

**Bouse Volunteer Fire District**  
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Bouse, Az. 85325  
(928) 851-2648

**Board of Directors**  
Doug Williams (928) 916-4416  
Jack Anderson (928) 851-2109  
John Nault (928) 851-5234

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**MINUTES OF THE BOUSE VOLUNTEER FIRE DISTRICT BOARD MEETING**  
**OCTOBER 11, 2016**

(These minutes have not been approved or accepted by the Board as of the date posted)

**CALL THE MEETING TO ORDER:** Doug Williams called the meeting to order at 5:03 pm.  
Followed by the Pledge of Allegiance

**ROLL CALL OF OFFICERS:**

**MEMBERS PRESENT:** Doug Williams, Jack Anderson

**MEMBERS ABSENT:** John Nault

**APPROVAL OF MINUTES:** September 13 2016 Board Meeting: Jack Anderson made a motion to approve and accept the minutes as presented. Doug Williams seconded the motion. Vote Aye 2 Nay 0 Motion carried.

**FINANCIAL REPORTS:** Treasurer Anderson reported for September 2016 we had deposits of \$19,585.72 and expenses of \$11,403.30. This leaves a bank balance of \$149,547.34. There are \$1,432.00 in outstanding warrants yet to be cashed. Treasurer Anderson also presented the Profit & Loss – Budget vs Actual. Discussion followed. After review, Jack Anderson made a motion to approve the financial reports as presented. Doug Williams seconded the motion. Vote Aye 2 Nay 0 Motion carried.

**CORRESPONDENCE:** Doug Williams reported the they are moving forward with the Bouse School District on revising their Emergency Plan.. He has provided Chief Novak with the dates for the meetings.

**CHIEF’S REPORT:** Chief Novak reported we ran 20 calls in the month of September (12 medical calls, 2 public assists, 1 still assignment, 2 vehicle collisions, 1 Wildland Fire, 1 Vehicle fire, and we had 1 cancelled call. We are at 177 calls YTD. Chief Novak said he completed a walkthrough at Rose Acres Farms and will be presenting the board with a fire protection plan in the coming months. Short discussion followed. The district will be doing a presentation for Fire Prevention Week at the school. Chief Novak has submitted a grant Arizona Hazmat grant. He is currently working on several other grants including AFG. Discussion followed. Chief Noval reported they are still working to get NFIRs up to date. Refer to the Chief’s report for additional details.

**CALL TO THE PUBLIC:** Julie Riffe spoke on behalf of the Bouse Booster Club. She asked about the ISO rating and how to get more information. She was referred to contact Chief and he would provide a letter for her.

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

- A. Follow-up on AWC contract for EMT Trainees: Chief Novak is working on the issue. Chief Hess is in charge of the training program and he is OK with us signing off on the trainee’s practical requirements.
- B. Vehicle repairs to Engine (white): Discussion followed. Tabled until next month.
- C. Vehicle repairs to Engine (red): Discussion followed. Tabled until next month.
- D. Vehicle repairs to Engine (green): Discussion followed. Tabled until next month.
- E. Vehicle repairs to Tender: Any work needed will be taken care of in-house.
- F. Vehicle Repairs to SUV: No repairs needed.

**NEW BUSINESS, DISCUSSION AND ACTION CALENDAR:** All items are listed for

Discussion/Approval/Disapproval:

A. Consent Agenda Items:

Warrant# (3503-Wells Fargo \$ 565.61), (3504-Wells Fargo \$ 266.85), (3505-Brian Settles \$ 1,265.00), (3506- AZ DPS \$ 22.00), (3507-Hughes Net \$ 112.45), (3508-Verizon Wireless \$ 97.06), (3509-Frontier \$ 129.68), (3510-APS \$ 310.58), (3511-IMD \$ 300.00), (3512-Praxair \$ 42.07), (3513-United Fire \$ 194.68), (3514-Fire Protection Publications \$ 785.77), (3515-John Novak \$ 500.00) (3516-Ocotillo Lodge \$ 534.10), (3517- Parker Oil \$ 2,097.90), (3518-Boundtree Medical \$ 3,149.96), Total \$ 10,373.71 Jack Anderson made a motion to approve payment of the Consent Agenda Items. Doug Williams seconded the motion. Vote Aye 2 Nay 0 Motion carried.

B. Payment of Pay per Shift Allowance for September 2016 in the amount of \$ 3,010.00 (6 Individuals qualifying: John Novak, Rob Lowe, Rob Lowe Jr., Cody Purcell, Donald Day and Troy Collier) Treasurer Anderson asked to table this item until later in the meeting. Treasurer Anderson brought up a couple of calls for service where the paperwork has not been completed. She provided a worksheet showing the details. Discussion followed (including Nathan Lewis) about the requirements needed for each call. Jack Anderson made a motion to approve payment of the Pay Per Shift Allowance with the provision to hold the checks of any volunteer that have reports that are not completed, including the EPCR. Doug Williams seconded the motion. Discussion followed.

