

Bouse Volunteer Fire District

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Board of Directors

Doug Williams (928) 916-4416
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**MINUTES OF THE BOUSE VOLUNTEER FIRE DISTRICT BOARD MEETING
NOVEMBER 8, 2016**

CALL THE MEETING TO ORDER: Jack Anderson called the meeting to order at 4:59 pm.
Followed by the Pledge of Allegiance

ROLL CALL OF OFFICERS:

MEMBERS PRESENT: Jack Anderson & John Nault. Doug Williams present by telephone

APPROVAL OF MINUTES: October 11, 2016 Board Meeting: John Nault made a motion to approve and accept the minutes as presented. Doug Williams seconded the motion. Vote Aye 3 Nay 0 Motion carried.

FINANCIAL REPORTS: Treasurer Anderson reported for October 2016 we had deposits of \$23,513.67 and expenses of \$13,070.25. There is \$1,072.87 in outstanding warrants yet to be cashed. This leaves a bank balance of \$160,349.89. Treasurer Anderson also presented the Profit & Loss – Budget vs. Actual report. Discussion followed on several budget line items as they are over budget. Some of these were anticipated due to having to replace out of date medical supplies. Treasurer Anderson asked the Chief to look forward to what may need to be updated in the near future. Discussion followed. After review, Jack Anderson made a motion to approve the financial reports as presented. John Nault seconded the motion. Vote Aye 3 Nay 0 Motion carried.

CORRESPONDENCE: Treasurer Anderson said she anticipates having all the financial information submitted to the audit company in a week or so. There was a question as to when we wanted to have the actual audit review. Normally this is not until March or April. She asked the board if they would like to have the Audit Review in February before she leaves for the summer. The Board agreed. Treasurer Anderson said she has also been in contact with the A&C Railroad about a recent fire on their property. Discussion followed on who should be notifying the property owner when an incident occurs on their property. The board agreed it is the responsibility of the first responder to request dispatch make the notifications. Jack Anderson said he would be willing to draft any policies needed if the board desires. Treasurer Anderson said from her conversation with the Railroad, she did not know if the invoice would be paid.

CHIEF'S REPORT: Chief Novak reported we ran 32 calls in the month of October (20 medical calls, 1 public assists, 3 still assignment, 4 vehicle collisions, 1 Vehicle fire, and we had 3 cancelled call. We are at 209 calls YTD through the end of October. The Fire District did a presentation at the Bouse School for Fire Prevention Week. We had 3 personnel present. There are a couple of engines out of service due to mechanical issues, which will be discussed later in the meeting. The burn pile at the County Park has been taken care of. Chief Novak reported the new Ehrenburg Fire Chief has offered to review his grant proposals before submission. There is a new Statewide Mutual Aid agreement out for review. NFIRS is still being updated.

CALL TO THE PUBLIC: George Nault asked permission to put the Fire District's name on one of the trophy's for this weekends car show. The board agreed to the request.
David Bull said the Chamber of Commerce is planning a Christmas Block Party and would like the Fire District to participate in the lighted parade and to bring Santa to the event. The Board did not have an issue.

OLD BUSINESS: All items are listed for Discussion/Approval/Disapproval:

- A. Follow-up on AWC contract for EMT Trainees: Discussion Followed. Doug Williams will continue to follow up.

- B. Vehicle repairs to Engine (white): John Nault reported his friend who is a Fire Equipment repairperson cannot provide any assistance as he is too busy. The board reviewed the revised quotes. Chief Novak is going to try and address as many of the items on the quote themselves to save some money. Jack Anderson made a motion to approve moving forward on the repairs. Doug Williams seconded the motion. Discussion Followed. The quotes are for labor only and do not include parts. Vote Aye 3 Nay 0 Motion carried.
- C. Vehicle repairs to Engine (red): Again, as many items as possible will be taken care of in-house. Jack Anderson made a motion to move forward on the repairs to the red engine. John Nault seconded the motion. Vote Aye 3 Nay 0 Motion carried.
- D. Vehicle repairs to Engine (green): After discussion Jack Anderson made a motion to table this item until next month. John Nault seconded the motion. Vote Aye 3 Nay 0 Motion carried.
- E. Discuss contract regarding pre-employment Physical Exams and Drug screens (IMD) Nathan Lewis reported there are still a number of questions to be answered and provided an update. Discussion followed. Jack Anderson asked Nathan to provide a contract for next month's meeting. Nathan said it would be covered under the existing contract. Discussion followed on Physical Exams vs. Fitness For Work Exams. Jack Anderson suggested that IMD present a proposal to the board at a later meeting.
- F. Update: Blue Moose Design Web site: David Bull reported the web site is up and running. They are still working to change a few things. Jack Anderson said he has a concern about posting employee photos and their bios without having them sign a waiver first. Many individuals in public safety do not want their information or photos shared out of a concern for their safety.
- G. Sign - IMD Contract Renewal (with corrections made). We have the contract with the changes discussed last month. Chairman Williams will sign the contract this weekend.
- H. Rental agreement with Ocotillo Lodge. George Nault had originally proposed a flat rate for a motel room; the board had changed to a nightly rate. George Nault said he is still willing to agree to a flat rate. Jack Anderson made a motion to sign an agreement at the rate of \$400 per month to begin November 1st, until such times as we complete other permanent arrangements. Doug Williams and John Nault seconded the motion. Discussion followed. Vote Aye 3 Nay 0 Motion Carried.
- I. Electrical Quote of RV hookup: John Nault said he thought it was about \$1,300, but asked to table this until next month.

