



**Bouse Volunteer Fire District**

P.O. Box 155

Bouse, Az. 85325

**Board of Directors**

Chairman - David Boyer (928) 851-5242

Clerk - Jim Pontious (360) 921-5799

Treasurer - John Newman (801) 361-6567

**MINUTES OF THE BOUSE VOLUNTEER FIRE DISTRICT BOARD MEETING**

**Tuesday January 8, 2019, 12:00 pm at 26613 Frame Avenue, Bouse AZ 85325**

- 1. CALL THE MEETING TO ORDER.** David Boyer called the meeting to order at 12:02pm
- 2. PLEDGE OF ALLEGIANCE.** All in attendance participated.
- 3. INVOCATION.** All in attendance participated.
- 4. ROLL CALL OF OFFICERS.** David Boyer, Present - Jim Pontious, Present - John Newman, Present.
- 5. APPROVAL OF MINUTES.** (JP) Moved to approve minutes of December 11, 2018 Board meeting.  
Seconded by (JN). Motion carried unanimously.
- 6. APPROVE FINANCIAL REPORT.** (JP) Moved to accept financial report of  
December 11, 2018 as presented. Seconded by (DB) Motion carried unanimously.
- 7. CORRESPONDENCE:**
  - a) John Novak presented a \$500. Donation check from Rose acres Farm. And \$5.00 from insurance for a fire. These checks will be deposited.
  - b) All Board Members have been sworn in but need to determine an elected seat and time of service.
  - c) Jim Pontious moved to elect David Boyer as Chairman of the BVFD Board, for calendar year 2019. Seconded by John Newman, motion carried unanimously.
  - d) Jim Pontious moved to elect John Newman as Treasurer of the BVFD Board, for calendar year 2019. Seconded by David Boyer motion carried unanimously.
  - e) David Boyer moved to elect Jim Pontious as Clerk of BVFD Board, for Calendar year of 2019. Seconded by John Newman, motion carried unanimously.
  - f) **For The Record**, John Newman will serve a 4 Year Term.  
David Boyer, And Jim Pontious will serve a 2 year Term.  
No additional correspondence.

**8. CHIEFS REPORT:** See Attached report.

**9. COMMUNITY OUTREACH COORDINATOR:** See attached report,

Also a request for reimbursement for cost of hot dogs, buns and other food items for Open House 1/25/19 on next meeting Agenda.

**10. OLD BUSINESS:**

- a. John Newman corrected itemized mileage reimbursement sheet presented.
- b. Revisited tabled Item 11.b. On 12/11/18 for purchase of tires for Tender 55 (shop-06503) & Engine 55 (shop-03695) (JP) moved to endorse bid and purchase needed tires. Seconded by (JN) Motion carried.
- c. Revisited and discussed tabled Item 11.c. On 12/11/18 for purchase of foam, inventory is low (JP) moved to purchase invoiced amounts. (JN) seconded motion carried unanimously.

**11. NEW BUSINESS, DISCUSSION AND ACTION CALENDAR:**

**a) Consent Agenda Items:**

- Accept, authorization of monthly expense report from 12/01/2018 through 12/31/2018. Documentation and Warrants for these expenses can be reviewed in a Monthly Budget file in the Fire District office. They were reviewed by Chief Novak and Clerical Assistant Becky Lowe. **TOTAL \$ 26,467.92**
- Salary for Chief Novak, including taxes **\$3000.00**
- Payroll for Admin Secretary, including taxes **\$278.25**
- Stipend payroll for Volunteers **\$3825.00**

b) **Item 12.e.** (JP) moved for Chief Novak to provide current inventory status and use. Due by Saturday January 26<sup>th</sup>, 2019 Board meeting. (JN) seconded motion carried unanimously.

c) **Item 12.f.** (JP) Moved to increase Admin Secretary hours to 60 a month, and Board gives Chief authorization to recruit and pay additional help to meet requirements if necessary (JN) Seconded, motion carried unanimously.

d) **Item 12.g.** Tabled request for a new turnout gear rack.

e) **Item 12.h.** Tabled request for new flashlight until next Board meeting 1/26/2018. Need to gather prices and decide where to purchase them.

f) **Item 12.i.** Discuss Rose Acre Annex, Rose Acres wants to annex into the Bouse Fire District Chief Novak asked the County for information about the Annexation process. We need a survey of properties to be annexed, weigh the pros and cons to the Fire District. Schedule public hearings to provide information to the public, and opportunity for the public to vote on annexation. So if a decision made prior to Nov 2019. We can start collecting taxes for the annexation in 2020. Rose Acres annexation will be tabled for discussion in future Board meetings

g) **Item 12.j.** Discuss Rescue 55/Ambulance, Chief Novak-Update, looking for cot, and create a plan of action to get Ambulance in service.

**12. REPORTS:** A. Committee Reports:

1. Policy Committee: None.
2. Building Committee: None.

**13. CALL TO PUBLIC:** Becky Laird came in to thank the department for their quick action when her property caught on fire in December. She presented a \$200.00 donation to the BVFD.

**14. BOARD MEMBERS COMMENTS:**

- **Item 12.k.** (DB) Request to move to Executive meeting.

Executive sessions are generally closed discussions of a Board of Directors that may include invited attendees such as the Fire Chief, certain staff members and/or legal counsel. These sessions can occur at the end of a board meeting or separate from a board meeting if no formal actions are to be taken. Executive sessions can be a useful tool or a board for addressing sensitive legal and/or personnel matters.

(DB) Motion made to move into Executive Session at 1:59pm for the following reason or agenda item #12.k. Employee contract.

Motion seconded by: (JP)

**Executive Session during meeting:** ☐

(DB) Motioned to end Executive Session Board meeting at 2:28pm

Motion seconded by: (JP)

**If the Bouse Fire Board needs to go into Executive Session, it is done at this time and should be to address only agenda items listed above.**

- (DB) Motion to resume regular meeting from Executive Session at 2:32pm. Seconded by (JP)
- (JP) Moved to accept John Novak's resignation as Chief and remain on staff as a stipend volunteer Captain as of January 21<sup>st</sup> 2019. The Board will be advertising for a new Chief and has appointed Vonnie Harmon as Administration Chief in a temporary position at \$12.00 per hr for 60 hours per month until a new Chief is hired as a result of the Executive session. Seconded by (JN) Motion carried unanimously.
- (JP) **For The Record**, Request that all staff of the BVFD clock in & clock out to assure time accountability.

**15. SET TIME AND DATE OF NEXT MEETING:**

**SATURDAY JANUARY 26, 2019 AT 10:00AM**

**16. ADJOURN:** (DB) meeting adjourn at 2:51pm

MINUTES WEREN TAKEN BY AUDIO RECORDING AND TRANSCRIBED ON JANUARY 10, 2019  
BY BECKY LOWE. THESE MINUTES ARE A SYNOPSIS OF THE RECORDING OF THE MEETING  
AND NOT A WORD FOR WORD TRANSCRIPTION.

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

DATE:

SIGNED: