



**JULY 17, 2024 SPECIAL MEETING 6:30 PM
98 N OAK, BENSON, AZ 85602
MINUTES**

CALL TO ORDER @ 6:30 P.M.

ROLL CALL

Attendees:

Keith Rogers Board Chairman
Deborah Wise Board Clerk
Dana Law Board Member
Mike Nervik Board Member
Sonja Salcido Board Member

DECLARATION OF QUORUM

All board members are present

Item 1: PLEDGE

Item 2: CALL TO THE PUBLIC

Robert Murray, representing himself, submitted his request to speak on the sign-up sheet and addressed the board.

Item 3: READING OF THE BOARD APPRECIATION LETTER

Chairman Rogers read a letter of appreciation from the entire board to all agencies involved with the recent fire at Rapid Towing in Mescal.
No Action taken.

Item 4: APPROVAL OF DRAFT MINUTES MAY 29, 2024 REGULAR MEETING

Motion passed 5-0

Motion made by Deborah Wise; Motion seconded by Dana Law

Voting:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 5: APPROVAL OF DRAFT MINUTES JUNE 12, 2024 SPECIAL MEETING

Motion passed 5-0

Motion made by Deborah Wise; Motion seconded by Dana Law

Voting:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay



- Item 6:** APPROVAL OF DRAFT MINUTES JUNE 26, 2024 REGULAR MEETING
Motion passed 5-0
Motion made by Keith Rogers; Motion seconded by Mike Nervik
Voting:
Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay
- Item 7:** APPROVAL OF DRAFT MINUTES OF THE FIRST OF TWO JULY 8, 2024 EMERGENCY MEETINGS
Motion passed 5-0 with justification added to the approved minutes in accordance with A.R.S 38-431.02(J) and Arizona Agency Handbook 7.7.9 par.4., and place in the minutes a statement that sets forth the reasons necessitating the emergency discussion, consideration, or decision.

Motion made by Dana Law; Motion seconded by Mike Nervik
Voting:
Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay
- Item 8:** APPROVAL OF DRAFT MINUTES OF THE SECOND OF TWO JULY 8, 2024 EMERGENCY MEETINGS

Motion passed 5-0 with justification added to the approved minutes in accordance with A.R.S 38-431.02(J) and Arizona Agency Handbook 7.7.9 par.4., and place in the minutes a statement that sets forth the reasons necessitating the emergency discussion, consideration, or decision.

Motion made by Keith Rogers; Motion seconded by Dana Law
Voting:
Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay
- Item 9:** BUDGET FOR CHIEF JOB CONTRACT

Chairman Rogers sought clarification on previous board actions.
Clerk/Secretary Wise provided clarification on this agenda item.

Chairman Rogers asked for clarification on wage range.
Clerk/Secretary Wise provided clarification on this range.

Board member Dana Law made comments and sought clarification on specific requirements to be included in the contract.
Chairman Rogers suggested agenda item 10 be addressed first, and come back to Agenda item 9.
It was a consented to do so.
After Item 10 was addressed:
Chairman Keith Rogers called for discussion.
Board member Dana Law commented and sought clarification.
Clerk/Secretary Deborah Wise provided clarification.



Chairman Keith Rogers commented.
Clerk/Secretary Deborah Wise sought clarification.
Board member Mike Nervik provided clarification.
Board member Dana Law provided clarification.
Clerk/Secretary Deborah Wise commented.
Chairman Keith Rogers commented.
Board Member Mike Nervik sought clarification.
Board Member Dana Law commented.
Clerk/Secretary Deborah Wise commented.
Chairman Keith Rogers commented on urgency of agenda item.

Bruce Andrews, former board member and current financial volunteer, made comments clarifying budget line items.

Chairman Keith Rogers commented on the budget item.
Board member Mike Nervik commented on the agenda item.
Clerk/Secretary Deborah Wise commented on final agenda item.

