Update: No response yet from the Dispatch Supervisor on our questions.  
Tabled
  - d. Discussion and possible action on I-40 Group Mutual Aid Agreement  
Update: No forward motion, remove from future Agendas
11. NEW BUSINESS
  - a. Discussion and possible action on USFS Standard Form 299 application and letter of intent.  
Chief read letter to FS, intending to transfer all HJ Fire Service rights and privileges to BRFD. (giving BRFD the building.) If BRFD doesn't accept the transfer, the FS will take over the building.
  - b. Discussion: We would be applying to begin the process.  
Advantages: Consistent with Strategic Management Plan, Free building, with minimal costs on propane, electric, etc., closer to 4&5, improves annexation possibilities for 3,7,6, improve insurance ratings, not necessarily costs. Building meets FS requirements. Improved storage.  
Other questions:  
Costs would include propane, electric, and insurance; Building is in good order, but some things would need to be removed; Water is hauled; It is outside of BRFD current district boundaries on FS land; ISO ratings? 4&5 no effect, If other communities annexed and BRFD does NOT accept the building, -could- negatively impact ISO; BRFD would have equipment there; HJFS is currently paying utilities on the buildings; Attorney might review the Letter of Intent? Is there a title?; BRFD insurance obligation?; How long is the lease? 20-30 years has been requested; Who will remediate deficiencies?
    - i. Laurie moved and Brian 2<sup>nd</sup> motion to approve signing the USFS Standard Form 299 application and letter of intent.
    - ii. Motion passed unanimously.
  - b. Ratification of Orders/Resolutions to change the BRFD Boundaries to include CCP 4&5
    - i. Mike moved and Linda 2<sup>nd</sup> motion to ratify the orders/resolutions to change the BRFD Boundaries to include CCP #4 and #5
    - ii. Motion passed unanimously
12. Adjournment
  - a. Brian moved and Mike 2<sup>nd</sup> motion to adjourn  
Motion passed unanimously  
Meeting was adjourned at 11:30 AM Respectfully submitted,

**5023 Enchanted Lane, Happy Jack, AZ USA 86024**  
**(928) 477-2751    [www.brfdaz.org](http://www.brfdaz.org)**