

**CLAY SPRINGS-PINEDALE
VOLUNTEER FIRE DISTRICT
P.O. BOX 926
CLAY SPRINGS, ARIZONA 85923**

**AGENDA FOR
GOVERNING BOARD MEETING**

November 20, 2014

AGENDA OF MEETING

The Fire Board of the Clay Springs Pinedale Volunteer Fire District will meet in regular session at the Pinedale Fire Station in Navajo County, Arizona. The board may vote to go into executive session on any agenda item, pursuant to A.R.S. 38-431.03(A) (3) for legal advice with the District's attorney on matters as set forth in the agenda item. The Following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

- 1) **CALL TO ORDER: 7:00 pm**
- 2) **PLEDGE OF ALLEGIANCE / INVOCATION : Chief Garvin**
- 3) **BOARD MEMBERS PRESENT: Bill, Mike, Debra, Bob, Rob** Administer the oath of office to newly appointed Board Members: Bill Petersen, and Robert Quackenbush.: **The Board secretary administered the Oath of Office for the above Board members**
- 4) **Elect Officers to the Board for 2015. : The Board voted to maintain the current Board officers; Bill Petersen, Chairmain; Debra Perkins, Treasurer; Rob Langford, Secretary; Debra moved to accept, Bob seconded the motion.**
- 5) **DISCUSSION AND POSSIBLE ACTION ON MINUTES: Minutes were accepted as presented, Debra moved to accept, Bob seconded the motion.**
- 6) **CALL TO THE PUBLIC: Extended as a courtesy to Karen Bently of the Pinedale Library. Karen extended an invitation to the Board to participate in the purchase of a community information sign. The Board requested more information be presented at a later date as it became available.**
- 7) **DISCUSSION AND POSSIBLE ACTION ON FINANCIAL INFORMATION: Annual insurance review presented by Josh Rabin from Hancock & Leavitt. : Josh Rabin presented the suggested coverage for 2015.**
 - 7a) **DISCUSSION AND POSSIBLE ACTION ON FINANCIAL INFORMATION: Del Etter presented the financial report and changes to the chart of accounts as requested by the auditors. Presented a P & L spreadsheet and made a presentation on the payroll module attached to Quick Books. The cost of the payroll module to be a yearly rate plus a \$2.00 per active employee per month. It was explained that there is a need to add a line item for**

this in the budget and chart of accounts. Debra motioned to approve the purchase of Quick Books module, Rob seconded the motion. Vote was approved.

- 8) Introduction to the Board, Merrienne McGee, our choice for the part time "Office Administrator.
- 9) CHIEFS REPORT: **Presented by Chief Garvin; a copy of the report is attached. The Chief stated that the annual Christmas Dinner was to be held on December 5th.**
- 10) DISCUSSION AND POSSIBLE ACTION ON NEW CORRESPONDENCE
- 11) CALL TO THE PUBLIC: **see above**
- 12) EXECUTIVE SESSION – WHEN REQUIRED
- 13) DISCUSSION AND ACTION ON DATE, TIME AND PLACE OF NEXT MEETING:
December 18, 2014; Pinedale Station, 7:00 pm
- 14) CLOSING PRAYER :

- 15) ADJOURNMENT: **8:45 pm**

APPROVED 18 DEC. 2014

Bill Petersen