

MINUTES OF THE BUCKSKIN FIRE DEPARTMENT DISTRICT FIRE BOARD

05/09/18-Open Meeting: Minutes to be approved at open public meeting on Wednesday, June 13, 2018. An Open Meeting of the Buckskin Fire Board convened on May 09, 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: 6:02 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, Barbara Cole, Captain Chambers, Firefighter Smith & Firefighter Nelson.*

Public Present: *No Public Present.*

3. Possible motion to go into Executive Session pursuant to A.R.S. §38-431.03.A.3 and/or A.R.S. §38-431.03.A.4 re: Legal advice regarding personnel matters; benefit issues under A.3 regarding consultation with attorney for legal advice and A.4 consult with attorney regarding to avoid or resolve litigation.

Motion was made by Bob Gory to go into Executive session, along with a second from Wayne Posey. There were no comments or questions prior to voting. Meeting started at 7:35pm via telephone conference with attorney Bill Whittington.

Ayes: Daniel, Posey, Gerson, Rountree and Gory

Nays:

Absent:

Abstain:

Chairman Daniel: Motion passed by an unanimous vote on item #3.

Open Meeting: Re-start at 8:40 pm.

Chairman Daniel, made comment that there were no decisions made in executive session.

4. (Discussion and Possible Action): Possible directive for Chief Abel relating to consultation with attorney for legal advice.

Chairman Daniel directed Interim Chief Abel to proceed as directed by Legal Council.

5. (Action Item): Approval of Minutes submitted for the Open Meetings held on 04/11/18 & 04/25/2018.

Motion made by Wayne Posey for the approval of Minutes for the meeting of 04/11/18, & 04/25/18 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 #5

6. (Action Item): Discussion and Possible Action: Acceptance of monthly expense report 04/01/18-04/30/18. 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 Glenda Gerson for the acceptance of the monthly financial reports and expense reports for 04/01/2018-04/30/2018, along with a second from Wayne Posey.*

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 #6.

7. 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.*

C. *Hall Parker case refund regarding PSPRS;*

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.

8. (Discussion & Possible Action): Discussion renewing Line of Credit with Chase Bank.

Motion was made by Don Rountree for the acceptance of renewing the Line of Credit with Chase Bank, along with a second from Bob Gory.

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 #8.

9. (Discussion and Possible Action): Discussion for hiring and Interview process for Fire Chief's position on May 21, 2018.

Interim Chief Abel gave an update on what the hiring and assessment process would be, and to give the schedule regarding the meet & greet, assessment center and the interview process that would be conducted by the board on a specific date after the assessments had been done. No motion necessary as was just an update from Interim Chief Abel.

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

- *Earned Paid Sick Time/Sick Leave #2.2.4 (1st Reading) Discussion regarding increasing the amount of sick hours for firefighters. Motion made by Wayne Posey to bring back a*

utilization report of sick leave to next meeting before 2nd reading, along with a second from Bob Gory.

- Placeholder for Addition Policies for introduction/first reading only.

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 #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

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.***

No public present.

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

Sick utilization report for past 3 years along with vacation, requested by Board Member Wayne Posey

Reasons for losing paramedics requested by Board Member Glenda Gerson

Duties & descriptions of firefighters, Captains and Lieutenants by Interim Chief Abel

Discussions whether Captains should be paramedics, requirements, general information, requested by Board Member Wayne Posey.

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

May 9, 2018 Regular Scheduled Meeting.

May 17th, Meet & Greet, 7:00pm

May 18th, Assessment Training; 8:30 am

May 21st, Chief candidates interviews; 8:30 am

16. Adjourn. 8:45 pm

Jeff Daniel, Chairman

Date

Barbara Cole

05/31/18

Administrative Assistant

Date

Minutes approved by: _____ Date: _____

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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.