

REGULAR BOARD MEETING

Arivaca Fire Station – 16091 West Universal
Ranch Road – Day room Friday, March 15,
2019 at 12:00 Noon–Public Session

AGENDA

Pursuant to ARS §38-431.02, notice is hereby given to members of the AFD Governing Board and to the public that the Governing Board will meet in Public Session on Friday, March 15, 2019 beginning at 12:00 Noon in the Dayroom of the Arivaca Fire Station. Members of the Fire Board and Legal counsel may attend either in person or by telephone conference call.

During this meeting, Board Members may ask questions about, discuss, consider, approve and/or take possible action on any listed Agenda Item and any variable related thereto unless specifically otherwise indicated (such as Public Forum). Arivaca Fire District board may vote to go into Executive Session, which will not be open to the public, on any agenda item pursuant to ARS §38-431(A)(3) for legal advice with the Fire District Attorney on the matter(s) set forth in the agenda. All agenda items are set for possible action.

1. CALL TO ORDER/ROLL CALL
2. REGULAR BUSINESS MEETING
 - A. Pledge of Allegiance - Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters and Police Officers
 - B. Consent Agenda - Discussion/Possible Action to approve the minutes from the following meetings:
 1. January 18, 2019 Regular board meeting (Shannon Bloom and Beth Lusby absent)
This item was tabled from last month's meeting.
 2. February 22, 2019 Regular Board meeting (Shannon Bloom and Mark Wiley were absent)
3. CALL TO THE PUBLIC - Speakers are limited to 2 minutes

Consideration and discussion of comments from the public. Those wishing to address the Arivaca Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the call to the public. 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 that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

4. BUSINESS
 - A. Fire Chiefs report for March, 2019
 - B. Fire Board Chairpersons Report - Report only. No Discussion.
 - C. Public Discussion/Possible Action: Review and Approval of March 2019 Financial Report, banking statements, check registers, balance statements, warrant account; confirm all board members received and reviewed all financial data.
 - D. Cash Flow presented by Chief Larry Austin up to March 11, 2019
5. COMMITTEE MEETINGS - REPORTS ONLY NO DISCUSSION
 - A. Report/Public discussion from Finance Committee. - Justin will give report
 - B. Report from Pension board - No Report

- C. Report from Fire Wise Committee - No Report
- D. Report from Strategic Planning Committee - No Report

6. 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. This was tabled from the January 18, 2019 meeting. This item was tabled at the February 22, 2019 meeting as Patti was instructed to send them to Brenda Tranchina for professional review.
- 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. This was tabled at the February 22, 2019 meeting as Patti was instructed to post this to see if anyone in the community would be interested in being on the committee.
- 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. This item was tabled at the February 22, 2019 meeting as Patti was instructed to send them to Brenda Tranchina for professional review. Brenda Tranchina responded recommending a separate Policy Manual for some items in this. The policy manual will be covered in New Business Item C.
- 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. This was tabled from the February 22, 2019 meeting as Shannon Bloom was not at the meeting.

7. NEW BUSINESS - Speakers are limited to 2 minutes

- A. Conference call with accountant James Saunders as required by Arizona Revised Statute for Board Presentation of last fiscal year's (2017-208) review. Mr. Saunders will answer any questions the board may have regarding the review for fiscal year 2017-20118.
- B. Public Discussion/possible motion/action on Collection agency. Our collection agency is no longer in business; discussion will include ideas on how to find out which accounts were still active and selecting a new agency. Also, the board will decide if to give Patti permission to contact the attorney for advice on handling the Collection agency.
- C. Public Discussion/possible action/motion on Comprehensive HR Policy Manual that was suggested by Brenda Tranchina. She has suggested A Human Resource Policy Manual that addresses employment of employees and volunteers (and clearly differentiates what policies or portions of policies apply to either or both). This document would require Board adoption/approval, both of the initial document and any subsequent revisions. The fee she has quoted is \$3,000.00.

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9. ADJOURNMENT

If any disabled person needs any type of accommodation, please notify the Arivaca Fire District by contacting Patti Jent, 398-8515, prior to the scheduled meeting

Dated this 11th day of March, 2019

Arivaca Fire District

Patti Jent, Deputy Clerk