

MINUTES OF THE BUCKSKIN FIRE DEPARTMENT DISTRICT FIRE BOARD

07/11/18-Open Meeting: Minutes to be approved at open public meeting on Wednesday, July 13, 2018. An Open Meeting of the Buckskin Fire Board convened on July 11, 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: 6:03 pm
2. Roll Call.  
Members Present: *Chairman Jeff Daniel, Secretary/Clerk: Wayne Posey, board members Don Rountree, Bob Gory and Glenda Gerson (via telephone)*  
Staff Present: *Chief Maloney, Barbara Cole.*  
Public Present: *No public present.*
3. (Action Item): Approval of Minutes submitted for the Open Meetings held on 06/13/18.  
*Motion made by Glenda Gerson for the approval of Minutes for the meeting of 06/13/18, along with a second from Bob Gory.*  
*There were no comments or questions prior to voting*  
*Ayes: Daniel, Posey, Gerson, Rountree & Gory*  
*Nayes:*  
*Absent:*  
*Abstain:*  
*Chairman Daniel: Motion passed by a majority vote on agenda item #3*
4. (Action Item): Discussion and Possible Action: Acceptance of monthly expense report 06/01/18-06/30/18. 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 Glenda Gerson for the acceptance of the monthly financial reports and expense reports for 06/01/2018-06/30/2018, along with a second from Wayne Posey.*  
*There were no comments or questions prior to voting.*  
*Ayes: Daniel, Posey, Glenda, Rountree & Gory*  
*Nayes:*  
*Absent:*  
*Abstain:*  
*Chairman Daniel: Motion passed by a majority vote on item #4.*
5. (Discussion and Possible Action): Funding for Captain positions.  
New budget missed the funding for one of the Captain's positions that had been in previous years a budgeted position. *Motion was made by Wayne Posy as a directive to the Fire Chief to fund the position, along with a second from Bob Gory.*  
*There were no comments or questions prior to voting.*  
*Ayes: Daniel, Posey, Glenda, Rountree & Gory*  
*Nayes:*  
*Absent:*  
*Abstain:*  
*Chairman Daniel: Motion passed by a majority vote on item #5.*

6. 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.
- A. *RFQ Legal; requested by Board Member Bob Gory.*  
*No motion for this items, keep as a tabled discussion for at least 2 months. This item will appear on each agenda as a place hold until an action from the board takes place.*
- B. *Hall Parker case refund regarding PSPRS or other funding purposes;*  
*No motion for this item, keep funds for this item in a separate fund for PSPRS or other funding purposes directed by the Board. This item will appear on each agenda as a place hold until an action from the board takes place.*
- C. *Utilization reports for sick and vacations for 3 years next time sick leave policy comes up on the agenda. Will stay on Old Business for place hold.*
7. (Discussion and Possible Action): Regarding Policy Manual and Draft Policies.
- Job Descriptions for Firefighters; 1<sup>st</sup> reading.
  - Job Descriptions for Lieutenants; 1<sup>st</sup> reading.
  - Job Descriptions for Captains; 1<sup>st</sup> reading.
- Motion was made by Wayne Posey to move the job descriptions for Firefighters, Lieutenants and Captains to 2<sup>nd</sup> reading at next meeting, along with a second from Bob Gory.*  
*There were no comments or questions prior to voting.*  
*Ayes: Daniel, Posey, Glenda, Rountree & Gory*  
*Nayes:*  
*Absent:*  
*Abstain:*  
*Chairman Daniel: Motion passed by a majority vote on item #7.*
- Placeholder for Addition Policies for introduction/first reading only.
8. (Report) Chairman's Report: Jeff Daniel  
*No Report given*
9. Fire Chief's Report: *See Attached Reports.*
- A. Summary of Incident Report/Activity Log
  - B. Monthly Activities
  - C. Upcoming Activities and Events
  - D. Overtime Report



10. **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 Present.*

11. Poll Board Members for ***items to be considered for inclusion on next agenda.***  
Give Board ahead of time copies of current SAGs & SOGs.  
2<sup>nd</sup> readings of Job Descriptions

12. **Schedule next Work Session and/or Regular Session;**  
*Next scheduled meeting Wednesday, August 8, 2018 at 6:00 pm.*

13. Adjourn 6:34 pm

  
Jeff Daniel, Chairman


8-8-18  
Date


Barbara Cole

07/25/18

Administrative Assistant

Date

Minutes approved by:  Date: 8-8-18

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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.