The Chief's wage agreement for future contract is to be within a range of \$45,000-\$55,000

Motion passed 5-0

Motion made by Deborah Wise; Motion seconded by Dana law

Votes:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 10: APPROVAL OF FIRE CHIEF JOB DESCRIPTION

Chairman Keith Rogers made comments of the basic requirements to be included in this agenda item and asked for discussion.

Board member Mike Nervik made comments on the requirements to be included in this agenda item and sought clarification about this agenda item.

Chairman Rogers provided clarification.

Board member Mike Nervik made comments.

Board Clerk/Secretary Deborah Wise made comments on this agenda item and sought clarification of a stipend qualification for hours above contract hours for in-field calls.
Board member Mike Nervik said he would seek clarification from an outside source.

Clerk/Secretary Deborah Wise sought board member comments on any adjustments needed.
Chairman Keith Rogers pointed out some minor typos.
Board Member Mike Nervik sought clarification.



Board Member Mike Nervik made comments consenting to basic part time job description.
Chairman Keith Rogers called for any other comments or adjustments to the agenda item and added comments clarifying the job description.
Board member Dana Law added comment.

The job description to include part time, 24 hours a week, 12 hours in the office and 12 floating hours, contract with a range of \$45,000- \$55,000 a year DOE.

Motion with amendments passed 5-0

Motion made by Mike Nervik; Motion seconded by Dana Law/Deborah Wise

Votes:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 11: APPROVAL OF POSTING CHIEF VACANCY AND JOB DESCRIPTION

Chairman Keith Rogers made comment on the agenda item and asked for discussion.

Board member Dana Law asked for clarification.
Clerk/Secretary Deborah Wise provided clarification
Board Member Mike Nervik Sought clarification.
Clerk/Secretary Deborah Wise sought finalization.
Chairman Keith Rogers provided posting location clarification.
Board member Mike Nervik made comments.
Chairman Keith Rogers asked for clarification.
Board member Mike Nervik provided clarification.
Board Member Dana Law provided clarification.

Posting will occur on various free posting sites locally and statewide.

Motion passed 5-0

Motion made by Keith Rogers; Motion seconded by Mike Nervik

Votes:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 12: APPROVAL OF CHIEF HIRING COMMITTEE

Chairman Rogers made comments on the agenda item and asked for discussion.

Clerk/Secretary Deborah Wise asked for clarification.
Board member Mike Nervik provided clarification and comment on the agenda item.

Chairman Keith Rogers provided comment on the agenda item.
Board member Mike Nervik provided comment on the agenda item.



Chairman Keith Rogers sought clarification on the agenda item.
Board member Mike Nervik provided clarification.

Chairman Keith Rogers provided comment on the agenda item.
Board member Mike Nervik provided comment.

Clerk/Secretary Deborah Wise sought clarification.
Board member Mike Nervik provided clarification.

Clerk/Secretary Deborah Wise sought clarification.
Board member Mike Nervik provided clarification.

Chairman Keith Rogers commented on the finalization of the agenda item and asked for clarification on letter of interest deadline and posting places.

Board member Dana Law commented on the agenda item.
Clerk/Secretary Deborah Wise commented on the agenda item.
Board member Mike Nervik commented on the agenda item.

Chairman Keith Rogers recapped the finalization of the agenda item to include a 3-person board, 1 all-encompassing local chief, 1 community member, and 1 board member. The community member shall apply to be on the hiring board, the Chief shall be invited to participate.

Motion passed 5-0
Motion made by Mike Nervik; Motion seconded by Deborah Wise
Votes:
Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 13: APPROVAL OF POLICY FOR FUTURE POSTING OF MINUTES

Chairman Keith Rogers commented on the agenda item and asked for discussion.

DRAFT audio minutes shall be posted on the website.
APPROVED PDF meeting minutes will be posted on the website.

Clerk/Secretary Deborah Wise made comments on the agenda item.
Board member Dana Law made comments on the agenda item.
Chairman Keith Rogers made comments on the agenda item.

