



**MINUTES OF A REGULAR MEETING
OF THE
CAMP VERDE FIRE DISTRICT GOVERNING BOARD MEETING HELD
April 20, 2017**

Pursuant to notice, a regular meeting of the Camp Verde Fire District was called to order at 9:00 am on Thursday, April 20, 2016.

Present: George Kleindienst - Chairperson; David Curtis- Clerk; Linda Welsch – Board Member; Ken Krebs- Board Member; **Not Present** - Steve Darby

Staff: Terry Keller – Fire Chief; Robyn Cook – Administrative Manager; Misty Weatherford – Payroll / Benefits Specialist

Salute to the flag of the United States of America and Moment of Silence to Honor all American Men and Women in service to our Country, Firefighters, and Police Officers led by George Kleindienst.

Call to the Public: none

5) Approval of Minutes:

A. Regular Meeting on March 16, 2017: Clerk Curtis made a motion to approve the Minutes from the Regular Meeting on March 16, 2017. Board Member Welsch seconded. Motion passed 3:1. Board Member Krebs sustained.

6A) Fire Chief's Report:

Chief Keller presented the board with the Chief's report:

- **Yavapai Apache Nation** – Sent letters requesting assistance for a fire chief vehicle as well as land to buy or trade for future fire station.
- **CON** – DHS will begin the advertising process and should be completed in approximately 6 weeks.
- **Shared Training Opportunities** – multiple trainings with VVFD. Live fire was a success. Also in the process of developing a high rise training with the casino for the new hotel.

6B) Financial Reports:

Over budget on Ambulance Revenue, but on track with the rest of the budget.

- a. Discussion and ratification on transfer of funds from CVFD EMS Account to CCFMA general fund on March 4, 2017 in the amount of \$75,416.54.
- b. Discussion and ratification on transfer of funds from CVFD general fund to CCFMA general fund on March 15, 2017 in the amount of \$51,000.

7) Discussion and possible action on approving the March 2017 Financial Reports and Transfers.:

Board Member Welsch made a motion to approve the February 2017 Financial Reports and Transfers. Board Chairperson Kleindienst seconded. Motion passed unanimously.

8) Discussion, possible action or staff direction on IFC 2012 Section 108 Board of Appeals; review of qualifications of proposed candidates and approval of same to serve as CVFD Board of Appeals:

Fire Marshal Gagnon presented the Board with 5 candidates to serve as CVFD Board of Appeals. She stated that all the candidates chosen have the necessary qualifications to serve on the Board of Appeals.

Chairperson Kleindienst made a motion to approve the proposed candidates and to have the Fire Marshal assign the term appointments. Board Member Krebs seconded. Motion passed unanimously.

9) Discussion, possible action or staff direction to accept the resignation of Board Member Steve Darby:

Clerk Curtis made a motion to accept the resignation of Board Member Steve Darby. Board Member Krebs seconded. Motion passed unanimously.

10) Discussion, possible action or staff direction to establish a recruitment, selection, and replacement process for a new CVFD board member:

The Board gave direction to place an ad in the newspaper for 2 weeks to advertise for the replacement of CVFD board member.

11) Discussion, possible action or staff direction on selecting an auditor for the annual audit for fiscal year ending June 30, 2017:

Ms. Cook informed the Board that Accounting for Professionals is CVFD's current auditor and Brian Richards was MRFD's current auditor. Ms Cook stated that Accounting for Professionals is the lowest bid, but with the recommendations that was given to CCFMA to hire an accountant the costs could be much higher.

Board Member Welsch stated that it may be time to make a change and switch auditors.

The Board gave direction to invite HintonBurdick to give a presentation at a joint board meeting.

12) Discussion, possible action or staff direction on draft CCFMA strategic plan:

Chief Keller stated that he wanted to add the discussion from the report for the previous water issues at Station 81. He also stated that he was going to add an attachment for the vehicle schedule.

The consensus of the Board was that they are happy with the strategic plan so far.

13) Preliminary Budget Presentation and Discussion.

Ms. Cook stated that there are no changes to the budget, we are just waiting for the final FDAT numbers to come in as well as the numbers for which auditor will be used.

14) Discussion, possible action or staff direction on changing the date for the May meeting from May 18, 2017 to May 25, 2017:

Ms. Cook informed the Board that she will be out of town for the May 18th meeting. She also stated that by changing the meeting date to May 25th she will have the final FDAT numbers for the Budget.

Chairperson Kleindienst stated that it would be more beneficial to have the final numbers.

Chairperson Kleindienst made a motion to change the date for the May meeting from May 18, 2017 to May 25, 2017. Board Member Welsch seconded. Motion passed unanimously.

15) Future Agenda Items:

Budget
JPA Board Member selection
Vacant Board Member
Auditor

16) Adjournment: Chairperson Kleindienst made a motion to adjourn the Regular Meeting at 10:02 am. Board Member Welsch seconded. Motion passed unanimously.

Clerk