



CIRCLE CITY/MORRISTOWN FIRE DISTRICT
41026 N CASTLE HOT SPRINGS RD / P.O. BOX 26
MORRISTOWN, AZ 85342

BOARD MEETING MINUTES

February 26th, 2018 6:00PM
(ARS §§ 38-431 thru 38-431.09)

1) Call To Order

6:00PM – JC Campbell called the meeting to order

2) Pledge Allegiance

JC Campbell led the Pledge of Allegiance

3) Roll Call

JC Campbell called the roll call; the following were present: JC Campbell, Art Pfluger, Vivian Hughes, Fire Chief Harry Dame and Administrative Assistant Lacy Sorensen.

4) Public Comments

No public comments.

5) Discussion and Possible Action re: 2016-2017 Financial Review and Q & A with Julia Adams, CPA LLC

JC Campbell called Julia Adams and the board discussed the 2016-2017 Financial Review with her via speaker phone. All questions were answered. Julia Adams CPA LLC can be reached at 505-293-1362. JC Campbell made a motion to accept the 2016-2017 Financial Review as presented. Vivian Hughes second the motion. Vote: Aye – 3 Nay- 0

6) Discussion and Possible Action re: January 22nd, 2018 Board Meeting Minutes

JC Campbell made a motion to accept the January 22nd, 2018 Board Meeting Minutes as published. Vivian Hughes second the motion. Vote: Aye- 3 Nay-0

7) Discussion and Possible Action re: Financial Reports

- a) Transaction Detail by Account
- b) Profit and Loss vs. Actual
- c) Bank Statements
- d) Cash Flow Projection
- e) Balance Sheet

Financial reports were reviewed and discussed. JC Campbell made a motion to approve the financial reports as published. Art Pfluger second the motion. Vote: Aye- 3 Nay- 0

8) Discussion and Possible Action re: Fire Chief's Report

- a) Department Incident Reporting for January 2018
- b) Department Donations and Out of District Billing
- c) Capital Improvement Outlay
- d) 2018 Levy Limit Worksheet

Fire Chief reported on above items; No action taken.

9) Discussion and Possible Action re: Review of Board By-Laws

Board reviewed the By-Laws. JC Campbell made a motion to update the date the By-Laws were revised and signed and to move 1.1.25 elsewhere in the SOG's. Art Pfluger second the motion. Vote – Aye-3 Nay- 0

10) Discussion and Possible Action re: Possible Rescheduling of March 19th, 2018 Fire Board Meeting

Art Pfluger made a motion to move the March 19th, 2018 Board Meeting to March 26th, 2018 at 6:00pm. JC Campbell second the motion. Vote: Aye – 3 Nay – 0

11) Discussion and Possible Action re: Adopting a Form and Procedure for the Fire Chief's Annual Evaluation

JC Campbell presented an annual evaluation form he put together from several sample versions he received from CCFD's legal counsel. Board members reviewed the form and gave their feedback to JC Campbell regarding the process and the forms contents. This agenda item will be revisited at the next board meeting to provide the board members that were absent a chance to give their feedback on the process and form before moving forward. No action was taken.

12) Discussion and Possible Action re: Community Announcement/Event Program

No announcements or events to report.

13) Announcements (No Action Will Be Taken)

Items for next meeting agenda: Review and discuss the CCMFD Fee Schedules

14) Adjournment

Meeting adjourned at 7:59 PM.

Minutes prepared on March 1st, 2018 by:

Lacy Sorensen, Administrative Assistant

Circle City Morristown Fire District

MEETING DATE: February 26th, 2018

DATE MINUTES APPROVED: March 26th, 2018

Approved