

MINUTES OF THE BUCKSKIN FIRE DEPARTMENT DISTRICT FIRE BOARD

02/13/18-Open Meeting: Minutes to be approved at open public meeting on Thursday, March 15, 2018. An Open Meeting of the Buckskin Fire Board convened on February 13, 2018 at 6:00 pm in the classroom of Station 1 of the Buckskin Fire Department located at 8500 Riverside Drive, Parker, AZ 85344. The following matters were discussed at the Open Meeting.

1. Call to Order: 6:01 pm
2. Roll Call.
Members Present: Chairman Jeff Daniel, Secretary/Clerk: Wayne Posey, board members Don Rountree, Glenda Gerson and Bob Gory.
Staff Present: Interim Chief Abel, Captain Matt Pellerin, Barbara Cole.
Public Present: No public present.
3. (Discussion and Action Item): Auditors from Henry and Horne (via telephone) to go over the Fiscal Year End Audit of 06/30/17. *Auditor went over the results of the audit, there were no questions or concerns from the Board. Board members had been given a copy of the year-end audit report prior to the Auditor calling in.*
4. Old Business (Discussion and Possible Action) re; tabled action from previous meeting, to be tabled until further notice from board, but to remain on any future agenda until action taken or permanently removed. *No motion for this item, keep as a tabled discussion until further notice. This item will appear on each agenda as a place hold until an action from the board takes place.*
5. (Discussion and Possible Action): Update on scope of work proposed from previous meeting on Wednesday, January 10, relating to personnel issues.
Chief updated Board members regarding of progress on scope of work relating to personnel issues. No action taken at this time.
6. (Action Item): Approval of Minutes submitted for the Open Meetings held on 1/10/18.
Motion made by Glenda Gerson for the approval of Minutes for the meeting of 1/10/18, along with a second from Wayne Posey.
There were no comments or questions prior to voting
Ayes: Daniel, Posey, Gerson, Rountree
Nays:
Absent:
Abstain: Gory, (was not present at the meeting held on 1/10/18
Chairman Daniel: Motion passed by a majority vote on agenda item #6.
7. (Action Item): Discussion and Possible Action: Acceptance of monthly expense report 01/01/18-01/31/18. All transactions approved by Administrative Fire Chief; documentation for these expenses were reviewed and authorized by a minimum of two Fire Board Members whose signatures are on the warrants issued to vendor(s), as per Buckskin Fire District policy and procedures. *Motion was made by Wayne Posey for the acceptance of the monthly financial reports and expense reports for 1/01/2018-1/31/2018, along with a second from Glenda Gerson.*
There were no comments or questions prior to voting.

Ayes: Daniel, Posey, Glenda, Rountree

Nayes:

Absent:

Abstain: Gory, (was not present at the meeting held on 1/10/18

Chairman Daniel: Motion passed by a majority vote on item #7.

8. (Discussion and Possible Action): Regarding Policy Manual and Draft Policies.

- Membership on the Board of Directors. *Motion made by Wayne Posey to adopt and approve the policy #1.4.1 dated 2.13.18, along with a second from Bob Gory.*
- Policy on Fire Board Governance and Control. *Motion made by Bob Gory to adopt and approve Policy #1.1, dated 2.13.18 along with 2nd from Don Rountree.*
- Policy on Overtime Compensation. *Motion made by Wayne Posey to adopt and approve the policy #2.1.3 dated 02.13.18, along with a second from Bob Gory.*
- Earned Paid Sick Leave. *(previously approved in August 2017) this was just an approval of the board for format change, no motion necessary.*
- Policy on Equipment Disposal. *Motion made by Glenda Gerson to adopt and approve Policy # 1.6.6, dated 1.10.18 (Equipment Disposal) along with a 2nd from Wayne Posey.*
- Policy on Purchasing and Public Contracting, policy #1.6.2. *Moved to second reading for March meeting, no comments noted.*
- Transcribing, maintaining, and approving Executive session minutes, Policy #1.5.6. *Moved to second reading for March meeting, no comments noted.*
- Placeholder for Addition Policies for introduction/first reading only

See above for the policy number approved and adopted by the board. There were no questions or comments prior to voting on each Policy.

