

CENTRAL YAVAPAI FIRE DISTRICT
BOARD OF DIRECTORS
REGULAR SESSION

DECEMBER 20, 2016

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS

Board Chairman Rutherford called the Central Yavapai Fire District (CYFD) Board of Director's meeting to order on Tuesday, December 20, 2016 at 4:00 p.m. at the Central Arizona Fire and Medical Authority Station 61, 1133 W. Road 3 North, Chino Valley, Arizona.

Members Present: Board Chairman Steve Rutherford, Board Clerk Bob Page, Board Members Darlene Packard, ViciLee Jacobs, Jeff Wasowicz, and Matt Zurcher

Members Absent: Board Member Tom Steele

Staff: Assistant Chief of Planning and Logistics Scott Bliss, Assistant Chief of Administration Dave Tharp, Administrative Manager Susanne Dixson, Administrative Assistant Kylee Burch

Others in Attendance: Attorney Nick Cornelius

2. PLEDGE OF ALLEGIANCE

Chairman Rutherford led the recitation of the Pledge of Allegiance

3. PRESENTATIONS

a. Exiting Board Member Appreciation – Steve Rutherford, Bob Page

Chief Tharp thanked Chairman Rutherford and Clerk Page for their dedication and service to the District and the community and presented them each with a plaque.

4. SWEAR IN AND SEAT BOARD MEMBERS

Board Chairman Rutherford swore in and seated incumbent Board Member ViciLee Jacobs and new Board Members Jeff Wasowicz, and Matt Zurcher.

Board Chairman Rutherford and Board Clerk Page congratulated the new members and excused themselves from the meeting.

5. NEW BUSINESS

a. Appoint Fire Board Chairperson and Clerk

Attorney Cornelius introduced himself to the Board and instructed them to appoint the new Chairperson and Clerk, noting that Director Steele was absent from the meeting. He explained the nomination process and indicated it is appropriate for the nomination process to occur in open meeting; however if there was a need for legal counsel, they would go into executive session.

Director Wasowicz nominated Director Packard for the position of Chairperson; Director Zurcher seconded the motion. MOTION CARRIED

AYES: Packard, Wasowicz, Zurcher

NAYS: Jacobs

Chairwoman Packard nominated Director Wasowicz for the position of Clerk; Director Zurcher seconded the motion. MOTION CARRIED.

AYES: Jacobs, Packard, Wasowicz, Zurcher

NAYS: None

b. Discuss and Appoint Board Members to Central Arizona Fire and Medical Authority (CAFMA) Board of Directors

Attorney Cornelius explained that two members from the CYFD Board and two members from the CVFD Board will be appointed to the CAFMA Board, again noting Director Steele's absence. He then explained how the fifth member of the CAFMA Board is selected.

Chairwoman Packard nominated Director Wasowicz to serve on the CAFMA Board; Director Zurcher seconded the motion. MOTION CARRIED.

AYES: Jacobs, Packard, Wasowicz, Zurcher

NAYS: None

Director Jacobs nominated herself to serve on the CAFMA Board. Motion died due to failure of a second.

Director Zurcher nominated Chairwoman Packard to serve on the CAFMA Board; Director Wasowicz seconded the motion. MOTION CARRIED.

AYES: Packard, Wasowicz, Zurcher

NAYS: Jacobs

6. CALL TO THE PUBLIC

There were no public comments

7. CONSENT AGENDA

All matters listed under consent agenda are considered to be routine by the Central Yavapai Fire District Board and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately for discussion and possible action.

- a. Approve Regular Session Minutes - November 15, 2016
- b. Approve Executive Session Minutes - November 15, 2016
- c. Approve Special Session Minutes - November 22, 2016
- d. Approve General Fund Financial Statements
- e. Approve Bond Debt Service Financial Statements
- f. Transfer November Revenues from Central Yavapai Fire District to Central Arizona Fire and Medical Authority in the Amount of \$3,230,456.14
- g. Approve Amendments to Fire Board Policy 3.5 Board Officer Duties

Attorney Cornelius instructed the new Board members concerning the Consent Agenda. Director Wasowicz inquired regarding approving minutes for the previous meeting; Attorney Cornelius stated the new members could approve the previous minutes as they had been provided a copy in advance, or if they did not feel comfortable, they could abstain from voting.

Director Jacobs made a motion to approve the Consent Agenda; Director Zurcher seconded the motion. MOTION CARRIED.

AYES: Jacobs, Packard, Wasowicz, Zurcher

NAYS: None

8. NEW BUSINESS CONTINUED

- a. Fiscal Year Ending June 30, 2016 Audit Presentation by HintonBurdick CPAs & Advisors; Discussion and Possible Acceptance of Audit

Chief Tharp explained the rules requiring an individual audit and stated this item will be on next month's agenda for discussion and any questions.

Steve Palmer of HintonBurdick presented the audit results. He stated he was pleased to be able to issue an unmodified opinion. There were no material weaknesses or significant deficiencies found; our financial reports present fairly the financial position of the organization.

Mr. Palmer highlighted portions of their report, including the organization's net position, governmental long term debt, and net pension liabilities. He indicated that expenditures have outpaced revenues in the past few years; however this is normal for a government entity. Chief Bliss asked for confirmation that the reported expenses include capital purchases, but revenue does not reflect the transfer of funds from the Capital Replacement Fund to cover those expenses; Mr. Palmer confirmed that is correct.

Chairwoman Packard thanked Senior Staff for their excellent work.

Director Zurcher made a motion to accept the audit; Director Jacobs seconded the motion. MOTION CARRIED

AYES: Jacobs, Packard, Wasowicz, Zurcher

NAYS: None

9. VOTE TO GO INTO EXECUTIVE SESSION

- a. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) and Instruction to District Legal Counsel Pursuant to A.R.S. §38-431.03(A)(4) Re: Training Center Drainage

Director Jacobs made a motion to go into Executive Session; Director Wasowicz seconded the motion. MOTION CARRIED.

AYES: Jacobs, Packard, Wasowicz, Zurcher

NAYS: None

Chairwoman Packard recessed the public meeting to go into Executive Session at 4:29 p.m.

Director Jacobs made a motion to reconvene in open session; Director Zurcher seconded the motion. MOTION CARRIED.

AYES: Jacobs, Packard, Wasowicz, Zurcher

NAYS: None

Chairwoman Packard reconvened the public session at 4:58 p.m.

10. OLD BUSINESS

- a. Discussion and Possible Action Related to Training Center Drainage Issues

Attorney Cornelius is directed to move forward as discussed in Executive Session.

11. ADJOURNMENT

Director Zurcher made a motion to adjourn; Director Wasowicz seconded the motion.
MOTION CARRIED.

AYES: Jacobs, Packard, Wasowicz, Zurcher

NAYS: None

Chairwoman Packard adjourned the meeting at 4:59 p.m.

Date

Board Clerk

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