

MINUTES, ARIVACA FIRE DISTRICT

April 12, 2019

The Arivaca Fire District Governing Board met in Regular session Friday, April 12, 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 9:00 AM

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 this 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 this meeting and would have to abstain on voting to approve.

3. March 15, 2019 – Regular Board Meeting

Beth made a motion to approve the minutes and Shannon seconded. Shannon called for a vote and motion carried 4-0.

3. CALL TO THE PUBLIC

Patti Jent commented about Mark Magyar, a firefighter/Paramedic that use to be with us who passed away. She commented that Arivaca Fire District was represented by Kelly Holbrook and Barbara Hogg in B503.

4. BUSINESS

A. Fire Chiefs Report for April, 2019

Chief Austin gave an oral and written report.

B. Fire Board Chairperson Report – Chair person, Shannon Bloom commented that she did not get the handouts from the Arizona Fire District Association Conference copied however she gave the manual to Patti and stated that if anyone wanted to see it to let Patti know.

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

All board members confirmed they had received and reviewed the March 2019 finances.

Justin made a motion to approve the finances and Mark seconded.

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

D. Cash flow presented by Chief Austin up to April 9, 2019.

5. COMMITTEE MEETINGS – REPORTS ONLY NO DISCUSSION

A. Report from Finance Committee – Justin handed out the proposed budget from the Finance Committee and commented this was an agenda item and would be discussed under Item 7 – New Business, #B.

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.

Beth made a motion to approve the Board Policy Manual with changes previously approved by the board and with Brenda Tranchina's changes and after they are made for Patti to send them to Brenda for her copyright and Justin seconded.

Shannon called for a vote and motion carried 4-0.

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. 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 Roger Beal would like to be on the committee.

Isabel Guerra commented that she would like to be on the committee.

The committee members include Tangye Beckham, Chief Larry Austin, Patti Jent, Isabel Guerra and Roger Beal. Mark Wiley indicated John Burke may want to be on the committee and he stated he would get John's email address for Patti.

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.

Chief Austin commented that the SOG's were not copyrighted.

Justin made a motion to approve the SOG's with changes per Brenda Tranchina's suggestions and Mark seconded.

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

7. NEW BUSINESS

- A. Public Discussion/possible motion/action on establishing a Fire wise committee.

Justin commented he would like to be on the Committee. Shannon commented she would be on the committee. Also, on the committee will be John Burke, Chief Larry Austin, Patti Jent and Isabel Guerra.

- B. Public Discussion on proposed budget submitted by the finance committee. The board will ask questions and review the suggestions and report next month or any changes/additions/ etc. to the budget.

Justin commented that the board had the budget proposed by the Finance committee. He stated the timeline: May meeting the board comes back with any recommended changes; the finance committee makes the necessary changes; June the board receives the revised budget; July meeting the board will hear comments/suggestions from the public and approves the budget or recommends changes; July the board approves the budget and sends it up to Pima County Board of Supervisors.

Justin commented that the tax rate on the recommended budget by the finance committee remains the same at \$2.50 per \$100.

Justin asked the board to review the recommended budget before the next regular board meeting.

- C. Public Discussion/possible action/motion on establishing a capital fund as suggested by the finance committee at the March 15th meeting.

Chief Austin commented that the board should open a capital fund and transfer \$80,000 to this fund from the warrant account and to transfer \$20,000 of the warrant account to the general fund.

Justin made a motion to approve opening a capital fund and transferring \$80,000 and \$20,000 to the general fund from the warrant account and Beth seconded.

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

- D. Public discussion/possible action/motion on approving the Valley Emergency Communication Center FY 2019-2020 Subscriber Agreement and approving sending it to the attorney for her signature

Beth made a motion to approve the Valley Emergency Communication Center FY 2019-2020 Subscriber Agreement and for Patti to send it to the attorney for her signature and Justin seconded.

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

8. CALL TO PUBLIC

9. ADJOURMENT

Beth made a motion to adjourn and Mark seconded.

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

Shannon adjourned the meeting at 9:33 AM

The Next Meeting will be May 17th 2019 at 9:00 AM.

May 17, 2019

Shannon Bloom, Chair

Tangye Beckham, Clerk