

Clay Springs – Pinedale

Volunteer Fire District

P.O. Box 1267

Pinedale, Arizona 85934

(DRAFT) Final Minutes of the

Governing Board Meeting

April 28th, 2016, 7:00 pm. at the Pinedale Station

- 1.) **Call to Order:** at 7pm by Bob Quackenbush, whom also conducted meeting.
- 2.) **Pledge of Allegiance/Invocation** by Robert Garvin.
- 3.) **Roll Call;** Bob Quackenbush, Mike Neil, Richard Stapley, Debra Perkins, Sue Hileman. Chief Bob Garvin, Chief Del Etter, Starla Kizzar, Champ Garvin and Bill Peterson also in attendance as guests.
- 4.) **Call to the Public:** Bill Peterson was present and we offered to hear from him, but it seems he wanted to discuss a matter that would be up for discussion at next months meeting. He deferred any further discussions he had in mind for our next meeting. Champ Garvin, also present and made note that he was there for observation only, and did not currently have issues or agenda to discuss.
- 5.) **Approval of Minutes:** April 28th, 2016: Mike Neil motioned to accept minutes; Sue Hileman seconded; motion passed, 5-0.
- 6.) **Monthly Financial Report.** Action/Discussion (A/D) on District Finances by Del Etter. Motion to accept finance report; Mike Neil motioned to accept Monthly Financial Report with updates (minor changes only) applied recently by Del Etter; Debra Perkins seconded; motion passed 5-0
- 7.) **Old Business:**
 - a.) A/D Re: Chief's (Robert Garvin) contact has been reviewed by council has given its blessing. No "new discussion" noted, other than it may be expected that no formal public acknowledgement has been received to date. It was noted that Bill Peterson was present for the first part of the meeting and excused himself mid-way. It may be that he or others may attend next meeting for discussion! Otherwise contract will be approved by the board in its current format at next meeting.
 - b.) A/D Re: Cooper Point (resolution, continued service, policies, amount). No new discussion at this time. It was noted though, that further research and investigating may review and discuss other opportunities as a replacement.
 - c.) A/D Re: Brian Richards (CPA) Audit procedures need signed. This has been completed successfully, and can now be removed. (continued====→)

- d.) (A/D) Re: Monitors – New Tables (for training room) apparently have been allocated. The funding needed for this endeavor was received, and donated from the continued generosity and support of Sue Hileman. The board of directors discussed and fully agreed with the acceptance of private donation to our fire department for this specific item procurement.
- e.) A/D) Re: Budget 2016-2017, continued efforts with “carry-over” of funds (Debra Perkins to follow up with recommendations for changes that would be necessary to keep our practices within recommended guidelines and tax practices). Follow up and further discussion to be addressed at next meeting. Also, further discussions to move \$6,000.00 to the Credit Union for Final Payroll Payments.

1.) New Business

- a.) (A/D) Re: Discussions and analysis of the potential of migrating our current payroll and accounting methodology from the current practice of utilizing software “Quick Books”. We only have 2 full time employees and very minimal checks to process each month. And it was noted that even though we have purchased and have paid to have all software upgrades applied. We continue to have to pay additional fees for each and every one of those checks generated. What was suggested by more than one on the board was to (possibly) eliminate these difficulties that we continue to have and spend (unnecessary time and effort) by transitioning to something else. Currently, and simply by taking full advantage of “Microsoft Excel” accounting methods, would allow us to establish and continue forward with our budget and accounting efforts. And would allow us to fully document and to account for all reporting that is needed in a safe and precise manner. For such a small business, Quick Books has proven to make this process very challenging to say the least! It was noted that we should review this rational with our Auditor/Council.

1.) **Chief’ Report** – (presented by Chief Robert Garvin; see attached).

10) Summary of Current Events, News and Correspondence - presented by all members of the board. Discussions were in general and brief at this meeting. Nothing to report.

11) **Time and Date of next meeting** – noted and accepted to resume at 7pm, on May 26th, 2016.

12) **Adjournment** at appx. 8:40 pm.

On Sunday, May 1st, 2016

By: R. Stapley

