

Minutes to the special meeting of the Board of Directors of the Sonoita-Elgin Fire District
Wednesday, 26 June 2019
9 a.m.

Call to Order

Roll Call: Bahti, Johnson, Archibald, Dorney & Webber all present

Pledge of Allegiance

Review & Approval of the Budget: Bahti – any questions. Webber – Sue, you had brought up training. Chief – yes, we did increase the budget from \$20,000 to \$29,000. The other part of that went to PPE and that went from \$3,500 to \$6,000, we put 9,000 in for SCBAs and the rest went to other equipment. Chief I really appreciate you sending the information about the other fire departments. Motion to approve the budget as presented was made by Archibald, seconded by Webber; motion carried unanimously.

Discussion and action on bonus or similar incentive: *Discussion & possible action on bonus or similar incentive* –

Webber: Suggested discussing this item at next Board meeting when the Board will discuss the draft evaluation policy with the HR Expert Brenda Tranchina.

The Board then spent approximately 25 minutes in an in-depth discussion of the Chief's current evaluation process and the upgrades to that process. The Board agreed that the process needs further changes to assist the Board in determining how to provide compensation and to update the contract. Board members expressed need to tie compensation to the annual review, goals and objectives, and to be measurable.

Archibald: I would like a policy in place.

Vicki Rutter brought up concerns over the item being tabled, as its not included in the 2019/2020 budget. She noted we have the money now.

Archibald: My thoughts on this have more to do with the past couple of months, what we have been through, and how difficult it has been not having a policy in order. We always have the Board fund to use and can do an amendment to the contract. IF we decide to do something, we can designate some of our Board fund that we have set aside for that in the next physical year because its uncommitted money. My thoughts have more to do with let's get a policy in place.

Bahti: My thoughts are that we need to take this under advisement and think about what our options are.

Archibald: I'd like to set a precedent so that it doesn't matter who is sitting in the Chief's chair, that it is done the same way every year instead of some arbitrary amount. If we think about the future of the department, and we have something like that in place it makes it easier for the Board and the Chief.

Johnson brought the Board back to the topic of whether to consider a salary increase. The Board discussed the lack of measurable items, a formula for determining any amount or whether it would be a raise or a bonus, and whether it should be done now since there is no policy in place.

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Johnson: We could do bonus today, and then set a new salary as part of the new contract when new procedures and processes are in place.

Webber suggested a flat, one-time bonus of \$5,000 effective immediately, with no salary increase at this time. Archibald and Webber discussed the effects on the 2020/2021 budget by noting that this is a one-time only bonus, and that the Board still needs to analyze how they are going to measure this in the future. The Board made no decisions about the 2020/2021 budget at this time. Johnson presented this information as the motion, seconded by Dorney, motion carried unanimously. (Sub-topics of salary increase, contract upgrades, understanding of the if, how and when to tie review to contract/incentives to be discussed at the July 22 Board meeting.)

Discussion and possible action on funding some of the Capital Improvements: Archibald – this references the Capital Expenditures plan... After Vicki said we had a good year, I thought we could take a look at these and use some of the extra cash. I asked Chief to prioritize that list and perhaps we could take care of a few things. Chief – Here is an updated sheet and I've listed them in order of priority. The first two items on the unfunded items list were radios and jaws of life. I didn't put those in the priorities because we're in the second round of a grant through FEMA (jaws of life) and we're in a grant application for the radios. So, I would try to get those under a grant. We did, with Laura's EMS Supplies, purchase several training units. There was also a training head for Airway training however we just moved to using I-gels and they don't work with the training head. So the list I gave you had the top five items we would like to purchase: Extractor (for washing turnouts), New tires for 821, Fire shelters (wildland), Computers (3), and Wildland hand-tools. Motion by Archibald to purchase all of these five items, seconded by Dorney, motion carried unanimously.

Adjournment – Motion to adjourn by Johnson, seconded by Archibald. Motion carried unanimously.

Minutes approved on 22 July 2019, _____, Board Clerk.
Susan Archibald