

**Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
At the Fire Station
19 September 2011**

Call to Order

Pledge of Allegiance

Roll Call of Fire Board Members – all Board Members are present.

Reports –

Chief's Report – Chief DeWolf presented information on the following topics;

- Monument Fire Thank you and Chief's Coin from Fry Fire District
- Septic System perc test results – this was presented by Battalion Chief Venos
- Community Outreach – change of date for our October Breakfast
- Trailer Explosion update
- Out & About (meetings attended by the Chief)
- Website visits
- EMS/Fire Response (run report)
- Balance Sheet for end of August
- Profit & Loss for August
- Newsletter – this consisted of quotes for printing of a quarterly newsletter, and presentation of a mock-up with placeholder text as an example of a newsletter.

Treasurer's Report – Bianchi reported that he had reconciled the books and all was well.

Correspondence and other news of importance – none

Discussion and Possible Action Calendar –

Ambulance Rates – DeWolf, we've proposed a rate change for our ambulance service. Arizona DHS is asking for the Board to state in writing (the minutes) that they are aware that we are applying for a rate increase.

Izzo – How much time will this take?

DeWolf – Everything is in except for the motion, so it could take 90 – 120 days.

Pfitzenmaier made a point to acknowledge that this issue had been discussed at past meetings and at the budget meetings, and that this is the first opportunity we've had to change our rates. My point is this should not be a surprise, we are now doing what we said we should do.

Bianchi – I move that the Board has approved the increase in our ambulance rates.

Ruppel – Second.

Izzo – Any more discussion? None. All those in favor? Aye by all, motion carries unanimously.

Correction in conflict in Policy regarding the Auditor – Bianchi

Mr. Bianchi summarized his concern with the two policy statements he believes to be in conflict. Mr. Ruppel asked if the HR Specialist reviewed these changes. Bianchi stated he did not believe so. A long discussion ensued, sometimes heatedly and with censure from the Chair, on the interpretation of these two policies. This ended with the termination of the discussion until the HR Specialist and District's Attorney could review these apparent conflicts and the proposed revisions. The Chair tabled this item until next month.

Discussion and action on Audit Committee Recommendations – Bianchi

Mr. Bianchi made a motion for the Board to adopt a list of recommendations on the Audit Committee function. The Board Chair asked Chief DeWolf if he had any comments for Mr. Bianchi. Bianchi and his Co-Chair had a comment for each concern. There were three places within the audit committee function recommendations that will reference our current Board Roles & Responsibilities for clarification, the policies of the Audit Committee and the Board need to match. Mr. Bianchi will make these references within the Audit Committee Recommendations document. This was accepted by the second.

Izzo - Any more discussion? All those in favor? Aye by all. Motion carried unanimously.

Delegation to the Fire Chief – Ron Izzo, Expenditure authority. Motion to delete the seconded of section II C, Operations, Financial and replace by the following, “All non-emergency purchases in excess of \$10,000 must be authorized by the Board.” Bianchi seconded the motion. The motion was followed by a short discussion amongst the Board members. When the vote was called by the Chair, there were two votes for- Bianchi and Izzo, and three votes against – Ruppel, Tomlinson and Pfitzenmaier. Motion was not approved.

Delegation of authority to the Fire Chief – Ron Izzo, Section II, insert a new subsection “Public Relations” to read: it is the policy of the District to inform District residents and disseminate information to the public regarding District operations and activities. The Chief shall be responsible to prepare a quarterly newsletter to be distributed to the District residents by direct mail and other appropriate means. Two members of the Board (Izzo and Pfitzenmaier) shall assist the Chief with review, format and content.” Bianchi seconded the motion. Call for the question – motion carried unanimously.

Introduction of the proposed HR Policy changes – This discussion was led by Chief DeWolf and concerned the proposed changes to the HR Policies. Our HR Specialist has family medical issues and will email me the 165 pages of HR Policies shortly. DeWolf will forward the changes or print them out for the Board members. Then we can discuss them, and vote on them if desired, at the October meeting.

Chief’s Review – Board Chair Izzo stated that he had not received all of the Review papers from other Board members. All Board members stated that they had emailed their individual reviews to the Chair. Chairman Izzo postponed the Chief’s review until October 18th.

Audience Comments – none

Board Member Comments – Pfitzenmaier praised BC Venos for the article in the Weekly Bulletin.

Adjournment – Motion to adjourn by Ruppel, seconded by Pfitzenmaier, motion carried.

Minutes approved by vote of Board of Directors on 17 October 2011 – Board members present were Pfitzenmaier, Ruppel, Bianchi and Izzo.

Kathy Goodwin Admin to the Chief.