

## MINUTES OF THE BUCKSKIN FIRE DEPARTMENT DISTRICT FIRE BOARD

04/11/18-Open Meeting: Minutes to be approved at open public meeting on Wednesday, May 09, 2018. An Open Meeting of the Buckskin Fire Board convened on April 11, 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, Bob Gory and Glenda Gerson (via telephone).*

Staff Present: *Interim Chief Abel, Captain Matt Pellerin, Barbara Cole, Captain Weatherford, Firefighter Crispin.*

Public Present: *No Public Present.*

3. (Action Item): Approval of Minutes submitted for the Open Meetings held on 03/15/18 & 03/21/2018.

*Motion made Glenda Gerson for the approval of Minutes for the meeting of 03/15/18, & 03/21/2018 along with a second from Bob Gory.*

*There were no comments or questions prior to voting*

*Ayes: Daniel, Posey, Gerson, Rountree & Gory*

*Nayes:*

*Absent:*

*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 03/01/18-03/31/18. 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 03/01/2018-03/31/2018, along with a second from Glenda Gerson.*

*There were no comments or questions prior to voting.*

*Ayes: Daniel, Posey, Glenda, Rountree & Gory*

*Nayes:*

*Absent:*

*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.

A. *RFQ Legal; requested by Board Member Bob Gory.*

B. *Old Business previously discussed; Purchase of off-duty alerting software.*

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

6. (Discussion and Possible Action): Discussion for hiring Fire Chief's position.  
*Interim Chief Abel gave an update on number of applicants that had applied, how many sites the ad was running in and the closing date for completed applications to be received would be on April 20<sup>th</sup> at 5:00:pm. No motion necessary as was just an update from Interim Chief Abel.*
  
7. (Discussion and Possible Action): Discussion of Budget discussions for process and direction fiscal year starting 7/1/18.  
*Motion made by Wayne Posey to approve the budget for fiscal year 2018/2019 at the 3.0215 tax rate, with a second from Bob Gory. Motion was also made by Wayne Posey to move the overage tax account, from the error made by the County that Buckskin Fire Department has been setting aside every month into a separate account, to move it over to the general fund on July 1<sup>st</sup>, 2018 for the total of \$77,000 for the new fiscal budget year, these funds have been accounted for regarding the new budget proposal, along with a second from Bob Gory.*  
*There were no comments or questions prior to voting*  
*Ayes: Daniel, Posey, Gerson, Rountree & Gory*  
*Nays:*  
*Absent:*  
*Abstain:*  
*Chairman Daniel: Motion passed by a majority vote on agenda item #7.*
  
8. (Discussion and Possible Action): Regarding Henry & Horne (Auditors for 2018 fiscal year-end, contract renewal discussion)  
*Buckskin Fire Department had sent out RFQ to several outside CPA firms that do government auditing, and at the time of the meeting no responses had come back.*  
*Don Rountree made a proposal to except the 3year contract renewal from current Auditors, Henry & Horne, with a second from Glenda Gerson.*  
*There were no comments or questions prior to voting*  
*Ayes: Daniel, Posey, Gerson, Rountree & Gory*  
*Nays:*  
*Absent:*  
*Abstain:*  
*Chairman Daniel: Motion passed by a majority vote on agenda item #8.*
  
9. (Discussion and Possible Action): Discussion regarding PSPRS, ie, Hall Parker Case refund.  
*Motion was made by Wayne Posey to re-discuss in May regarding the funds that were set aside for the PSPRS Hall Parker Case, to possibly be sent to PSPRS in June, along with a second from Bob Gory. Will be put on the May agenda as old business.*  
*There were no comments or questions prior to voting*  
*Ayes: Daniel, Posey, Gerson, Rountree & Gory*  
*Nays:*  
*Absent:*  
*Abstain:*  
*Chairman Daniel: Motion passed by a majority vote on agenda item #9.*
  
10. (Discussion and Possible Action): Regarding Policy Manual and Draft Policies.

- Purchasing and Public Contracting, #1.6.2. *Motion made by Wayne Posey along with a second from Bob Gory to approve the Purchasing and Public Contracting Policy.*
- Transcribing, maintaining, and approving Executive session minutes #1.5.6. *Motion made by Wayne Posey along with a second from Bob Gory to approve the Executive Session Minutes Policy.*
- Placeholder for Addition Policies for introduction/first reading only.  
*There were no comments or questions prior to voting*  
*Ayes: Daniel, Posey, Gerson, Rountree & Gory*  
*Nays:*  
*Absent:*  
*Abstain:*  
*Chairman Daniel: Motion passed by a majority vote on agenda item #10*

11. ( Report) Chairman’s Report: Jeff Daniel  
*No Report given*

12. Fire Chief’s Report: *See Attached Reports.*
- A. Summary of Incident Report/Activity Log
  - B. Monthly Activities
  - C. Upcoming Activities and Events
  - D. Overtime Report

**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 present.***

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

14. **Schedule next Work Session and/or Regular Session;**  
*April 25<sup>th</sup>, 2018 Meeting for Chief Candidate Meeting.*  
*May 9, 2018 Regular Scheduled Meeting.*

15. Adjourn. 7:48 pm

\_\_\_\_\_  
Jeff Daniel, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barbara Cole

\_\_\_\_\_  
04/30/17

\_\_\_\_\_  
Administrative Assistant

\_\_\_\_\_  
Date

Minutes approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Minutes approved by: \_\_\_\_\_ 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.