

MINUTES, ARIVACA FIRE DISTRICT

February 22, 2019

The Arivaca Fire District Governing Board met in Regular session Friday, February 22, 2019 at the Arivaca Fire District Station, 16091 West Universal Ranch Road, Arivaca, Arizona for a regular board meeting.

1. CALL TO ORDER/ROLL CALL

Tangye Beckham called the meeting to order 9:04 AM

ROLL CALL OF BOARD MEMBERS

Present: Tangye Beckham
Justin Gibson
Beth Lusby
Absent: Shannon Bloom
Mark Wiley

2. REGULAR BUSINESS MEETING

A. PLEDGE OF ALLEGIANCE – MOMENT OF SILENCE

All present joined in.

B. Consent Agenda – Discussion/Possible action on approving the minutes from the following meetings

1. January 18, 2018 – Regular Board Meeting

This item was tabled until the next regular board meeting as Beth was not at the meeting and would have to abstain on voting to approve.

2. February 2, 2019 – Special Board Meeting

Beth made a motion to approve the minutes and Justin seconded. Tangye called for a vote. Motion carried 3-0.

3. CALL TO THE PUBLIC

Patti Jent read the email from attorney Donna Aversa making a recommendation that any policies be professionally reviewed.

Patti Jent congratulated Tangye Beckham as she was recognized as one of EMS 10 innovations in EMS 2018.

3. BUSINESS

A. Fire Chiefs Report for February, 2019

Chief Austin gave oral and written report.

One of the meetings Chief Austin attended was a PCWIN meeting on the new CAD system they are setting up. Tangye asked Chief if our department would be required to furnish phones.

Chief Austin responded that this was still in discussion and each phone is about \$55.00 per month.

Tangye asked Chief Austin when the EMR in training is expected to complete her training.

Chief Austin responded that she is doing it on line and he has not talked to her so he is not sure how much of the course she has completed.

- B. Fire Board Chairperson Report – Chair person, Shannon Bloom, absent at meeting; therefore, this has been tabled until she returns at the next meeting. Tangye commented she did not have a report.
- C. Discussion/Possible Action/Review and approval of January 2019. Financial Report, banking statements, check registers, balance statements, warrant account; confirm all board members received and reviewed all financial data.

Justin, Beth and Tangye all commented that they had received and reviewed the reports.

- D. Cash flow presented by Chief Larry Austin up to February 19, 2019

4. COMMITTEE MEETINGS – REPORTS ONLY NO DISCUSSION

- A. Report from Finance Committee – No Report.
- B. Report from Pension Board – Beth Lusby read the minutes from the Pension Board meeting. The minutes reported the current balance of the fund was \$4,766.15 and that there were no dispersals in 2018. The minutes also reported that the Annual Report to the State Fire Marshal's Office was submitted on January 2 and confirmation of Acceptance was received on January 4, 2019.

Patti commented the pension fund was from the Fire Marshall and our board elected to use it for hardships. The pension board is separate from this board. People on the board include Richard Goodsell, Chief Austin and Beth Lusby.

- C. Report from Fire Wise Committee – No Report

5. OLD BUSINESS

- A. Public Discussion/possible motion/action on updating the board policy manual. At the December 14, 2018 meeting only, Section XII regarding meetings was updated.

Justin commented that he did not see any other changes necessary. Beth made similar comment.

Tangye commented that she has seen what can happen if you don't have proper procedures. She commented that by having them professional reviewed this would provide protection for the district.

Justin also agreed that the policies should be professional reviewed.

Beth made a motion to send the policies to Brenda Tranchina, HR Consultant, prior to board approving the policies and Tangye seconded.

Tangye called for a vote. Motion carried 3-0.

- B. Public Discussion/possible motion/action on updating the 5-year Strategic Plan. The board at the January 18, 2019 meeting made a motion and approved appointing a committee to update the plan. Tangye Beckham appointed Chief Austin and herself to be on the committee. Tangye at that meeting tabled this until the next regular board meeting so people could be asked if they wanted to be on the committee prior to appointing them.

Tangye stated she thought the community should be involved with this as it was planning for fire district. She asked Patti to post immediately in the connection, on Facebook, via email

list and at the post office asking if any one in the community would like to be on this committee.

This item was tabled until the next meeting.

- C. Public Discussion/possible motion/action on adopting Fire SOG's. The board at the January 18, 2019 meeting tabled this discussion until the next regular board meeting. The board will discuss the Fire Standard Operation Guidelines submitted by Chief Austin. These SOG's are for fire only, not EMS

Justin commented that he though these should also be professional reviewed.

Chief Austin commented that these were taken off other departments SOG's and made to conform to our district.

Beth commented that we would have to mold them to our department.

Justin commented that we want to make sure we are in within guidelines.

Tangye commented that these should also be sent up to Brenda Tranchina, HR Consultant, prior to board approving the policies.

Justin made a motion to send these up to Brenda for review prior to board acceptance and Beth seconded.

Tangye called for a vote. Motion carried 3-0.

- D. Public Discussion/possible motion/action on AFD Conference. This was on the January 18, 2019 agenda however since Chairperson Shannon Bloom was not at the meeting Tangye tabled this until the next regular board meeting. Shannon Bloom attended the AFD conference and will report on what she learned, observed, etc.

Shannon was not in attendance and therefore Tangye tabled this until the next regular board meeting.

6. NEW BUSINESS

- A. Public Discussion/possible motion/action on establishing a finance committee. This committee needs to start meeting in March in order to make budget requirements for next fiscal year. If the board establishes a finance committee, they will appoint people to this committee.

Patti commented that she and Chief Austin would be on the committee. Justin and Beth both commented that they would be on the committee.

Patti commented that she would send out the P/L statement for fiscal years 2015-2016, 2016-2017, 2017-2018 and current year 2018-2019 to date. She would also send out cash flow for Fiscal years 2016-2017, 2017-2018 and current fiscal year to date.

8. CALL TO PUBLIC

9. ADJOURMENT

Tangye made a motion to adjourn the meeting. Beth seconded.

Tangye called for a vote on closing the meeting. Motion carried 3-0. She commented that the next regular board meeting would be March 15, 2019 at 12:00 noon.

Tangye closed the meeting at 9:30 AM

March 15, 2019

Shannon Bloom, Chair

Tangye Beckham, Clerk