

MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
THREE POINTS FIRE DISTRICT

DATE: Monday, September 13, 2021
TIME: 6:00 PM
LOCATION: Station 303 10351 S Sasabe Highway

Recording On.

1. **CALL TO ORDER** Chairman Kennedy called the meeting to order at 6:00 PM.

2. **PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

3. **ROLL CALL** In attendance:
Chairman Richard Kennedy Chief Brian Delfs
Clerk Wendy Mattias Assistant Chief Ray Klein
Director Lorie Wallace Monica Milburg
Director Steve Knode
Director Dan Tankersley, absent/excused

4. **CALL TO THE PUBLIC** NONE

5. **LOCAL UNION 4871 REPORT**

6. **CONSENT AGENDA:**
• August 9, 2021 Regular Meeting Minutes

Clerk Mattias moved to accept the Minutes as written. Director Wallace seconded.
Motion carried unanimously, 4:0.

7. **Review, Discussion and Possible Action to approve the August 2021 financial reports.**

Director Wallace moved to approve the August 2021 financial reports. Director Knode seconded.
Motion carried unanimously, 4:0.

8. **Review, Discuss and Possible Action Financial Policies Update/Adoption**

Chair Kennedy clarified with Chief that the District does not have a financial policy that had been adopted by the Board already in place. Chief Delfs highlighted the online vendor payment section of the policy which allows bills to be paid online and in a timely manner. The Board agreed that policies needed to be in place and entertained a motion to adopt the Financial Policies Manual, Director Knode Motioned, Clerk Mattias seconded.

Motion Carried Unanimously, 4:0

9. Review, Discussion and Possible Action Three Points Fire District Fee Schedule Adoption

Chief Delfs explained the purpose of the fee schedule is to ensure the district can recover funds from the State or Federal Government in the event of a disaster. Chair Kennedy also explained that it would give us the opportunity to bill non-residents insurance companies when we are called to accident scenes. Director Knode motioned to adopt the fee schedule, Director Wallace seconded. ***Motion carried unanimously, 4:0.***

10. Review, Discussion and Possible Action Fire Board By-Laws Adoption

The Board had some questions in regards to the Clerk taking the minutes, Chief Delfs explained that Title 48 states that the Clerk is responsible for taking the minutes but can delegate that responsibility to someone else. Clerk Mattias delegated the taking of the minutes to Administrative Manager Monica Milburg. There was some discussion between members on the number of absences the Board would allow. Clerk Mattias motioned to adopt the Fire Board By-Laws. Director Wallace Seconded

Motion carried unanimously, 4:0

11. Review, Discussion and Possible Action Regarding Adoption of the Three Points Fire Board Code of Ethics

Director Mattias thinks that something about social media should be added to the Code of Ethics in regards to elected officials posting things on social media. Chief Delfs is going to research the best way to get this topic in the Code of Ethics. Chair Kennedy suggested the Item should be tabled until the October meeting. Direct Knode motioned to table the code of ethics agenda item until the October board meeting. Clerk Mattias seconded

Motion carried unanimously, 4:0.

12. Review, Discussion and Possible Action Three Points Fire District Burn Permit Policy

Chief Delfs clarified that the policy defines the way the District has always done burn permits. Director Wallace questioned if this was included on the fee schedule and Chief Delfs responded that this is not a fee-based service but a service that we provide to the community; the exception are prescribed burns that the District performs. Those have a cost associated with them. Director Wallace Motioned to accept the Burn Permit Policy as written, Clerk Mattias seconded. ***Motion carried unanimously, 4:0.***

13. Chief's Report

The Chief highlighted the following items from his report:

- Application to change the district response time
- Change to bringing all medical CE training in house
- Cost saving with the changes and implementation of the new PCWIN radios
- Creation of a 5-year sustainable budget
- Updates to the planning matrix
- Streamlining of Target Solutions classes and recordkeeping

14. Review, Discussion, and Possible Action October Board Meeting Date

The October Board Meeting is scheduled for October 11, 2021. Chair Kennedy pointed out that this is a holiday, after brief discussion the Board decided to change the October meeting to October 12, 2021.

15. ADJOURNMENT

Director Knode motioned to adjourn the meeting. Clerk Mattias seconded.

Motion carried unanimously, 4:0. Meeting adjourned at 6:38 PM.

Recording Off.

Wendy Mattias
SIGNED

10/12/21
DATE