



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

## **BOARD MEETING MINUTES**

**June 18<sup>th</sup>, 2018 6:00PM**  
**(ARS §§ 38-431 thru 38-431.09)**

**1) Call To Order**

6:02PM – Beverly Layton called the meeting to order

**2) Pledge Allegiance**

Beverly Layton led the Pledge of Allegiance

**3) Roll Call**

Beverly Layton called the roll call; the following were present: JC Campbell (via phone), Art Pfluger (via phone), Beverly Layton, , Chris Mueller, Fire Chief Harry Dame and Administrative Assistant Lacy Sorensen. Vivian Hughes arrived at approx. 6:08pm.

**4) Public Comments**

No comments.

**5) Discussion and Possible Action re: Information on Hassyampa Heights from Community Member Diana Stuart**

Diana Stuart provided information packets to the Fire Board and reported on what she learned at the meeting held by Hassyampa Heights in May 2018. No action was taken.

**6) Discussion and Possible Action re: May 15<sup>th</sup>, 2018 Public Hearing & Board Meeting Minutes**

Beverly Layton made a motion to accept the May 15<sup>th</sup>, 2018 Public Hearing & Board Meeting Minutes as published. Vivian Hughes second the motion.

Vote: Aye- 5 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. Beverly Layton made a motion to approve the financial reports as published. Vivian Hughes second the motion. Vote: Aye- 5 Nay- 0

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

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

Fire Chief reported on above items; No action taken.

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

Approved form was presented with signature lines added. No action taken.

**10) Discussion and Possible Action re: Installation of Water Tanks**

JC Campbell reported on the status of the permit process. No action was taken.

**11) Discussion and Possible Action re: 2018-2019 Fire Board Meeting Dates and Times**

Board discussed best days and times. Beverly Layton made a motion to hold the 2018-2019 Fire Board meetings on the 2<sup>nd</sup> Thursday of each month at 6:00PM. Vivian Hughes second the motion. Vote: Aye-5 Nay-0

**12) Discussion and Possible Action re: Payment Procedure for Invoices Received from Bill Whittington's Office For Sample Chief Evaluation Forms Requested by Board Chairman**

JC Campbell reported that he has contacted Mr. Whittington's office and has not been able to speak to him regarding the invoices. JC will contact the office again. This item is postponed until the July board meeting.

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

Vivian Hughes reported she is working with community groups to set up a community clean-up for Fall 2018. She will continue to work with them and will report back once a date has been set up.

**14) Public Comments**

No public comments.

**15) Announcements (No Action Will Be Taken)**

- Open Meeting Law Training will be held in Mayer on June 26<sup>th</sup>, 2018 for interested Fire staff and/or Board Members.

**16) Adjournment**

Meeting adjourned at 6:35 PM.

Minutes prepared on June 21<sup>st</sup>, 2018 by:  
Lacy Sorensen, Administrative Assistant  
Circle City Morristown Fire District

**MEETING DATE: June 18<sup>th</sup>, 2018**

**DATE MINUTES APPROVED: July 26<sup>th</sup>, 2018**

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Beverly Layton, Treasurer of the Board

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Chris Mueller, Board Member

Approved