

MINUTES, ARIVACA FIRE DISTRICT

March 15, 2019

The Arivaca Fire District Governing Board met in Regular session Friday, March 15 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

Shannon Bloom called the meeting to order at 12:00 Noon

ROLL CALL OF BOARD MEMBERS

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

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 Shannon and Beth were not at the meeting and would have to abstain on voting to approve.

2. February 22, 2019 – Regular Board Meeting

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

3. CALL TO THE PUBLIC

Patti Jent read the email from Brenda Tranchina regarding board polies being copyrighted and once approved by the fire district board they had to go back to her for approval and her copyright stamp/seal. Any and all changes regarding the board policies in the future must go through Brenda.

3. BUSINESS

A. Fire Chiefs Report for March, 2019

Chief Austin was not at the meeting however he did submit a written copy of his chief's report. Patti Jent asked if any board members had any questions regarding his report and there were no questions.

B. Fire Board Chairperson Report – Chair person, Shannon Bloom commented that she had attended the Arizona Fire District Meeting in January and stated it was very interesting. She would comment more under item 6 – Old Business – D.

C. Discussion/Possible Action/Review and approval of February 2019 Finances. Financial Report, banking statements, check registers, balance statements, warrant account; confirm all board members received and reviewed all financial data.

Justin, Beth and Mark all commented that they had received and reviewed the reports. Shannon commented that she had not reviewed the finances.

D. Cash flow presented by Patti Jent up to March 11, 2019

4. COMMITTEE MEETINGS – REPORTS ONLY NO DISCUSSION

- A. Report from Finance Committee – Justin gave oral and written report. He suggested putting on next month's agenda opening a capital fund and stated the budget and cash flow would be presented to the board at the next regular meeting.
- B. Report from Pension Board – No report.
- C. Report from Fire Wise Committee – Patti commented this committee needed to be started again as being a Fire Wise Committee would open the doors for more grants. Mark commented he had a friend that may be interested in being on this committee.
- D. Report from Strategic Planning 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. 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.

Patti commented that she had sent everything to Brenda and emailed all board members Brenda's recommended changes.

Patti also commented that under Fire District Board Officers/Duties; Item III – Officer Duties: It should be the treasurer, not the clerk, has authorized signatory on all district accounts and under Maintenance of Records, Written minutes or a tape/recording will be available within 3 working days.

Justin made a motion to approve the treasurer, not clerk shall be an authorized signatory on all district accounts and either minutes or tape/recording of the meeting be available within 3 working days. Beth seconded. Shannon called for a vote. Motion carried 4-0.

Shannon tabled this until the next meeting.

- 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.

Patti commented that she had posted it in the Connection and on Facebook; she also sent out an email. No one responded.

Patti asked Mark if his friend might be interested in this committee and he said he would check.

Shannon tabled this item till 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. 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.

Patti commented that Brenda Tranchina commented that this should be 2 different policies. SOG are operational in nature and a Human Resource Policy Manual addresses employment of employees and volunteers.

Justin asked if she felt we were combing the two and he stated he was not clear what the advantage was to separating it out.

Mark commented that we had been operating this way for a while.

Justin commented he did not see why we should separate them out.

Beth commented that the procedure, we have to approve anything that goes on with it; if the chief would advise us that he would like to change a thing; we can discuss it and tell him to go ahead. But to have to approve everything he does. She does not think it requires a motion and that is how it should be handled.

This item has been tabled until the next meeting.

Justin asked to check to see if these were copyrighted and report at next meeting.

- 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.

Shannon stated she attended the conference and found it very informative. She obtained a booklet that she was going to make copies of for everyone. There was a lot of great information there and she wished everyone could be there. They had good speakers and it was marvelous. One of the areas she found interesting was the ethics. There was a 2-session conference on ethics. She learned things she would not normally think of being related to a board.

6. NEW BUSINESS

- A. Conference call with accountant James Saunders as required by Arizona Revised Statute for Board Presentation of last fiscal year's (2017-2018) review. Mr. Saunders will answer any questions the board may have regarding the review for fiscal year 2017-2018.

This conference call came after the cash flow presentation and comments. Mr. Saunders explained the review to the board. He asked if there were any questions. The board had no questions.

- 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.

Patti explained that our collection agency went out of business and she had no idea if they

owed us any collections or who they had and had not collected from. She had researched various collection agencies and this one appeared best.

Justin asked if we had an amount of accounts outstanding. He commented that if it cost as much in lawyers fees as what we collect it would not be worth it to go after the old collection agency. He asked Patti to do research to see if we would come out ahead or lose money in lawyer fees.

Justin made a motion to accept the recommended Collection agency and Mark seconded.

Shannon called for a vote. Motion carried 4-0.

- 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.

This item was combined with Item 6: Old business, #C.

Shannon asked why it would cost \$3,000 and why would she have to write it. She asked if someone else could write it.

Justin commented that she would be the best person to write it.

Mark made a motion that we do not have a separate Human Resource Policy and Beth seconded.

Shannon asked if there was any more discussion. Shannon called for a vote. Motion carried 4-0.

8. CALL TO PUBLIC

9. ADJOURNMENT

Mark made a motion to adjourn and Beth seconded. Shannon adjourned the meeting at 12:53 pm.

April 19, 2019

Shannon Bloom, Chair

Tangye Beckham, Clerk