

MINUTES OF THE BUCKSKIN FIRE DEPARTMENT DISTRICT FIRE BOARD

12/13/17-Open Meeting: Minutes to be approved at open public meeting on January 10, 2018. An Open Meeting of the Buckskin Fire Board convened on December 13, 2017 at 6:00 pm in the classroom of Station 11 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: 6:020m

2. Roll Call.

Members Present: Chairman Jeff Daniel, Secretary/Clerk: Wayne Posey, Board Member Robert Gory, Don Rountree and Glenda Gerson, (called in at 7pm from California, time change error).

Staff Present: Interim Chief Abel, Matt Pellerin, Barbara Cole, Firefighter Reeder, Firefighter Wijngaarden.

Public Present: Valerie Hinson.

3. (Action Item): Approval of Minutes submitted for the Open Meetings held on 11/15/17.

Motion made by Bob Gory for the approval of Minutes for the meeting of 11/15/17, along with a second from Wayne Posey.

There were no comments or questions prior to voting

Ayes: Daniel, Posey, Gory, Rountree

Nayes:

Absent: Gerson

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 11/01/17-11/30/17. 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 Wayne Posey for the acceptance of the monthly financial reports and expense reports for 11/1/2017-11/30/2017, along with a second from Bob Gory.*

There were no comments or questions prior to voting.

Ayes: Daniel, Posey, Gory, Rountree

Nayes:

Absent: Gerson

Abstain:

Chairman Daniel: Motion passed by a majority vote on item #4.

5. 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.
6. (Discussion and Possible Action): Authorization to contract Brenda Tranchina of Human Resource Strategies regarding personnel issues.
Motion was made by Wayne Posey, along with a second from Don Rountree for Chief Abel to have Brenda Tranchina from Human Resource Strategies to be a third party regarding personnel issues that were brought up in an audit review. Costs of the third party investigation were brought up by board members, including an email from Glenda Gerson, regarding limiting the cap on hours. Chief Abel stated there would be an estimate with the scope of work from Brenda and would keep the board apprised at the next board meeting of projected costs, including her travel expenses. Bob Gory commented on where the funds would come from, Chief Abel had suggested that they use funds from contingency once they had a better idea of the cost of the project. Chairman Daniel made a comment that there had already been a lot of work put in to this project, but he had no problem with a third party opinion as long as the board was kept apprised of the continuing cost and progress. *Wayne Posey made the motion to hire Brenda Tranchina from Human Resource Strategies to be a third party and look into the issues of personnel issues and to be updated at the next board meeting of status, along with a second from Don Rountree.*
There were no comments or questions prior to voting.
Ayes: Daniel, Posey, Gory, Rountree
Nayes:
Absent: Glenda Gerson
Abstain:
Chairman Daniel: Motion passed by a majority vote on item #6.
7. (Discussion and Possible Action): Regarding Policy Manual and Draft Policies.
- Index and Format of Policy Manual (*noted as 1st reading complete*)
 - Policy on Adoption, Amendment, Repeal, and Review of Policies and other Regulations. (*noted as 1st reading*)
 - Policy on Human Resources, General. (*noted as 1st reading*).
 - Policy on Compensation Administration. (*noted as 1st reading.*)
 - Policy on Equipment Disposal. (*noted as 1st reading.*)
 - Placeholder for Addition Policies for introduction/first reading only
- Each policy was read by Chief Abel, included with questions needing answered by Fire Board, for example what value threshold is placed on capital assets, what constitutes a work period, what constitutes a full-time status, etc., along with questions from the Fire Board for clarification of such noted policies. Next meeting will have any amendments or changes to the above noted policies for a second reading with along with new ones for 1st reading. At second reading Board can make changes or elect to adopt any policies that are agreed upon or continue to make changes on policies presented.*
8. (Discussion and Update): Regarding Shade structure and Type 3 Engine (*was updated in Chief report*).
Update on shade structure, waiting for a formal quote. Will keep the Board updated on pricing when receive more quotes regarding this project.

9. (Discussion and Possible Action) To adopt a resolution to surplus Engine 1, 1978 Boardman Pumper.

Chief Abel requesting if Board approves memo for a resolution to surplus the Engine, 1978 Boardman Pumper to be able to put it up for auction via publicsurplus.com., and on our website directing the public to the surplus.com website.

Motion was made by Wayne Posey to declare the Engine a surplus through resolution # 2017-1 declaration of surplus equipment and to be posted on the website publicsurplus.com, with a second from Bob Gory.

There were no comments or questions prior to voting.

Ayes: Daniel, Posey, Gory, Rountree & Gerson

Nayes:

Absent:

Abstain:

Chairman Daniel: Motion passed by a unanimous vote on item #9.

10. (Discussion and Possible Action): Administrative Fire Captain's (Matt Pellerin) position.

Chief Abel respectfully asked the Fire Board to consider maintaining Captain Pellerin's current rate of pay that had been adjusted when he accepted the position of Interim Chief. Chief Abel proposed that Captain Pellerin's position is vital to the current Chief Abel's position, as Captain Pellerin is taking on the operational and training side of the Fire Department, which includes working with on-shift Captains, ensuring the daily operational readiness of the Fire District, including personnel, apparatus and equipment readiness giving Chief Abel the time and opportunity to focus more on other matters, such as policy and procedures and other administrative duties. After discussion Board felt that the position should be put back to original rate prior to becoming Interim Chief.

Motion was made by Wayne Posey, to put Captain Pellerin's salary back to where it was prior to becoming Interim Chief, with a second from Bob Gory.

Don Rountree went on record to say that taking on the extra position of operational Captain, with extra duties should be compensated with extra pay, agreed by Glenda Gerson.

Ayes: Daniel, Posey, Gory

Nayes: Rountree & Gerson

Absent:

Abstain:

Chairman Daniel: Motion passed by a majority vote 3 to 2 on item #10.

11. (Report) Chairman's Report: Jeff Daniel

Chairman Daniel: Nothing to report at this time.

12. Fire Chief's Report: (See attached Reports) by Interim Chief Abel and Captain Pellerin.

- A. Summary of Incident Report/Activity Log
- B. Monthly Activities
- C. Upcoming Activities and Events
- D. Overtime Report

13. **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.** Public comments included questions regarding picnic table, the tablets purchased for the Fire Board, and questions regarding personnel files.*

14. Poll Board Members for **items to be considered for inclusion on next agenda.**

Nothing was noted specific or extra for next board meeting.

15. **Schedule next Work Session and/or Regular Session;**

Next scheduled meeting will be on Wednesday, January 10, 2017 at 6:00pm.

16. Adjourn.

Meeting adjourned at 9:12pm

Jeff Daniel, Chairman

Date

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.