

## MINUTES

**Central Arizona Fire and Medical Authority  
Central Yavapai Fire District Board of Directors  
CY Regular Meeting  
Thursday, December 20, 2018, 4:30 pm - 5:00 pm  
Chino Valley Town Hall,  
202 N. State Route 89, Chino Valley  
\*\* REVISED \*\***

### **In Attendance**

Dane Beck; Darlene Packard; Dave Tharp; Jeff Wasowicz; Laura Mowrer; Matt Zurcher; Nicolas Cornelius; Scott A Freitag; Susanne Dixson; ViciLee Jacobs

### **NOTICE OF MEETING**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Central Yavapai Fire District Board of Directors and the general public that the **Central Yavapai Fire District** will hold a meeting open to the public on **Thursday, December 20, 2018 at 4:30 p.m.** The meeting will be held at the **Chino Valley Town Hall, 202 N. State Route 89, Chino Valley, 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 discussion and consultation for legal advice with Authority'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 / ROLL CALL OF BOARD MEMBERS

**Clerk Wasowicz called the Central Yavapai Fire District Board meeting to order on December 20, 2018 at 4:30 p.m. Attorney Cornelius attended telephonically.**

#### 2. PLEDGE OF ALLEGIANCE

**Clerk Wasowicz led the Pledge of Allegiance.**

#### 3. SWEAR IN AND SEAT BOARD MEMBERS

**Chief Freitag swore in Darlene Packard and Dane Beck as Board Members.**

#### 4. NEW BUSINESS

##### A. Motion, Discussion, and Action Regarding Election of Fire Board Chairperson and Board Clerk

**Motion for Director Zurcher to be Board Chair.**

**Move: Darlene Packard Second: Dane Beck**

**Director Jacobs nominated Jeff Wasowicz for position of Chair; however, he declined the nomination due to time restraints.**

**Status: Passed**

**Yes: ViciLee Jacobs, Darlene Packard, Jeff Wasowicz, Matt Zurcher, Dane Beck**  
**No: None**

**Motion to nominate Jeff Wasowicz for Board Clerk**  
**Move: ViciLee Jacobs Second: None**

**Director Wasowicz stated that he would accept the nomination if no one else wanted the Clerk position.**

**Motion to nominate Darlene Packard as Clerk.**

Move: Matt Zurcher Second: Dane Beck Status: Passed

Yes: ViciLee Jacobs, Darlene Packard, Jeff Wasowicz, Matt Zurcher, Dane Beck

## 5. CALL TO THE PUBLIC

In accordance with A.R.S. §38-431.01(H) and as a matter of policy, the Central Yavapai Fire District Board has decided to allow public comments as time permits. Therefore, those wishing to address the Board regarding an issue within the jurisdiction of this public body may do so in an orderly manner that includes completing a Call to the Public Form and submitting it to staff for the record. If a written statement is being read, please provide a copy to ensure it is entered into the record accurately. Individuals will be limited to speak for three (3) minutes and Call to the Public shall not exceed 30 minutes per meeting.

**No public comments.**

## 6. 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. Any item may be removed by a Board member and will be considered separately for motion, discussion and action.

- A. Approve Regular Session Minutes - November 26, 2018
- B. Approve Executive Session Minutes - November 26, 2018
- C. Approve General Fund Financial Statements - September
- D. Approve Bond Debt Service Financial Statements - September
- E. Approve General Fund Financial Statements - October
- F. Approve Bond Debt Service Financial Statements - October
- G. Approve General Fund Financial Statements - November
- H. Approve Bond Debt Service Financial Statements - November
- I. Approve July 2018 – October 2018 Reconciled Transfer of \$7,020,912.77 Revenue from Central Yavapai Fire District to Central Arizona Fire and Medical Authority (Note: Total July-October Revenue \$7,111,135.61; Previously Transferred \$90,222.84)
- J. Approve Transfer of November Revenue from Central Yavapai Fire District to Central Arizona Fire and Medical Authority in the Amount of \$2,270,357.28

**Director Jacobs asked that Items I and J be removed from the Consent Agenda.**

**Motion to approve Consent Agenda Items A through H.**

**Move: Darlene Packard Second: Jeff Wasowicz Status: Passed**

**Yes: ViciLee Jacobs, Darlene Packard, Jeff Wasowicz, Matt Zurcher, Dane Beck**

**No: None**

**ITEM I.**

**Director Jacobs asked why there was an overdraft of \$100,000 and why there was a reconciliation.**

**Chief Tharp explained that Yavapai County has not been able to provide financial documents for several months. We thought we knew what the numbers were; however, we did not have revenue amounts, because that is recorded by the County Treasurer's office. Chief Tharp advised that there was a \$5 million overdraw of the CAFMA General Fund, which had to be covered utilizing the capital reserve account to be able to make payroll and pay invoices. He explained that the the County Treasurer's office requested the accounts be reconciled back to July 1 to verify their new accounting system. He stated that there were some checks that were charged to our bank account that were not ours and there were revenues attributed to us that were not ours. Notes were made and the issues are being resolved with the County. Chief Tharp stated that the total revenue from July to October was \$7,111,135, and there had been one transfer. He explained that the November reconciliation was received from the County, so that also needs to be approved.**

