

MINUTES OF THE BUCKSKIN FIRE DEPARTMENT DISTRICT FIRE BOARD

08/08/18-Open Meeting: Minutes to be approved at open public meeting on Wednesday, September 12, 2018. An Open Meeting of the Buckskin Fire Board convened on August 8, 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. Glenda Gerson was to call in at time of meeting, joined meeting later.*

Staff Present: *Chief Maloney, Barbara Cole.*

Public Present: *No public present.*

3. (Action Item): Approval of Minutes submitted for the Open Meetings held on 08/08/18.

*Motion made by Bob Gory for the approval of Minutes for the meeting of 07/11/18, along with a second from Don Rountree.*

*There were no comments or questions prior to voting*

*Ayes: Daniel, Posey, Rountree & Gory*

*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 07/01/18-

*07/31/18. 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 07/01/2018-07/31/2018, along with a second from Bob Gory.*

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

*Ayes: Daniel, Posey, Rountree & Gory*

*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.

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

*No motion for this item, keep as a tabled discussion for at least 2 months to be brought back on the September agenda. This item will appear on each agenda as a place hold until an action from the board takes place.*

B. *Hall Parker case refund regarding PSPRS or other funding purposes;*

*Motion made by Wayne Posey to take this item off of the agenda as Old Business but keep funds in a separate account for the PSPRS or other funding purposes, and if needed to be used, must come back to the Board for discussion and approval first, along with a second from Don Rountree.*

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

*Ayes: Daniel, Posey, Rountree, Gory & Glenda Gerson (joined meeting at the beginning of the Agenda item.*

*Nayes:*

*Absent:*

*Abstain:*

*Chairman Daniel: Motion passed by a majority vote on item #5B.*

- C. *Utilization reports for sick and vacations for 3 years next time sick leave policy comes up on the agenda. Motion made by Wayne Posey, as a directive to Chief Maloney, to take this item off the agenda as Old Business but if the Sick Policy comes up again on an Agenda item, that Utilization reports for sick and vacation for the past 3 years will be given to the Board ahead of time for review and discussion, along with a second from Don Rountree.*

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

*Ayes: Daniel, Posey, Rountree, Gory & Glenda Gerson (joined meeting at the beginning of the Agenda item.*

*Nayes:*

*Absent:*

*Abstain:*

*Chairman Daniel: Motion passed by a majority vote on item #5C.*

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

- *Job Descriptions for Firefighters; Motion made by Wayne Posy along with a second from Don Rountree to approve the job description for Firefighters.*
- *Job Descriptions for Lieutenants; Motion made by Wayne Posy along with a second from Don Rountree to approve the job description for Lieutenants.*
- *Job Descriptions for Captains; Motion made by Wayne Posy along with a second from Don Rountree to approve the job description for Captains.*

*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 item #6.*

- *SAP's written by legal counsel in 2016; 1<sup>st</sup> reading. Motion made by Wayne Posey, along with a second from Bob Gory for the SAP's (Standard Administrative Procedures) to go to 2<sup>nd</sup> reading for next meeting.*

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

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

*Nayes:*

*Absent:*

*Abstain:*

*Chairman Daniel: Motion passed by a majority vote on item #6.*

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

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

*No Report given*

8. 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
  
9. **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.*

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

11. **Schedule next Work Session and/or Regular Session;**  
*Next scheduled meeting Wednesday, September 12, 2018 at 6:00 pm.*

12. Adjourn 6:53 pm

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 08/27/18

\_\_\_\_\_  
 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.