The policy is to be in accordance with ARS and industry standards. Immediate implementation.

Motion passed 5-0



Motion made by Dana Law; Motion seconded by Mike Nervik

Votes:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 14: APPROVAL OF POLICY FOR FUTURE POSTING OF AGENDAS

Chairman Keith Rogers made comments on the agenda item and asked for discussion.

Agendas shall be posted in the timeframe, excluding documents with privileged and confidential information and in accordance with ARS and industry standards. Immediate implementation.

Motion passed 5-0

Motion made by Mike Nervik; Motion seconded by Deborah Wise

Votes:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 15: DISCUSSION OF PUBLIC RECORDS POLICY

Chairman Keith Rogers made comments on the agenda item and asked for discussion.

Clerk/Secretary Deborah Wise commented on the agenda item.

Chairman Keith Rogers commented on this agenda item.

Board member Mike Nervik made comment and provided examples of policy from other agency's policies, and made comment that counsel has approved moving forward on the agenda item.

Chairman Keith Rogers made comment on the agenda item.

Clerk/Secretary Deborah Wise sought clarification on adding this agenda item to a future agenda with board input on examples of policies for review.

Motion passed 5-0

Motion made by Deborah Wise; Motion seconded by Dana Law

Vote:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 16: NEWLY APPOINTED BOARD MEMBER CONFLICT OF INTEREST STATEMENT

Chairman Keith Rogers commented on the agenda item.

Board member Mike Nervik submitted a conflict-of-interest statement.

Mr. Nervik shall be reinstated to his position as the MJ6FD reports reviewer without pay.



Mr. Nervik made comments to this agenda item stating it had been cleared by counsel.

No action taken.

Item 17: APPROVAL OF BOARD RESPONSIBILITIES IN ABSENCE OF THE CHIEF

Chairman Keith Rogers made comment on the agenda item and asked for discussion.

Clerk/Secretary Deborah Wise commented on the Grant Writer status.

Chairman Keith Rogers commented on the liaison duties of Deborah Wise and Mike Nervik.

Clerk/Secretary Deborah Wise made comment on the agenda item.

Board member Mike Nervik made comment on having his access restored.

Board member Dana Law made comment on maintenance oversight.

Chairman Keith Rogers moved to make Debi Wise the Grant Writer and District Office Admin liaison, and Mike Nervik to continue to EMS volunteer report review in the absence of a chief.

Motion passed 4-1 abstention

Motion made by Keith Rogers; Motion seconded by Deborah Wise

Votes:

Dana Law Yay, Deborah Wise Yay, Mike Nervik abstained, Sonja Salcido Yay, Keith Rogers Yay

Item 18: APPROVAL OF OPERATIONS REPORTING

Chairman Keith Rogers commented on the agenda item and asked for discussion.

Clerk/Secretary Deborah Wise commented on the agenda item.

Board member Dana Law commented on the agenda item in reference to large purchases for maintenance having oversight.

Board member Mike Nervik made comment on the agenda item.

Clerk/Secretary Deborah Wise made comment on the agenda item.

Chairman Keith Rogers made comment on the agenda item.

Operations shall send an email report to the board weekly regarding any activity, purchases, needs, or stats in the absence of a chief.

Motion passed 5-0



Motion made by Keith Rogers; Motion seconded by Deborah Wise

Votes:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 19: APPROVAL OF YEAR END EXPENDITURES AND TRANSFER TO RESERVE

Chairman Keith Rogers commented on the agenda item and asked for discussion.

\$104,789.52 will be moved from O&M account to the Reserve account as recommended by Cochise County Treasurer Cathy Traywick.

Motion passed 5-0

Motion made by Keith Rogers; Motion seconded by Sonja Salcido

Votes:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 20: APPROVAL OF NATIONAL BANK CREDIT LIMIT

Chairman Keith Rogers commented on the agenda item and asked for discussion.