NEW BUSINESS, DISCUSSION AND ACTION CALENDAR: All items are listed for Discussion/Approval/Disapproval:

A. Consent Agenda Items:

Warrant# (3528-AZ DPS \$ 22.00), (3529-Wells Fargo \$ 389.97), (3530-Wells Fargo \$ 638.90), (3531-Hughes Net \$ 112.45), (3532-Verizon Wireless \$ 96.99), (3533-Frontier \$ 129.48), (3534-APS \$ 277.77), (3535-IMD \$ 730.00), (3536-Praxair \$ 122.42), (3537-United Fire \$ 1,331.86), (3538-John Novak \$ 500.00) (3539-Ocotillo Lodge \$ 801.15), (3540- W.S. Darley \$ 175.52), (3541-Davis Building \$5.56) (3542-Boundtree Medical \$ 149.24), (3543-VFIS of AZ \$ 1,863.00), (3544-Arrow Lock & Key \$63.00), (3545-Copperpoint \$ 829.00) Total \$ 8,151.67

John Nault asked a question about the Arrow Lock & Key invoice. Discussion followed.

Treasurer Anderson asked the Chief if he had cancelled the insurance on the 2 vehicles we sold.

The Chief said he would do so tomorrow. Jack Anderson made a motion to approve payment of the consent agenda items in the amount of \$8,151.67. John Nault seconded the motion. Vote Aye 3 Nay 0 Motion carried.

- B. Approve invoice from LaPaz Regional Hospital in the amount of \$346.00: Treasurer Anderson said this was for the drug screen for a volunteer. Discussion followed. Jack Anderson made a motion to approve payment of the invoice. John Nault seconded the motion. Vote Aye 2 Nay 1 Motion carried.
- C. Approve invoice from Brian's Fire Apparatus Repair in the amount of \$195.00: Jack Anderson made a motion to approve payment of the invoice. John Nault seconded the motion. Vote Aye 3 Nay 0 Motion Carried.

- D. Approve quote from Brian's Fire Apparatus Repair to replace alternator on the white engine - labor only (\$195, and the district will provide the parts (part quote not received yet): The existing alternator is discontinued and he has some additional wiring to do in order to make a new one work. We did get a quote on one for \$1,135.56. Chief Novak said they just found a cheaper one on Amazon. Jack Anderson made a motion to approve the invoice and repair. John Nault seconded the motion. Vote Aye 3 Nay 0 Motion Carried.
- E. Approve quote from Brian's Fire Apparatus Repair (\$195) to repair water leak on engine Red Engine. Chief Novak said this is a water leak between the tank and valve. They do not have the tools to complete the repair. Jack Anderson made a motion to approve the repairs. John Nault seconded the motion. Vote Aye 3 Nay 0 Motion carried.
- F. Discuss Administrative items - Employee morale, New Hires, Treasurer position, Board position: John Nault asked to have the employee moral issue tabled to the next meeting. Doug Williams said he also has an employee issue to discuss. The Treasurer is looking for a replacement to cover while she is gone during the summer. Doug said he possibly has someone but is not ready to discuss it yet. Jack Anderson said the Board needs to discuss a replacement for his position. We have 2 potential replacements. David Bull and Ted Finkbinder. Jack suggested the other 2 board members schedule a meeting to interview them. Doug Williams said he would schedule a meeting as soon as possible.
- G. Discuss run # 16-162, 16-172, 16-179 (Chief Novak): #16-162 was the A&C Railroad issue discussed above in the Treasurer's Report. . #16-172 was a vehicle collision. So far we have not been able to get a copy of the report from DPS. Still working to get the info. Jack Anderson made a recommendation to have someone go talk to Record face to face. #16-179 was a Vehicle Collision and Chief Novak is following up with DPS for a copy of the report. Discussion followed.
- H. Payment of Pay per Shift Allowance for October 2016 in the amount of \$ 3,545.00 (6 Individuals qualifying: John Novak, Rob Lowe, Rob Lowe Jr., Eric Cervantes, Donald Day and Troy Collier) Discussion followed: Donald Day has a report not completed. Jack Anderson made a motion to approve payment of the allowance, except Donald Day's until the outstanding report is completed. John Nault seconded the motion. Vote Aye 3 Nay 0 Motion carried.
- I. Executive Session to review applicant fingerprint results and discuss potential hires: Jack Anderson made a motion to move into Executive Session. John Nault seconded the motion. Vote Aye 3 Nay 0 Motion carried.

The regular board meeting was suspended at 6:25pm.
 The regular board meeting was resumed at 6:33 pm.

Jack Anderson reported that during the executive session, the board discussed an applicant's fingerprint results. No other information can be released.

REPORTS:

- 1. Inventory Committee: Nothing new to report
- 2. Vehicle Maintenance Committee: Most Discussed earlier:
 Chief Novak reported they had to order a new radiator for the SUV.
- 3. Policy Committee: No items in process. Jack Anderson said he is willing to work on policies even through he is no longer on the board.
- 4. Building Committee: No update

CALL TO THE PUBLIC: No one elected to speak.

BOARD MEMBER COMMENTS: Doug Williams none, John Nault none, Jack Anderson said this is his last board meeting and wanted to thank everyone. He is still willing to help out when he is in the area.

SET TIME AND DATE OF NEXT MEETING: *TUESDAY, DECEMBER 13, 2016 5:00 PM*

ADJOURN: 6:37 PM

Minutes taken by audio recording and transcribed by Jack Anderson
These minutes are a synopsis of the recording of the meeting, not a word for word transcription.

MINUTES APPROVED AT THE REGULAR MEETING OF THE BVFD BOARD OF DIRECTORS:

DATE _____

SIGNED: _____