C. Approve quote to purchase additional medical supplies (price increasing in January 2017): Jack Anderson made a motion to approve the quote as presented. Doug Williams seconded the motion. Discussion followed. Vote Aye 2 Nay 0 Motion carried.

D. Approve donation in the amount of \$ 50.00 to the VFW Auxiliary Post #2357 for annual Bouse Children's Christmas Party:): Jack Anderson made a motion to approve the donation. Doug Williams seconded the motion. Vote Aye 2 Nay 0 Motion carried.

E. Approve invoice in the amount of \$ 66.00 from LaPaz Regional Hospital for pre-employment drug screenings: Jack Anderson made a motion to approve payment of the invoice. Doug Williams seconded the motion. Discussion followed. Vote Aye 2 Nay 0 Motion carried.

F. Approve (2) two invoices, total amount of \$260.00 from Brian Settles for repairs to shop #12168 and shop # 03695: Jack Anderson made a motion to approve payment of the invoices. . Doug Williams seconded the motion. Vote Aye 2 Nay 0 Motion carried.

G. Discuss current agreement with Ocotillo Lodge for motel lodging: Treasurer Anderson was approached by the owner of the Ocotillo Lodge about the payments for the motel room. He had offered it at a flat rate of \$400 per month and then the board voted to change it to a nightly rental. Discussion followed about paying a nightly fee vs. a flat monthly rate. Doug Williams made a motion to pay the \$400 flat rate until we can provide find other options. Jack Anderson seconded the motion. Discussion followed. Jack Anderson said the Ocotillo Lodge has dedicated the room to us for our use whenever needed. He is not renting it to anyone else. The board decided to table this issue until next month until the Ocotillo Lodge is brought into the discussion.

H. Discuss electrical quote to bay for RV parking: Tabled until next month

I. Review and approve the LaPaz County Intergovernmental Agreement (Mutual Aid): Jack Anderson made a motion o approve the Intergovernmental Agreement. Doug Williams seconded the motion. Vote Aye 2 Nay 0 Motion carried.

J. Blue Moose Design Web site proposal. David Bull discussed his proposal for the Fire District Web Site. Nathan Lewis (IMD is currently hosting the web site.) agreed with the proposal. Discussion followed. Jack Anderson made a motion to approve the proposal. Doug Williams seconded the motion. Vote Aye 2 Nay 0 Motion carried. Chief Novak will be the Fire District's primary contact.

K. Discuss contracting with IMD regarding pre-employment Physical Exams and Drug screens (IMD): Discussion followed. Nathan Lewis asked to table this until next month.

L. IMD Contract Renewal – Price increase (IMD): Nathan Lewis presented the contract for Medical Direction. This includes a small price increase from \$300 to \$365 per month. This will include setting up a new Treat and Refer program to allow the Fire District to invoice insurances for medical

treatments. Discussion Followed. Nathan Lewis provided an overview of the program. Nathan will work to set up all the necessary protocols and needed. Jack Anderson made a motion to approve the renewal of the contract with IMD with the new program and associated price increase. Doug Williams seconded the motion. Vote Aye 2 Nay 0 Motion carried.

M. Discuss Administrative items (upcoming board member opening, treasurer position, employee morale, new hires): Jack Anderson brought up the issue that his term expires after the November meeting and asked if anyone knows of someone who might be interested in the position to get them to come to a board meeting. The person has to be a resident and voting member of the Bouse Fire District. David Bull said he is interested in the Board Member position. Discussion followed on some of the potential conflicts. Treasurer Anderson said the board needs to look for someone to volunteer and take over the Treasurer's position. She could continue to do the treasurer's work but will need someone to help out and forward the information to her. Ref. the new hires, Treasurer Anderson introduced Erik Cervantes. The board welcomed Erik to the District. Chief Novak said Becky Lowe is interest in joining the District as a volunteer. She has been helping to update the NFIRs. Discussion followed. Jack Anderson said he had some questions for the Chief after the meeting.

**REPORTS:**

- 1. Inventory Committee: Chief Novak said he had completed some more inventory and has began disposing of so of the old equipment.
- 2. Vehicle Maintenance Committee: Discussed earlier
- 3. Policy Committee: No items in process.
- 4. Building Committee: No update

**CALL TO THE PUBLIC:** Julie Riffe asked if anyone could assist the Booster Club with a small project. Jack Anderson volunteered to help.

**BOARD MEMBER COMMENTS:** None

**SET TIME AND DATE OF NEXT MEETING:** *TUESDAY, NOVEMBER 8, 2016 5:00 PM*

**ADJOURN:** 7:36 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:** \_\_\_\_\_