

MINUTES OF THE BUCKSKIN FIRE DEPARTMENT DISTRICT FIRE BOARD

01/10/18-Open Meeting: Minutes to be approved at open public meeting on Tuesday, February 13, 2018. An Open Meeting of the Buckskin Fire Board convened on January 10, 2018 at 6:00 pm in the classroom of Station 1 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: 6:03 pm

2. Roll Call.

Members Present: Chairman Jeff Daniel, Secretary/Clerk: Wayne Posey, board members Don Rountree and Glenda Gerson (via telephone) Bob Gory (absent)

Staff Present: Interim Chief Abel, Matt Pellerin, Barbara Cole, Captain Weatherford

Public Present: No public present.

3. (Action Item): Approval of Minutes submitted for the Open Meetings held on 1/10/18.

Motion made by Glenda Gerson for the approval of Minutes for the meeting of 1/10/18, along with a second from Wayne Posey.

There were no comments or questions prior to voting

Ayes: Daniel, Posey, Gerson, Rountree

Nayes:

Absent: Gory

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 01/10/18-

01/31/18. 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 1/10/2018-1/31/2018, along with a second from Glenda Gerson.*

There were no comments or questions prior to voting.

Ayes: Daniel, Posey, Glenda, Rountree

Nayes:

Absent: Gory

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. *No motion for this item, keep as a tabled discussion until further notice. This item will appear on each agenda as a place hold until an action from the board takes place.*

6. (Discussion and Possible Action): Update on scope of work proposed from previous meeting on Wednesday, January 10, relating to personnel issues.

Chief gave update on Brenda Tranchina, as she had just arrived on Wednesday, January 10th, and that she would be contacting the Board members as she progressed in her scope of work and keep the Chief apprised of findings. No action taken at this time.

7. (Discussion and Possible Action): Regarding Policy Manual and Draft Policies.

- Index and Format of Policy Manual, *noted that index and format can be changed from time to time. Motion made by Wayne Posey to approve the Index and Format, along with a second from Don Rountree dated 1.10.18*
- Policy on Adoption, Amendment, Repeal, and Review of Policies and other Regulations. *Motion made by Glenda Gerson to adopt and approve Policy #1.2, sections 1.2.1, dated 1.10.18 (Adoption, Amendment, Repeal & Review of Policies & other Regulations) along with 2nd from Don Rountree.*
- Policy on Human Resources, General. *Motion made by Glenda Gerson to adopt and approve Policy #2.1, dated 1.10.18 (Human Resources-General) along with 2nd from Don Rountree.*
- Policy on Compensation Administration. *Motion made by Glenda Gerson to adopt and approve Policy #2.2.2, dated 1.10.18 (Compensation Administration) along with a second from Wayne Posey*
- Policy on Equipment Disposal. *Motion made by Glenda Gerson to adopt and approve Policy # 1.6.6, dated 1.10.18 (Equipment Disposal) along with a 2nd from Wayne Posey.*
- Policy on Membership on the Board of Directors. *Motion made by Don Rountree to move forward to second reading Policy #1.4.1, dated 1.10.18 (Membership on the Board of Directors) along with a second from Glenda Gerson.*
- Policy on Fire Board Governance and Control. *Motion made by Wayne Posey to move forward to 2nd reading Policy #1.1 (Fire Board Governance & Control) along with a second from Don Rountree.*
- Policy on Overtime Compensation, policy 2.1.3 (*noted as 1st reading*). *Board members requested to look at this policy again to evaluate further and put on next agenda for changes or discussions.*
- Placeholder for Addition Policies for introduction/first reading only

See above for the policy number approved and adopted by the board. There were no questions or comments prior to voting on each Policy.

Ayes: Daniel, Posey, Glenda, Rountree

Nayes:

Absent: Gory

Abstain:

Chairman Daniel: Motion passed by a majority vote on item #7.

8. (Discussion and Update): Public Notice update pursuant to Section 38-431 for Board approval and adoption. *Changes were noted on the Public Notice update, Section 38-43. Motion was made by Wayne Posey to update and approve changes, along with a second from Don Rountree.*

Ayes: Daniel, Posey, Glenda, Rountree

Nayes:

Absent: Gory

Abstain:

Chairman Daniel: Motion passed by a majority vote on item #8

9. (Report) Chairman's Report: Jeff Daniel
Chairman Daniel: Nothing to report at this time.
10. 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
11. **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.** No Public Comments*
12. Poll Board Members for **items to be considered for inclusion on next agenda.**
Nothing was noted specific or extra for next board meeting.
13. **Schedule next Work Session and/or Regular Session;**
Next scheduled meeting will be on Tuesday, February 13, 2017 at 6:00pm.
14. Adjourn.
Meeting adjourned at 7:21pm.

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.