



Puerco Valley Fire District

(928) 688-2424 - PO. Box 39 Sanders AZ 86512

NOTICE OF MEETING

The Fire Board of the Puerco Valley Fire District will meet in regular session on **November 9th, 2023, at 4:30 pm**. The meeting will be held at the Sanders Valley Baptist Church, in Sanders, Arizona. The Board may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A) (3) for legal advice with the district's attorney on matters as set forth in the agenda. Board Members or other participants may attend by telephonic conference. **The following items, topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.**

MINUTES

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE: TIME 4:32pm**
2. **ROLL CALL OF BOARD MEMBERS AND ATTENDEES:** Directors Toni Wood, Sandy Begay, Josie Forrester, Darla Basamania, Linda Jones (via telephone). Also present Chief Anselmo, Chief Prentice, Office Manager Tami Wood and Counsel Nicolas Cornelius (via telephone).
3. **CALL TO THE PUBLIC:**
Discussion and consideration of comments and complaints from the public. Those wishing to address the Puerco Valley Fire Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised on the call to the public. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.
4. **READING AND APPROVAL OF MINUTES:**

Regular Session of October 19th, 2023, **MOTION Josie SECOND Darla CARRIED 5-0**

Special Meeting of October 27th, 2023, **MOTION Josie SECOND Toni CARRIED 5-0**



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5. OLD BUSINESS:

Status of CON matters, Status of Grant, Status of Arizona Dept. of Health Services matters, Status of Audit, Ambulance Matters, Accounting/CPS matters, creation of new email domain (.gov)-Counsel/Chief Anselmo

- CON- Rate increase request was done by Chief Anselmo in April 2023. We received paperwork stating we did receive the 3.5% increase.
- DHS matters- Lawyers are working on documents that were requested by DHS/BEMS for the Corrective Action Plan.
- Grant-Chief Anselmo spoke to Vanessa Hall with FEMA. Paperwork has been sent off. We are behind on our grants and Vanessa will work with Chief Anselmo to get caught up. The Fire District can file arrears dating back to July 2022.
- Accounting/CPA Matters- Stanley Carpenter is currently doing payroll for the District. Starting in January 2024, the Fire Board can request qualifications from different companies if they decide to switch.
- .Gov domain- Still 30 days out, haven't received any new updates.

Budget questions/clarifications (employee pay, ASRS/FICA/FIT)-Josie

- Board Director Forrester asked for several clarifications on the budget. She was given paperwork by Chief Anselmo so she can go over it in more detail for the next board meeting. Stanley Carpenter handles all payment of taxes using e-pay.

Update/Status on Audit-Josie

- Director Wood is continuing to assist Lisa Parke with finishing the yearly audit. We are waiting on Apache County to get us some paperwork.

Update/Status of receiving reimbursement from the grant for wages paid out-Josie

Update on fingerprints/drug tests-Linda

- Nothing has been done about fingerprints/drug test. The majority of the employees have gotten their fingerprints done. We will have the new employees get them done soon. After all the fingerprint cards have been received, we will contact DPS and get them sent in. We will look into getting drug tests done as well.

6. REPORTS AND CORRESPONDENCE:

Correspondence

Fire Chief's Report

- Board requested EMS Chief Prentice also does his own report related to the EMS side.
- We will be doing monthly fire drills at Valley High School. We will also be doing fire drills at the Elementary School and the Middle School.
- The order for the stove for the station has been put on hold.

Expense Report

- Director Wood brought up that there was a double charge from Texas Roadhouse on the credit card.
- The credit card in the name of Cliff Snyder was cancelled. Chief Anselmo ordered another credit card and opened a new account with that card. Director Wood advised she could not see that account and could not access it. Director Wood will call Wells Fargo to get this taken care of.
- Board questioned the warrant for \$2,884.92 from Positive Promotions. Chief Anselmo advised this was a purchase of items for children for fire safety. The Board Directors were not pleased with the charge. Director Begay would like the Fire District to instead go in person to the schools to speak to the children, instead of just giving them toys/coloring books.

Financial Report

- Financial Report will be added into the budget, will not be printed any longer.

Approval of Finances: **MOTION** Darla **SECOND** Toni **CARRIED 2-3**

- The finances were not approved by the board. Director Jones abstained, Director Forrester and Director Begay voted Nay. Director Forrester advised Chief Anselmo that he was spending money unnecessarily after they asked him not to. The board advised they would table to conversation until the next board meeting.

7. EXECUTIVE SESSION: TIME 5:49pm **MOTION** Josie **SECOND** Sandy

Status of CON matters, Status of Arizona Dept. of Health Services matters, Ambulance Matters, Accounting/CPS matters, creation of new email domain (.gov), Synder notice of Claim-Counsel;

Lowering the \$15,000 limit that the Chief is authorized to spend without Board approval-Josie

The travel and training budget/Board should approve any further expense-Josie

Budget questions/clarifications (employee pay, ASRS/FICA/FIT)-Josie

Update/Status on Audit-Josie

Update/Status of receiving reimbursement from the grant for wages paid out-Josie

8 month evaluation of Chief Anselmo-Josie

8. NEW BUSINESS: Return to open meeting at 6:24pm

Lowering the \$15,000 limit that the Chief is authorized to spend without Board approval-Josie

- Director Forrester recommended the new limit is either \$500 or \$1,000. Director Jones recommended a \$2,000 limit. The Board agreed on the \$2,000 limit.

The travel and training budget/Board should approve any further expense-Josie

- Director Forrester advised there would be no more approval for training at this time. Chief Anselmo advised there is mandatory training that everyone has to do through AFDA. Director Wood and Director Forrester advised that everyone has already completed the require training and the AFDA Conferences are not mandatory.

Breakdown of payments to (Nicolas Cornelius, Lisa Parke, Kutak Rock, Hinton Burdick, Stanley Carpenter)- Josie

- The charges for Kutak Rock will be listed under the ambulance charges.

EMS Chief's Report to be added to meetings-Josie

8 month evaluation of Chief Anselmo-Josie

- Evaluation forms were given to the Board members and Chief Prentice and Office Manager Tami Wood. They are to be filled out for Chief Anselmo.
- Instead of completing the evaluations on Chief Anselmo, the Board voted to immediately terminate Chief Anselmo with cause reference 5.1, 5.2, 5.3, 5.4 on his contract

Approval of Termination of Chief Anselmo: **MOTION Josie SECOND Darla CARRIED 5-0**

9. NEXT FIRE BOARD MEETING WILL BE ON December 14th , 2023 at 4:30pm.

10. ADJOURNMENT: MOTION Josie SECOND Darla 6:26pm