

**YARNELL FIRE DISTRICT**  
**FIRE BOARD MINUTES, REGULAR SESSION**

**September 26, 2016**

**1. CALL TO ORDER:**

Chair Arlon Rice called the meeting to order at 10 AM.

**2. Pledge of Allegiance and Roll Call of Board Members:**

Present were Chair Arlon Rice, Treasurer Richard Mayer, Secretary Carole Ryan. Members at Large: Donna Gordon, Kevin O'Donnell. Ben Palm was away on a fire. Denise Roggio in attendance. No public attendance.

**3. Approval of Draft Minutes:**

A. Richard made a motion to accept the minutes for the August 15, 2016 Regular Session. Kevin seconded. Motion carried by all.

**4. Reports and Correspondence:**

A. **Chairman's Report:** Carole, Kevin and Donna were reminded to swear in and notarize their Oaths of Office soon after December 1, 2016. He also passed out Certificates of Election from Yavapai County to all three for renewal of their Board positions. They will officially fill these board positions at the December meeting.

B. **Secretary's Report:** none

C. **Treasurer's Report:** (See attached)

Richard presented: Profit and Loss, Budget vs Actual and Reconciliation Summaries through the end of August, 2016

General Fund: \$ 662.75

Donations and Grants: \$ 40,044.30

Capital Reserve Fund : \$ 1,4044.30

Pension and Relief Fund : \$ 30,033.33

Yarnell Training Center : \$ 3,517.07 .This is non-tax related money from our EMT classes.

Wildland Fire: \$ 1,160.01

Carole made a motion to accept this Treasurer's Report as stated. Arlon seconded. Motion carried by all.

D. **Chief's Report:** (see attached) . (Chief was available by conference call as he was away on a wildland fire.)

E. **Safer Report and Grant Report:** (See attached). Four awards provided or pending. Five grants are under consideration. Denise Roggio is our Certified Grant Specialist.

Our new Cadet group this Fall will include 18 young adults from 6<sup>th</sup> grade level through age 18. This will begin for the second year in October. Captains Kristie Lewis and John Rice are the instructors, plus 5 back up instructors.

They are insured under the Explorers insurance. Los Angeles Fire Dept donated \$10,000 worth of equipment for our cadets to use.

**5. OLD BUSINESS:**

1. Richard made a motion to accept Policy 0017 , Access to Public Records,(See Attached) to be added to our current policies. Carole seconded. Motion carried by all

**6. NEW BUSINESS :**

1. Ambulance Staffing Agreement. This will be delayed until the regular October meeting due to absence of the Chief.

2. (See 5.1 above). The new policy –Access to Public Records 00017- includes cost for Record Requests/hour. (See Attached Policy # 0017.)

3. Denise has provided a binder including updated NJCA Criminal History Check Policies for Personnel - information for the purpose of fingerprinting. This will be discussed further and approved at the October regular meeting.

4. Richard made a motion to pay \$13,359 , the current premium for VFIS insurance renewal. Donna seconded. Motion carried by all. This insurance will cover all vehicles, crew quarters, fire station and administrative building.

5. Board Policies 0001-0005 were reviewed and revised. These will be presented for further revision, if needed, and approved at our next regular meeting.

(6. duplication of 6-4.)

7. Arlon made a motion to approve tuition payment and expenses, up to a maximum of \$1500, for the Chief to attend the 5 day Fire Investigation Class held in Las Vegas. This will allow him to set up for possible full investigations regarding fires in the future. Motion seconded by Richard. Motion carried by all.

8. Yavapai County has notified us that no Yarnell Fire Board election will be required in November due to no additional candidates beyond the three current Board members.

9. Nina has been searching for a new Special Fire District CPA to complete our annual required audit. Most charge at least \$1000 more than our budgeted amount. As a result, Richard made a motion to approve an additional expenditure of \$1000 if necessary for a new CPA and also approval for Nina to hire a qualified person. Carole seconded. Motion carried by all. New information will be provided at our next regular meeting.

10. This discussion will be delayed until the regular October Meeting due to the Chief's absence.

11. This discussion will be delayed until the regular October meeting due to the Chief's absence.

**7. Call to the Public.** No speakers.

**8. ADJOURNMENT: 12:30 PM**

The next regular meeting will be October 17, 2016 in the YFD Admin. Building. .

Respectfully Submitted,

Carole Ryan, YFB Sec'y