



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

BOARD MEETING MINUTES

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

1) Call To Order

6:02PM – 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 (via telephone), Vivian Hughes, Beverly Layton, Chris Mueller, Fire Chief Harry Dame and Administrative Assistant Lacy Sorensen.

4) Public Comments

No public comments.

5) Discussion and Possible Action re: February 26th, 2018 Board Meeting Minutes

JC Campbell made a motion to accept the February 26th, 2018 Board Meeting Minutes as published. Vivian Hughes second the motion.
Vote: Aye- 3 Nay-0 Abstained- 2

6) 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. Beverly Layton made a motion to approve the financial reports as published. JC Campbell second the motion. Vote: Aye- 5 Nay- 0

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

- a) **Department Incident Reporting for February 2018**
- b) **Department Donations and Out of District Billing**
- c) **Capital Improvement Outlay**

Fire Chief reported on above items; No action taken.

8) Discussion and Possible Action re: Review of CCMFD Fee Schedules

Board reviewed the CCMFD fee schedules. JC Campbell made a request to add “reviewed x/x/xx” to fee schedules & update them to all have same title. No action was taken.

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

JC Campbell presented the annual evaluation form he put together before last meeting to all members of the board. Board members discussed their thoughts on the contents of the form and ideas on how to change the form and carry out the evaluation process. Beverly Layton made a motion to forward form to Chief Harry Dame for review. Beverly Layton then withdrew the motion before a second was made. Chris Mueller made a motion to create a committee consisting of 2 board members (JC Campbell & Art Pfluger), 2 members of the community (Bruce Allred & Diana Stuart), Chief Harry Dame and Admin Assistant Lacy Sorensen to create a document that will be used to measure the performance of Chief Harry Dame's operation of the fire district. Once the committee drafts the document it will be presented to the fire board for final approval. JC Campbell second the motion. Vote: Aye- 5 Nay- 0

Dates and time of the committee meetings will be posted at least 24 hours before the meetings and will be open to the public.

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

JC Campbell reported that Morrystown School has requested to have the fire department present for their monthly fire drills. The school will be responsible for notifying the fire department of their planned drills.

Vivian Hughes would like to create an event to clean up Morrystown. She was asked to speak with other groups in the area and see if they are interested in participating.

11) Public Comments

No public comments.

12) Announcements (No Action Will Be Taken)

Items for next meeting agenda: 2018-2019 Proposed Budget

JC Campbell requested that each board member review and confirm all their documents that are on file at the CCMFD Fire Station are all present and up to date.

13) Adjournment

Meeting adjourned at 7:25 PM.

Minutes prepared on March 28th, 2018 by:

Lacy Sorensen, Administrative Assistant

Circle City Morristown Fire District

MEETING DATE: March 26th, 2018

DATE MINUTES APPROVED: April 16th, 2018

Approved