

Montezuma Rimrock Fire District



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MINUTES OF A REGULAR MEETING OF THE MONTEZUMA-RIMROCK FIRE DISTRICT GOVERNING BOARD MEETING HELD May 25, 2017

Pursuant to notice, a regular meeting of the Montezuma Rimrock Fire District was called to order at 10:00 am on Thursday May 25, 2017.

Present: Carol Keeton - Chairperson; Jane Harrington – Board Member; Jerry Taylor – Board Member; Keith Arment – Board Member; **Not Present:** Robert Satran – Clerk

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Kerrie Tarver – Administrative Support Specialist; Dale Duns – Battalion Chief

Salute to the flag of the United States of America and Moment of Silence to Honor all American Men and Women in service to our Country, Firefighters, and Police Officers led by Carol Keeton.

Call to the Public: None.

5) Approval of Minutes.

a. Regular Meeting on February 16, 2017

Item was tabled, no quorum

b. Regular Meeting on April 20, 2017

Board Member Taylor made a motion to approve the minutes from the Regular Board Meeting on April 20, 2017 with stated correction. Board Member Arment seconded. Motion passed 3:1 Chairperson Keeton Abstained.

6)A Fire Chief's Report:

Chief Keller presented the board with the Chief's report:

- **Shared Services:** No meeting between agencies since the last meeting on April 18th.
- **Yavapai Apache Nation Update:** Have not received any communication from YAN regarding requests for negotiation of fire station or chief's vehicle.
- **Engineer Testing:** written test to be held on May 30th and practical assessment is scheduled for June 7th and 8th.
- **CCFMA Station Signage and Vehicle Graphics:** working with vendor on final details.
- **E831/Station Damage:** Compartment door was left open, causing damage to door and bay door track and structural damage. All policies were followed and discipline implemented.
- **Annual Physicals:** fulltime staff have been participating in fitness for duty physicals
- **Employee Evaluations:** new supervisors will be conducting evaluations and review job descriptions with subordinates.
- **Doll House Training:** CCFMA and VVFD participated in joint drills for training of flow path
- **2017 Wildfire Season:** expecting to get into season in May and June. One firefighter sent to Georgia on wildland assignment.
- **Code Save:** upon arrival crews determined patient was in cardiac arrest and is expected to make a full recovery with no deficits.

6B) Administrative/Financial Report:

- a. **Discussion and ratification on transfer of funds from MRFD EMS account to CCFMA general fund on April 1, 2017 in the amount of \$25,944.43.**
- b. **Discussion and ratification on transfer of funds from MRFD general fund account to CCFMA general fund on April 14, 2017 in the amount of \$60,000.**

Ms Cook presented an update of the financial report to the board and noted that ambulance revenue continues to be under budget

7) Discussion, possible action or staff direction on approving the April 2017 Financial Reports and transfers.: Board Member Taylor made a motion to approve the April 2017 Financial Reports and ratification a & b on the transfer of funds from MRFD to CCFMA. Board Member Harrington seconded. Motion passed unanimously.

8) Discussion, possible action or staff direction on appointing two Board Members to the CCFMA Board beginning June 1, 2017. It was noted that Board Member Satran would like to step down from the CCFMA board. Chairperson Keeton agreed to continue and Board Members Arment and Taylor are both interested in serving on the CCFMA board.

Board Member Harrington made a motion to appoint Board Members Keeton and Taylor to the CCFMA board beginning June 1, 2017. Board Member Arment seconded. Motion passed unanimously.

9) Discussion, possible action or staff direction on selecting an auditor for the annual audit for fiscal year ending June 30, 2017.

Board Member Taylor made a motion to select Hinton and Burdick for the annual audit for fiscal year ending June 30, 2017. Board Member Harrington seconded; motion passed unanimously.

10) Preliminary Budget Presentation and Discussion with possible action to set Public Hearing for adoption of the budget.: Board Member Taylor made a motion to publish the 2017-2018 Budget and set a Public Hearing for adoption of the budget on June 22, 2017. Board Member Arment seconded; motion passed unanimously.

11) Future Agenda Items:

- Budget
- Approval of Minutes Regular Meeting on February 16, 2017

10) Adjournment: Chairperson Keeton made a motion to adjourn the regular Meeting at 10:29 am. Board Member Arment seconded. Motion passed unanimously.

Clerk