

MEETING MINUTES OF THE GREER FIRE DISTRICT

BOARD OF DIRECTORS

Meeting Time/Date: 1900 Hours, 28 August 2013

Meeting Location: Greer Fire District Station 2, 38974 SR 373

I.) CALL TO ORDER

Dan Leeds called the meeting to order at 1900 hours. Dan thanked Chief Wade and Lee Smith for the preparation of the large packets now required by law. He also thanked Lee for running a new electrical circuit for the high pressure refill station.

II.) ROLL CALL OF FIRE BOARD MEMBERS

Attendees: Leeds, Wright, Smith, Diepstraten, Combs, Chief Wade, Lt. Struble

III.) SCHEDULED PUBLIC APPEARANCES - None

- Auxiliary Report

Chief reported that on August 10 we cut the 19 checks of \$316.25 each for the families of the fallen firefighters in the Yarnell fire.

- Web Site Report - None

- Annual Audit Report

Lee presented the peer review letter from CALCPA which states that our audit was suitably designed and satisfactory. Lee reviewed the requirements of HB2572 which mandates that the Board review on a month basis all financial information of the District. We went from three reports to nine reports. These include:

1. Register of Checks (List of checks)
2. Register of Warrants (List of warrants)
3. Register of Deposits (List of deposits)
4. Statement of Financial Activities (Income Statement/Profits & Loss)
5. Statement of Net Assets (Balance Sheet)
6. Cash Flow Projection – Updated each month
7. All reports from County Treasurer (Copy of Treasurer Monthly Reports)
8. All reports from all financial institutions (Copy of all bank statements)
9. A reconciliation of **ALL balance sheet** accounts.

IV.) CALL TO THE PUBLIC: None present

V.) CONSENT AGENDA

A. Minutes – July 25, 2013

B. Chief's Report – Chief said the only addition to the report which is attached and made a part of these minutes is the record of dispersal of funds for the annual pancake breakfast.

Steve Vickers is on assignment with Eagar Fire on a California Fire. Chief
read the letter written to each of the families of the Granite Mountain Hotshots.

C. Chairman’s Report: Dan discussed an article advocating “buy local and buy American” by two Bozeman, MT builders.

D. Treasurer’s Report – Again, we did not receive the County information in a timely manner. Next month we will prepare the packets for the Wednesday before the meeting using the information we have.

Dan asked about tax revenue status at the end of last FY. It was 96.9%. When we receive the balance it will be posted as revenue this FY. By next

meeting we will know what our year-end carryover was. Lee said the new law does not require us to do the fund balances but he does it because it shows Bellinger Springs, Auxiliary and Pension. The most

economical method for presentation of the audit by the auditor would be to call a special meeting to coincide with his visit to other area districts, thereby allowing us to share the expenses of the auditor's travel.

Each of the previously listed reports was reviewed by Lee. Dan

expressed concern that all our information may not be backed up. Lee explained that we are looking into certain “Cloud” services to do that. Ted mentioned “Verbatim”.

Bob suggested that much paper could be saved if one copy of the required reports was printed and each Board member be required to sign that he had reviewed it.

Lee said that some fire districts are loading all the information on an I-Pad and each Board member checks it out for review. Ted brought up a security issue and the possibility of changes being possible with this method.

Account balances 08/01/2013

General Fund:

10-1010 Apache County Treasurer.....	\$
10-1015 Payroll National Bank of AZ.....	\$ 23,808.77
10-1020 Special Revenue National Bank of AZ.....	\$ 92,789.06
10-1025 Capital National Bank of AZ.....	\$ <u>39,399.66</u>

General Fund Total.....\$

Greer Fire District Auxiliary.....	\$ 6,572.03
Greer Fire District Pension.....	\$ 8,560.14
Bellinger Springs Water Users.....	\$ 1,560.39

E. Committee Reports – None

F. Correspondence: Chief reviewed the Brown and Brown insurance proposal from VFS.

Two thank you notes were received from the Pena family and the widow of Andrew Ashcraft.

Lee moved acceptance of the Consent Agenda. Second by Jim. Unanimous.

VI.) DISCUSSION AND POSSIBLE ACTION CALENDAR

- A. Personnel Issues - Chief Wade Captain
 Carnwright will be moving out of District and back to Eagar. Ashley will be working in Show Low so will be leaving the District. Captain Carnwright
 cannot be salaried because he can't be exempt from overtime. Chief is working on ways to arrange his hours and duties during his recuperation. Most Omni
 Advantage renewals are done.
- B. Volunteer and hiring Candidates – Chief Wade
 We would like to get two more reserves to fill in on shift coverage.
- C. Auxiliary Activities – None
- D. Standard Operating and Administrative Procedures – Chief Wade – The internal controls SAP was signed.
- E. Highway Safety MP 386, Highway 373
 There was discussion regarding possible action to improve safety on the curve at MP 386, Highway 373. Motion by Lee – We resolve to draft a letter to ADOT regarding the curve at Hall Creek. The letter should include improved signage, installation of rumble strips and arrows, and moving the existing warning and speed sign or removing the aspen tree in front of it. Second by Ted. Bob will draft the letter. Unanimous.

VII.) BOARD MEMBER COMMENTS

Dan asked about the status of the equipment on Type 3. Chief is doing an inventory and based on State requirements he will make the needed purchases.

Next meeting will be 25 September 2013.

VIII.) ADJOURNMENT at 2058 hours

By: _____

Robert L Combs, Clerk of the Board

Board Members:

Dan Leeds, Chairman _____

Ted Diepstraten _____

Jim Wright _____

Bob Combs _____

Lee Smith _____