

Minutes to the Regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, December 16, 2019
0900

Call to Order.

Roll Call of Board Members – all Board members were present

Pledge of Allegiance

Call to the Public – There were none

Review and approval of the governing board meeting minutes of Nov 25, 2019 – motion to approve the minutes as written was made by Archibald, seconded by Webber, motion carried unanimously.

Report from the Fire Chief -

- a) Firefighter Oath of Office - none
- b) Response and service report. – 43 runs last month (Nov.) with 546 for the year to the end of November; A-Shift 192, B-Shift 171 and C-Shift 183..
- c) Palominas – looking for delivery of engine in April/May; crew patched roof of living quarters; employees are showing more pride and joy.
- d) Laura & Chief met with First Net Communications & U of A; First Net does not work here. We will do a 3-year study with them and we'll check to see where we do and do not get radio communications. Long-term goal is to be able to send data to hospitals. First Net is strictly Fire/EMS communications.
- e) December 18, 2019; Laura (EMS Director) will attend a meeting in Phoenix regarding DHS (Dept. of Health Services) on CON (Certificate of Necessity) rules – they are up for revision. She will be looking to see if and how any rule changes will affect SEFD.
- f) Brief mention of the Laughlin Conference - Archibald stated she will not be attending the Laughlin Conference
- g) Kurt (Bahti), Sue (Archibald) and I have been working with group of individuals in developing a Community Response Team; Fairgrounds has come on-board; several churches have put together funds to cover the cost of the installation of a new phone line to be installed at the fire house to be used in the coordination of public information during an emergency/evacuation. It feels like it is starting to come together; the fairgrounds have agreed to become the Community Evacuation Center & their Board has voted to do so. We (SEFD) has offered to help them look for grants for improvements. They are also looking at developing a Fairgrounds Evacuation Plan to be used in the event of an emergency on the fairgrounds itself. This group, CRT, meets the first Friday of the month.
- h) Ambulance – The DHS Inspection of our Medic Unit #833 took place this recently; our medic unit passed with flying colors. Kudos to Kathe Prentice and Jade Deforest for their hard work. The DHS Inspector said he wished other departments in the state would look to SEFD as an example.
- i) SEFD has purchased one duty jacket for each active member of the department – blue with reflective striping – because we haven't held a fun day or appreciation evening this year.

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Monthly financial reports - NO REPORT DUE TO MEETING DATE CHANGE FOR HOILDAYS - NOV FINANCIALS WILL BE PRESENTED AT THE JANUARY 2020 BOARD MEETING.

Update from PSPRS Board: S. Archibald – there was no updated.

Discussion and possible action / response to quilters inquire about SEFD board meeting time.
K. Bahti – Quilter’s wondered if we’re still good for 9 am [Board meeting] Let’s have a meeting with the Quilter’s and see what their concerns are and let them know what the issues are, why they can’t choose another day. Webber – I don’t want to offend this community. Bahti suggested a meeting with the Chief, a Board member and the Quilters take place; Chief – The Board (SEFD) would like to know why they (Quilters) can’t switch to another day. Webber - If it weren’t for the history with this group, I wouldn’t think about this. End result: Reba & Chief will meet with Alison in the new year to discuss this.

6) Discussion and possible action on elections of Board officers Board Chair and Board Clark as stated in Board Policy Manual page 7: K. Bahti - Annual Board Election for positions; Motion by Webber to nominate Johnson for Chair; Johnson stated he would accept the position if elected, seconded by Archibald, motion carried unanimously. Motion by Dorney to nominate Webber for Board Clerk, Webber stated she would accept the position if elected, seconded by Johnson, motion carried unanimously. Chairman Bahti transferred the reins to Johnson. Chief – It needs to be on the agenda for removing Sue and adding Reba for bank accounts.

7) Discussion and possible action of the Desire for minutes and recording of minutes to be posted to the web site and transcribed: This topic involved a long discussion regarding access to the meeting audio files. Webber was concerned with having access to the audio recordings and the fact that they weren’t posted to the website as they had on occasion in the past and with the fact that she had to go to the station to listen to them. The particular minutes in question, that started this topic, had not been recorded by audio, but by hand-written notes. Various laws were discussed as well as previous Boards’ decisions, as well as current practice and the Arizona Revised Statutes on Records Retention. Also mentioned was the ability of the Board to change current practices.

End result of this discussion was a suggestion by Johnson to explore digital ways we could retain the files for Board members to have access for the retention cycle of audio file – i.e. making them available for internal use. Direction to the Chief – I will take direction that I will work through January to see what our IT Guy can do to build out internal system that Board members can go how much recording can we keep there. Further conversation was tabled until the January Board meeting so Chief could discuss options with our IT Specialist.

Study session with Board, Staff:

- A) Discussion on reformatting the Chief’s review process 2019 – 2020 Goals:** Webber - Tabled to February Board meeting.

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- B) **Review and Discussion on HR policies:** K. Bahti – Tabled to February Board meeting.
- C) **Discussion and possible action on board policies and chief's contract:** K. Bahti – Intent was to change the 120-day timeframe for the Review/Evaluation process to 30 days; A couple Board members, Archibald & Webber, were concerned about not having had the opportunity to discuss this contract with an attorney and being able to leave a good example in place for future Boards to reference for future contracts with future chiefs. After much discussion, the decision was made to meet with the attorney in February to discuss the contract to make sure it protects the Chief, the District and the Board. Chief was to contact the attorney to get her input on setting up the executive session.
- D) **Discussion and possible approval of Questionnaire:** A. Dorney – Dorney – did everyone get a copy? Chief did you get any feedback. Chief – Yes, punctuation and comments from Reba. Webber's concerns were around educating the public within the questions of the questionnaire. Bahti suggested that this might lead to influencing the public leading to skewed results for the survey. Bahti's point was recognized as important. Archibald – motion to approve the questionnaire, seconded by Webber, motion carried unanimously. Johnson – Next steps, how do we get this out to the public? We've talked about doing a mailing, distributing to churches, community groups, Clare Bonelli's newsletter, a link on the website (like survey monkey). Archibald – can we come back next time with a plan? Can we get more specific than that? Johnson – Can you take a look at that? (speaking to Dorney) Dorney – Okay.

Adjournment: Motion to adjourn by Bahti, seconded by Archibald, motion carried unanimously.

Signature documents that the Minutes approved on 28 Jan 2020, _____,
Board Clerk. Sue Archibald or Reba Webber