

**TRI-CITY FIRE DEPARTMENT
CLAYPOOL, ARIZONA
January 19, 2018
Regular Meeting**

1. CALL TO ORDER

Board Chairman, Mitch Malkovich called the meeting to order at 10:00 am

2. Welcome /Pledge of Allegiance

Board Chairman Malkovich welcomed everyone to the meeting and asked Michael Benjamin to lead the Pledge of Allegiance

3. ROLL CALL OF FIRE BOARD MEMBERS/ AFFIRMATION OF QUORUM

Board members present: Dan Guthrey, John Chism, Franceen Benton, Michael Benjamin and Mitch Malkovich.

4. Call to the Public:

N/A

5. Board Discussion and/or Action Items:

A. Discussion and Possible Action on location of future Fire Station:

Chief Renon stated that there is nothing new to update the board. Chief Renon stated he is trying to put together a Public Meeting with the residents of Miami Gardens to hear their input on the station and will let the board know when it is planned if they would like to attend he can post an agenda. BHP is still trying to locate old wells. Michael Benjamin asked if there is an issue from the Army Corps of Engineers, Chief Renon stated there has been nothing from them. The issue with the property being in a flood plain is that we may not qualify for USDA Funding and may have to go out for private funding at a higher interest rate and shorter loan term.

B. Discussion and Possible Action on Presentation of FY 2017 Audit Report:

James Saunders from the auditing firm was present by telephonic conference with the Governing Board. Mr. Saunders stated that there was nothing out of the ordinary during the audit; the audit was performed following government standards. Page 77 is the letter to the board of the independent audit. (Michael Benjamin noted an error on the date of this letter, Mr. Saunders stated that will be corrected and reissued.) Page 75 contains a note on internal control of Wildland Billing, Mr. Saunders stated that upon auditing these documents they noticed a significant amount outstanding for the end of the fiscal year and suggested that a wildland billing policy be put into place for more timely billing practices. Chairman Malkovich asked the board if they had any further questions for Mr. Saunders. Chairman Malkovich thanked Mr. Saunders for his time and attention in performing the audit.

John Chism asked why it takes so long to get the invoices and billing to the state. BC Howell stated that the State of AZ Forestry accounting goes over all invoices and approves or rejects for discrepancies and corrected resubmittal is sent in and this process can take up to 80 days back and forth with the State.

John Chism made the motion to accept the FY 2017 Audit from Saunders and Company subject to amendment of the date of page 77, seconded by Michael Benjamin, approved by all members present. 5-0

C. Discussion and Possible Action on SB1387/Open Meeting Laws:

Chairman Malkovich stated that after the AFDA conference there were some questions about how seating a board member prior to then receiving the open meeting law training. Chief Renon stated he and Admin/Finance Manager Pat Nock did some research, spoke with several people and found

that it is not a mandatory but suggested for new board members. Pat Nock stated that she had sent all the board members a email with a Board Member Policy book that she would like them to review and consider adopting for Tri-City Fire as it would cover all basis on newly elected or appointed board members. Board member Benjamin stated that he would have more compliance than not enough. Pat Nock stated that Wiatt Wong, with VFIS, has come in and done board training including open meeting laws for our board in the past and is available whenever we would like to do this, he actually goes more in depth than the county website does on Open Meeting laws.

Chairman Malkovich asked that the new Board Policy Handbook be placed on the agenda next month for discussion and possible approval.

D. Discussion and update on Section 218:

Chief Renon stated that during AFDA Conference we met with a new firm we would like to represent TCFD with Michelle Briggs concerning the Section 218 agreement and to either get it dismissed or changed. We have records proving the district had a Pension plan prior to signing the Section 218 as well as the IRS audit. Pat Nock stated she would like to dismiss Steptoe & Johnson and sign an engagement letter with Lesli Sorensen of Ryan Rapp & Underwood. This is the firm that represented Pinetop Fire and was able to get their section 218 dissolved.

Dan Guthrey made the motion to dismiss Steptoe & Johnson and to sign an engagement agreement with Lesli Sorensen, seconded by John Chism, approved by all members present. 5-0

6. Approval of Minutes

- a. Approval of the minutes from December 19, 2017: Motion made by Michael Benjamin, to approve the minutes following change to section c on item #7 Discussion and Action on IGA with Gila Community College to read Credit Fee instead of Credit, seconded by Franceen Benton. Approved by all member present. 5-0

7. New Business

a. Fire Chief Report:

Attached

Presented the board with annual statistics on call volume. Chief Renon is submitting a request to DHS for a rate increase to \$1,600 per transport that could add \$369,427.94 in revenue annually.

8. Consent Agenda:

A. Gila County Treasurer:

A summary was provided along with all financial documents:

B. Check Register, Warrants and Deposits for the month of December 2017.

The check registers, warrants, deposits and bank reconciliations were given to the Board.

C. Financial Reports for December 2017:

The Board reviewed all financial reports provided to them by Administrative Manager Pat Nock. Reports include current Ambulance Revenue Report, Profit and Loss statement, Cash Flow Report and Profit & Loss Budget Overview Report, Cash Flow Projection report and charts prepared comparing last year to this year income & expense and Budget vs. Actual graphs, as well as end of Fiscal year reports.

On a motion by John Chism, seconded by Dan Guthrey and approved by all members present the December 2017 check registers, warrants, deposits, bank reconciliations and financial reports was approved.5-0

9. Future Agenda items: Fire station land update, Section 218 update, Board Policy Handbook

10. Scheduling of Meetings

The next regular business meeting to be held February 20, 2018 at 4280 E. Broadway, Claypool, AZ 85532

11. Adjournment

The Board Chairman declared the regular session adjourned at approximately 11:30 am

ATTEST:

AFFIRM:

Mitch Malkovich, Board Chairman

Franceen Benton, Clerk