



MINUTES

AVRA VALLEY FIRE DISTRICT

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Meeting Date: Wednesday, March 12, 2014
Meeting Time: 10:00 AM
Location: 15790 W. Silverbell Road, Marana, AZ 85653 – day room

- 1) **Call To Order** The meeting was called to order by Chairman Castaneda, Jr. at 10:00 AM.
- 2) **Pledge of Allegiance** The Pledge of Allegiance was recited by all present.
- 3) **Roll Call** In Attendance:

Board

Chairman Castaneda, Jr.
Vice-Chair Aleyna Lassen (present by phone)
Clerk Sara Bauer
Director Eric Neilson
Director Brian Horch (Absent, Excused)

Staff

Chief Delfs
Assistant Chief Klein
Lorrie Palmquist, Finance/Admin Manager
Counsel Wencker (present by phone)
Jim and Trisha Saunders, Auditors

4) **Review, Discussion and Possible Action regarding the Auditor presentation of the June 30, 2013 Audited Financial Statements**

Chairman Castaneda welcomed the auditors. Mr. Saunders addressed the Board, highlighting the following points from the June 30, 2013 Audit Report:

- The opinion rendered for the District at June 30, 2013 was clean. The Auditor commented that a clean opinion is given when the financial statements are accurate and present fairly in all material aspects the financial position of an entity, and is as good an opinion as you can receive. He explained that it is the responsibility of the District to prepare and present the financials, while it is the responsibility of the Auditor to report on their fair presentation through research and investigation.
- Mr. Saunders defined the *Management Discussion & Analysis* as a letter prepared by management which tells the public what the District has been accomplishing for the past year and explains the financials in a verbal narrative. The Auditor confirmed that the letter does not contradict the financial statements.
- Mr. Saunders directed the Board to the footnote section of the Audit Report, stating that the notes are required supplemental information. Footnotes generally include information such as a Budget-to-Actual comparison of financial performance, information on insured depository funds, pension related information, as well as other required information. He commented that whereas the pension information is now required as a supplement, soon GASB will require a pension liability presentation within the body of the financials.

- Mr. Saunders explained that mandated internal control standards must be followed. The internal controls for the District have been addressed and the Auditor is confident that processes are in place to provide more complete, accurate and timely information.
- Mr. Saunders shared that pending legislation may require mandatory training for all Board members and Fire Chiefs.

Chief Delfs expressed public thanks to the auditors for their thorough performance of the audit, expressing special thanks for their accessibility and responsiveness. Mr. Saunders responded that it is very positive to see Board members making every effort to educate themselves regarding District business. Chairman Castaneda also expressed thanks to the auditors for their honest input and integrity in service to the District.

5) Date of Next Regular Board Meeting - March 19, 2014

6) Adjournment

Director Neilson motioned to adjourn the meeting. Clerk Bauer seconded.
Meeting adjourned at 10:39 AM.

Date: March 19, 2014

Signed: Chairman Castaneda, Jr.

Board Members

Luis Castaneda, Jr. Aleya Lassen Sara Bauer Eric Neilson Brian Horch

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