

**Special Meeting of the Board of Directors of the Sonoita-Elgin Fire District  
31 October 2008**

Meeting called to order at 6 p.m.

Pledge of Allegiance

Roll Call – Board members Izzo, Parker, Rutter, Ruppel, Daniels were present. Also present were Chief DeWolf and Brenda Tranchina.

Item A: Human Resources Policy

DeWolf – Each of you now has the final draft with the corrections from the last meeting and comments forwarded to Brenda (Tranchina, HR Specialist).

Daniels – Move to adopt HR Policy with corrections I'm about to put out to the board.

Ruppel – Seconded.

Daniels – there are still some mechanical issues which I will work with Benda on, I don't think it worth going in detail unless the board wishes that, it's some formatting, spelling. Do you want the details? There are no substantial changes...

Rutter – are there some word changes (where it changes the context?)

Daniels – Yes, an "and" to "a"...changes like code of *employee* relations to *member* relations, things like that. A couple listings where the table of contents listing doesn't match the listing in the heading of the chapter reference. Things like that, mechanical, detail oriented stuff, did check manual for substantial changes that we had agreed to at the last meeting. So with those mechanical changes, I'd suggest that we adopt the HR Policy.

Izzo – More discussion?

All In Favor? Ayes. Motion carried unanimously.

Item B: Board Policy –

Rutter – We've all seen it, we've had time to comment on it. So I think we need to go through it with Brenda here.

Tranchina – I had sent this to Donna Aversa. She had a few minor things that she suggested. Vicki & I talked and Ron sent me a few suggestions, too.

Tranchina then went through each of the comments and concerns expressed by Aversa and the Board Members and the Chief. These included: changes in words to correct the contest; contracts; annual review for the chief; approved budgeted items (board procurement policy); competitive bidding; bonding- bonded employees; meeting times; special meetings; public access to documents at meetings; length of time a member of the audience can speak; call to the public; parliamentary procedure; responsibilities of the clerk; committees; policy decisions referenced in minutes and policy manual; agendas must be kept indefinitely; adoption of the fire code.

Daniels – Move to have our HR Consultant (Tranchina) revise this document so we can review the final version prior to adoption. Put it on the agenda for the regular meeting of Nov. 17, 2008. Seconded by Ruppel. Motion Carried.

Board Comments – do we want Brenda back?

Not Necessary.

Adjournment – motion to adjourn by Ruppel. Seconded by Rutter. Motion carried.