

MINUTES

AVRA VALLEY FIRE DISTRICT REGULAR MEETING OF THE BOARD OF DIRECTORS



Meeting Date: Tuesday, February 28, 2017
Meeting Time: 10:00 AM
Location: 21021 E. Homestead Drive, Red Rock, AZ 85145

Recording On.

- 1) **Call To Order** Chairman Castaneda called the meeting to order at 10:03 AM.
- 2) **Pledge of Allegiance** The *Pledge of Allegiance* was recited by all present.
- 3) **Roll Call** Secretary Palmquist called roll. In attendance:
Chairman Castaneda, Jr. Chief Delfs
Vice-Chairman Bauer Assistant Chief Klein
Clerk Neilson Lorrie Palmquist, Finance/Admin
Director Horch (present by phone) Counsel Wencker (present by phone)
Director Armendarez (present by phone) Captain Mike Tharp, Union President

4) **Recognition of Personnel** NONE

5) **Approval of Minutes from the Regular Meeting and Executive Session held January 25, 2017**

Vice-President Bauer motioned to go into Executive Session to discuss the January 25 Minutes. The Session is to include the Board members, Counsel Wencker and Chief Delfs. The regular meeting convened in Executive Session at 10:08 AM and reconvened at 10:21 AM. Chairman Castaneda cautioned all present that matters considered in an executive session must not be discussed or deliberated publicly under penalty of law.

Vice-Chairman Bauer motioned to approve the Minutes from the regular Board meeting held January 25, 2017. Clerk Neilson seconded. ***Motion carried unanimously, 5:0.***

Vice-Chairman Bauer motioned to approve the Minutes from the Executive Session held January 25 2017, with the recommended amendments as discussed in today's Executive Session. Seconded by Director Armendarez. ***Motion carried unanimously, 5:0.***

6) **Call To The Public** NONE

7) **Announcements, Current Events & Correspondence**

- **Pinal County Special District's Meeting March 28, 2017**
- **State of the Town Address & Luncheon April 14, 2017**

8) **Review, Discussion and possible Action to approve and accept the Audit Report for the fiscal year ended June 30, 2016**

Auditor Jim Saunders joined the meeting via telecomm to present the Audit Report for the fiscal year ended June 30, 2016. Mr. Saunders expressed thanks to the District for the privilege of conducting the annual audit. He began the brief presentation by stating that management is responsible for the preparation of the financial statements and the statements are the property of the District. Further, the auditor's responsibility is to express an opinion on them. He continued by explaining that State law requires that an auditor express an opinion on three separate areas of operation of a fire district. Overall, the District received a clean opinion. He further added that everything was well done and in order.

- The auditor issued a clean opinion, stating that the financial information is correct in so far as the accounting rules and that the underlying information is accurate. Mr. Saunders found no errors, problems or issues in presentation or accuracy.
- State legislation requires additional standards for governmental audits, requiring a separate report on internal controls. The auditor is required to review policies and procedures to assure that they are adequate, are followed, and are in compliance with laws and regulations. The auditor did not identify any deficiencies or material weaknesses regarding adequacy or implementation, and found no instances of non-compliance.
- State legislation further requires an opinion regarding compliance with budgetary submissions. The Board of Directors is required to certify that they will not spend beyond what is available. The auditor is required to perform additional procedures and conduct enough testing to verify compliance with this regulation. Mr. Saunders reported that nothing came to his attention which implied any failure to comply with this regulation. The District did attest to the Counties that they would not spend beyond budget, and the District followed that condition.

Vice-Chairman Bauer motioned to accept the Audit Report for the fiscal year ended June 30, 2016. Clerk Neilson seconded. ***Motion carried unanimously, 5:0.***

9) **Chief's Report**

The Chief highlighted the following items from his report:

- The battery backups have been installed.
- The competitive hiring process has begun. The District received 48 applications, with 41 applicants going on for the written test, and 20 moving on to the oral boards. He stated that he made it abundantly clear to all applicants that because we are filling these positions with grant funding, the District may not be able to maintain the positions once the grant funding comes to an end.
- The Chief has reached out to APS Electric, leaders from Pinal County regarding the air park, developers in the ST 191 area, and several other community leaders

10) **Review, Discussion and possible Action to approve the January 2017 Financial Reports and authorize the Chairman and Clerk to sign the Certificate of Review.**

Vice-Chairman Bauer motioned to approve the January 2017 financial reports and authorize the Chairman and Clerk to sign the *Certificate of Review*. Clerk Neilson seconded.

Motion carried unanimously, 5:0.

11) ***Review, Discussion and possible Action*** to retroactively approve the emergency expenditure of approximately \$15,000 from the building maintenance budget line item for the repairs and replacement of water tanks, pumps and floats that failed at stations 191 and 193 during the month of January, and to reclassify \$15,000 from the contingency budget line item to the building maintenance line item.

Chief Delfs addressed the Board explaining that repairs and replacements have been effected. He reported that TriCo Electric had been doing working in the area of ST 191 and noticed substantial standing water around the well at ST 191. And, since the pump was continuing to run, the electrical system was damaged. There was a float issue at ST 193. After seeking quotes for repairs, the Board was immediately notified. The Board gave direction to proceed with repairs, with the intent of formal approval at the next regular Board meeting.

Vice-Chairman Bauer motioned to retroactively approve the emergency expenditure of \$15,000 from the building maintenance budget line item for the repairs and replacement of water tanks, pumps and floats that failed at stations 191 and 193 during the month of January. Chairman Castaneda added a friendly amendment to included authority for reclassification of \$15,000 from the contingency budget line item to the building maintenance line item. Clerk Neilson seconded. **Motion carried unanimously, 5:0.**

12) Reports of Board Members and Staff

- Chairman Castaneda reported that he attended the Pinal Partnership breakfast held February 3. It was well attended and was a great networking opportunity. Clerk Neilson also attended.
- Vice-Chairman Bauer reported that she and several of our firefighters attended a memorial service
- Chief Delfs welcomed new Union President, Captain Mike Tharp. Captain Tharp reported that the Union is hoping to become more active in our community.

13) Future Agenda Items: Vice-Chairman Bauer asked for a discussion of Facebook at the next meeting.

14) Date of Next Board Meeting: March 22, 2017

15) Adjournment

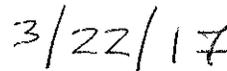
Chairman Castaneda motioned to adjourn the meeting. Vice-Chairman Bauer seconded.

Motion carried unanimously, 5:0. Meeting adjourned at 10:54 AM

Recording Off.



SIGNED



DATE

Board Members

Luis Castaneda, Jr. Sara Bauer Eric Neilson Brian Horch Thomas Armendarez

In accordance with the Federal law and the U.S. Department of Agriculture policy, Avra Valley Fire District is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202)720-6382 (TDD).