Ayes: Daniel, Posey, Glenda, Rountree, Gory

Nayes:

Absent:

Abstain:

Chairman Daniel: Motion passed by a majority vote on item #8.

9. (Discussion): Discussion for hiring Fire Chief position.

Current Interim Chief Abel, wanted the Board to start thinking about what they wanted to propose to fill the Fire Chief Position, as he was hired as Interim only. His thoughts to consider for the Board regarded time-lines, re-advertise, promoting from within the Fire District. Also to re-asses what was done before, regarding hiring the outside resource that was used previously to be of assistance, Human Resource Strategies. Board discussed having a workshop discussion at next meeting regarding using outside and internal resources.

10. (Discussion): Beginning of Budget discussions for process and direction for Fiscal year starting 7/1/18. *Interim Chief Abel, wanted the Board to start thinking ahead for the budget process, including evaluation of Level of service and needs for the District. Discussions to begin at next meeting, as Board needs time to evaluate District needs.*

11. (Discussion and Possible Action): Regarding Co-Op Purchasing agreement. *Motion was made by Wayne Posey to approve the signing of the Co-Op Purchasing agreement that had been presented at the previous meeting, along with a second from Glenda Gerson.*
There were no comments or questions prior to voting.
Ayes: Daniel, Posey, Glenda, Rountree and Gory
Nayes:
Absent:
Abstain:
Chairman Daniel: Motion passed by an unanimous vote on item #11.
12. (Discussion and Possible Action): Possible purchase of dispatch software for Off-Duty Alerting. *Interim Chief Abel presented to the Board a presentation of purchasing an Off-Duty Alerting system that sends notifications to via smart phones. As the voice alert system is unreliable for the off-duty personnel. With a different alerting system it would trigger an audible alert on computers, Ipads and smart phones. Chief Abel will explore partnerships with other fire agencies, and other opportunities, ie; grants to let the Board know by next meeting.*
13. (Report) Chairman's Report: Jeff Daniel
Chairman Daniel: Nothing to report at this time.
14. Fire Chief's Report: *(See attached Reports) by Interim Chief Abel and Captain Pellerin.*
A. Summary of Incident Report/Activity Log
B. Monthly Activities
C. Upcoming Activities and Events
D. Overtime Report
15. **Call to the Public.** Consideration and discussion of comments from the public. *Those wishing to address the Buckskin Fire District Board need not request permission in advance Pursuant to A.R.S. § 38-431.01(G), the Fire District Board is not permitted to discuss or take action on any item raised in the call to the public that is not specifically identified on the Agenda. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or ask that the matter be placed on a future agenda. Public input is limited to two (2) minutes per session unless a greater amount of time is approved by the Board. **The Fire District Board cannot discuss or take legal action on any issue raised during the Call to the Public that is not on the current Agenda; due to restrictions of the Open Meeting Law.***
No Public Comments
16. Poll Board Members for **items to be considered for inclusion on next agenda.**
Off Duty Reporting, Beginning Budget workshop, Apparatus Schedule, Chief position work shop, possible Executive Session.
17. **Schedule next Work Session and/or Regular Session;**
Next scheduled meeting will be on Thursday, March 15, 2018at 6:00pm.
18. Adjourn.
Meeting adjourned at 8:50pm.

18. Adjourn.

Meeting adjourned at 8:50pm.

Jeff Daniel
Jeff Daniel, Chairman

3-15-18
Date

Barbara Cole
Administrative Assistant

02/26/18
Date

Minutes approved by: [Signature] Date: 3/15/18

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PERSONS WITH A DISABILITY MAY REQUEST A REASONABLE ACCOMMODATION BY CONTACTING, STEVE ABEL, FIRE CHIEF OF BUCKSKIN FIRE DEPARTMENT (928) 667-3321 PRIOR TO THE SCHEDULED MEETING. FACILITIES ARE HANDICAPPED ACCESSIBLE.