Clerk/Secretary Deborah Wise concurred this was a good idea.

Office Administrator Denise Serna's bankcard cap will be increased to \$5,000 to cover expenditures in the absence of a Chief.

Motion passed 5-0

Motion made by Dana Law; Motion seconded by Sonja Salcido

Votes:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 21: ACTION TAKEN TO RECOVER DISTRICT ASSETS

Chairman Keith Rogers commented on the agenda item and asked for discussion.

Clerk/Secretary Deborah Wise stated that there was still a tablet outstanding that had been issued to a former board member.

Board member Dana Law stated the Chief's truck had been delivered to Mr. Law's property had been inventoried and was found to have a blown head gasket. No outstanding equipment is pending return.

Board member Mike Nervik commented that he had followed Chief Moran to Mr. Law's property and had given Chief Moran a ride back home.



Chairman Keith Rogers commented on the agenda item suggesting a certified letter be issued with follow-up of a CCSO report to be filed after 3 days, if no response from the former board member.

Adoption of action to recover district assets effective immediately.

Motion passed 5-0

Motion made by Mike Nervik; Motion seconded by Sonja Salcido

Votes:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 22: APPROVAL OF ATTORNEY ACCESS POLICY

Chairman Keith Rogers commented on the agenda item and asked for discussion.

Adoption of Attorney Access Policy with immediate implementation.

Motion passed 5-0

Motion made by Mike Nervik; Motion seconded by Sonja Salcido

Votes:

Dan Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 23: APPROVAL OF APPARATUS MAINTENANCE INVOICE – RDO

Chairman Keith Rogers commented on the agenda item and asked for discussion.

Board member Dana Law commented that expenditures need over sight.

Chairman Keith Rogers commented that end of the fiscal year large expenses are unacceptable.

4 invoices totaling \$10, 439.73 are to be paid out of the Reserve account.

Motion passed 5-0

Motion made by Keith Rogers; Motion seconded by Dana Law

Votes:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 24: APPROVAL OF APPARATUS REPAIRS – FIRE TRUCK SOLUTIONS

Chairman Keith Rogers commented on the agenda item and asked for discussion.



Board member Dana Law commented that the services this company provide are specific and the repairs must be done by a certified organization, unlike the services provided on the previous invoices.

1 Invoice ending in #1257 totaling \$8,521.28 are to be paid out of the Reserve account.

Motion passed 5-0

Motion made by Keith Rogers; Motion seconded by Dana Law

Votes:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 25: APPROVAL OF FUTURE MEETING SCHEDULE

Chairman Keith Rogers commented on the agenda item and asked for discussion.

Board discussed calendar dates, schedules, and Office Admin schedules.

July 24, 2024 Special Budget Hearing

July 31, 2024 Regular Meeting

Motion passed 5-0

Motion made by Dana Law; Motion seconded by Sonja Salcido

Votes:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Item 26: FUTURE AGENDA ITEMS

Chairman Keith Rogers commented on the agenda item.

Clerk/Secretary Deborah Wise commented that if anyone has agenda items after the meeting, please email them to Denise.

Chairman Keith Rogers asked the board members if they had any items for the future agenda.

Board member Sonja Salcido – Nothing yet.

Board member Mike Nervik: Maintenance, building, and fleet liaison.

Board member Dana Law – Establish a local or regional maintenance vendor.

Clerk/Secretary Deborah Wise– Grant writer contract, transfer void.

Chairman Keith Rogers – Placeholder for executive session for personnel.

Item 27: ADJOURNMENT

Meeting adjourned at 8:48 p.m.

Motion passed 5-0



Motion made by Mike Nervik; Motion seconded by Keith Rogers

Votes:

Dana Law Yay, Deborah Wise Yay, Mike Nervik Yay, Sonja Salcido Yay, Keith Rogers Yay

Minutes compiled and submitted by

Deborah Wise

Board Clerk/Secretary



Keith Rogers Chairman



Deborah Wise Clerk/Secretary