**Director Jacobs asked if there was a software link issue with the County.**

**Chief Tharp explained that the County's system is separate from ours and each agency has their own bank accounts. He stated that if an agency did not have savings, they had to rely on issuing warrants, and warrants accrue interest the same as a credit card would until the balance is paid. Instead of spending warrants and accruing interest for CAFMA, because we knew there was money, we transferred funds from the saving account until the funds could be transferred to CAFMA.**

**Director Jacobs asked if CAFMA was in a deficit to make payroll.**

**Chief Tharp stated that we are doing okay because of the savings account and if the Board approves, we will make the transfer tomorrow and we'll have a surplus of about \$4 to \$5 million to get us to the next tax collection. Funds will be moved back to savings.**

**Motion to approve Items I and J on Consent Agenda.**

**Move: Jeff Wasowicz Second: ViciLee Jacobs Status: Passed**

**Yes: ViciLee Jacobs, Darlene Packard, Jeff Wasowicz, Matt Zurcher, Dane Beck**

**7. 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**

- B. Legal Advice Pursuant to A.R.S. §38-431.03(A)(3) Re: Previous Attorney General Correspondence to the District

**The Executive Session was not needed.**

8. OLD BUSINESS

- A. Motion, Discussion, and Action Related to Training Center Drainage Issues

**Attorney Cornelius advised the Board that the Army Corps of Engineers informally approved the Erie Plan. The court provided an additional amount of time for final resolution, and the final documents should be ready for the Board's review in the near future.**

**Chair Zurcher requested Attorney Cornelius continue to move forward.**

- B. Motion, Discussion, and Action Related to Previous Attorney General Correspondence to the District

**Attorney Cornelius advised that there has been no change.**

9. NEW BUSINESS CONTINUED

- A. Motion, Discussion, and Action Regarding Approval of Budget Development Schedule

**Chief Tharp explained that this is the standard process, some highlighted sections are internal items, and Labor/Management are already reviewing items. There will be multiple Board meetings with projections and in April there will be a special workshop for all Board Members to review line items. He asked for Board approval of the Schedule.**

**There was a discussion regarding the February date as not all Board members would be available.**

**Motion to approve Budget Development Schedule for Fiscal Year 2019-20**

Move: Jeff Wasowicz Second: Dane Beck Status: Passed

Yes: ViciLee Jacobs, Darlene Packard, Jeff Wasowicz, Matt Zurcher, Dane Beck

- B. Presentation and Motion to Accept Resignation of Director ViciLee Jacobs, Effective Immediately

This item was added during this evening's meeting at the request of Director Jacobs.

**Director Jacobs provided her resignation to the Fire Board and thanked the firefighters that provided care for her mother. She also thanked the taxpayers for their support. She stated that she will continue to provide her support with all state and local investigations.**

**Members of the Board and Staff thanked Director Jacobs for her commitment and service and wished her well.**

**Motion to accept the resignation of Director ViciLee Jacobs effective this evening.**

Move: Jeff Wasowicz Second: Dane Beck Status: Passed

Yes: ViciLee Jacobs, Darlene Packard, Jeff Wasowicz, Matt Zurcher, Dane Beck

10. ADJOURNMENT

**Motion to adjourn at 4:55 p.m.**

**Move: Darlene Packard Second: Jeff Wasowicz Status: Passed**

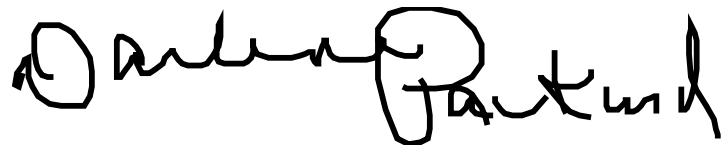
**Yes: Dane Beck, ViciLee Jacobs, Darlene Packard, Jeff Wasowicz, Matt Zurcher**

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**Clerk / Date**

**Signature indicating approval on next page.**

**Signature Page For: 2018 12 20 CEY Regular Minutes-Approved - Central Yavapai Fire District  
Board of Directors - CY Regular Meeting - 1/28/2019**

A handwritten signature in black ink, appearing to read "Darlene Packard". The signature is fluid and cursive, with a large initial "D" and "P".

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Darlene Packard , Board Clerk      01/29/2019