Blue Ridge Fire District

Blue Ridge Fire District Board of Directors Meeting

August 21, 2026 9:00 AM

Minutes

1. Call to Order Meeting was called to order at 9:03 by Chair Mike Bourne
2. Pledge of Allegiance
3. Roll Call of Board Members Brian Alexander, Mike Bourne, Laurie Hawke, Linda McDermott, and Casey Samsill
4. Review and Adoption of the Agenda:
   Brian Moved and Linda 2nd motion to adopt the agenda
   Motion passed unanimously
5. Call to the Public
   CALL TO THE PUBLIC: ARS 38-431.01 (H)
   A public body may make an open call to the public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
   Laurie expressed much appreciation for the awesome crew!
6. Review and Adoption of Minutes to July 17, 2026 Meeting
   Casey Moved and Linda 2nd motion to adopt the minutes to the July 17, 2026 meeting
   Motion passed, Brian abstained
7. Announcements
   August 22, 2026 Starlighters Breakfast tomorrow 8-9:30
   Fire Board Candidates (6) will speak at the Starlighters Breakfast tomorrow
   Sept 5 Auxiliary Craft Fair at the Firehouse
   Sept 6 Joe Hammer Annual Memorial Corn Hole Tournament at Noon, funds a scholarship to support FireFighter School attendance
   Sept 11, at 8:30 am, Remembering 9/11 at Starlight Community Center,
8. Reports and Correspondence
   a. Chairperson's Report:
      Successful annexation of CCP 3&7
      Update on process to annex CCP 3&7: Certified copy to be returned by mail anytime beginning Monday, at which point will be submitted to AZDoR.
      Fire District Governing Board candidate forum tomorrow, Saturday, at the Starlighters Breakfast
   b. Chief's Report:
      a) Personnel: 15 volunteers, 10 paid reserve, 8 full-time (7paramedics), and 1 part-time admin. 2 new volunteers hired this week!
      b) Apparatus: All 3 ambulances now have buck stop bumpers installed courtesy of Captain Chad Richey. Kyle Chambliss working diligently to get new lightbars installed on ambulances, brush truck, and staff vehicles. Kyle also did some in-house repair work on BR 116 foam system. Diesel fuel transfer tank installed by Captain Richey on Utility 111. WT 111 completion eta late September 2026. All apparatus in service.
      c) Incident Report: Total call volume for July was 35. 27 EMS, 0 Fire, 3 MVC, and 5 Service calls
      d) Training Report: 250 hours in July including ground ladders, ropes and knots, policy manual review, hazardous materials, pediatric assessment and treatment with Phoenix Children's Hospital SIMBULANCE. Chief Paine and BC Chester attended the Arizona Fire Chiefs' Association Conference in Glendale and both have completed their annual CJIS fingerprint training as required.

e) Updates/Announcements: CCP Units 3&7 annexation—Boundary change ordered 8/15/26 and recorded on 8/17/26; HJ building final agreement received for fire board signature 8/21/26; Fire suppression agreement renewals (and new subscriptions) $48,876.15 with Camp Colley; FHS grant deposited $39,786.44 for Polaris Ranger Crew XP 1000 Northstar order; Emergency Medical Responders class through Coconino Community College moving forward; Fire Board Candidate Forum August 22, 8.30-9:30 at the Starlighter Breakfast; Community CPR class @ Station One on August 22, 1:00-3:00; BRFD Auxiliary Arts and Crafts Sale @ Station One on September 5, 8:00-2:00; Joe Hammer Cornhole Tournament @ Station One on September 6, begins at noon; Arizona State Fire School September 10-13, 6-8 of our firefighters will attend.

9. Review and Adoption of the July 2026 Financial Reports
   Brian Moved and Laurie 2nd motion to adopt the July 2026 Financial Reports
   Motion passed unanimously
10. OLD BUSINESS
    a. Discussion with possible action to sign the USFS Special Use Permit for the Happy Jack Fire Station
       Non-exclusive agreement, but standard with USFS
       Re-apply in 2045, The Board then should apply at earliest
       Will take time to complete the entire process of taking over.
       Brian Moved and Linda 2nd to authorize Fire Chief Paine sign the USFS Special Use Permit for the land on which the Happy Jack Fire Station stands
       Motion passed unanimously
11. NEW BUSINES
    a. Discussion with possible action to sign the Saunders Engagement Letter for FY 2025-2026 audit.
       Is there an increase in the charge? Some increase, yes. Year to year agreements going forward
       Casey Moved and Brian 2nd motion to sign the Saunders Engagement Letter for the FY 2025-2026 audit
       Motion passed unanimously
    b. Discussion with possible action to approve the revised May 2026 and the revised June 2026 financial reports.
       Brief explanation
       Laurie Moved and Linda 2nd motion to approve the revised May and June 2026 revised audits
       Motion passed unanimously
    c. Discussion with possible action to approve and ratify the Public Hearing Minutes from August 15, 2026, during which the annexation of CCP 3&7 was ordered.
       Casey Moved and Linda 2nd motion to approve and ratify the Public Hearing Minutes from August 15, 2026
       Motion passed, Brian abstained
    d. Discussion with possible action to create a timeline to refund CCP 3&7 subscribers
       Discussion of timelines
       Mike moved and Brian 2nd approval of prorated refunds to 3&7 subscribers as of October 1, 2026, conditional on Coconino County and AZDoR approvals by that date
       Motion passed unanimously
    e. Discussion with possible action to set a date for Fire Chief evaluation meeting or Executive Session

Discussion, including budget process, possible new board members, contract, Chief desires feedback, etc.
Casey Moved and Linda 2nd motion to schedule an executive session to conduct a performance evaluation on the Chief immediately following the regularly scheduled Board Meeting on October 16, 2026
Motion passed unanimously

12. Adjournment
    Brian Moved and Linda 2nd motion to adjourn
    Motion passed unanimously
    Meeting was adjourned at 10:18

Respectively submitted,
Laurie Hawke, Clerk