

MEETING MINUTES OF THE GREER FIRE DISTRICT BOARD OF DIRECTORS -- DRAFT

Meeting Time/Date: 0900 Hours

24 February 2016

Meeting Location: Greer Fire District Station 2, 38974 SR 373

I. CALL TO ORDER

Lee Smith, chairman of the board, called the meeting to order at 0901 hours.

II. ROLL CALL OF FIRE BOARD MEMBERS

Attendees: Lee Smith, Ted Diepstraten, Peter Pegnam, Jim Wright and Jimmy Emerson. Also present Chief Mark Wade, Deputy Chief Rye Sluiter and Firefighter Mike Meacham.

III. SCHEDULED PUBLIC APPEARANCES

- Annual Audit: Tricia E. Saunders of Saunders Company was present by Teleconference call to review the annual audit for the board as required by law. The audit found nothing wrong and the district was complimented by Saunders for doing a good job.
- Auxiliary Report: Chief Wade said the auxiliary is working on a wants and needs list for the future.
- Website Report: Chief Wade reported that the site continues to be updated as needed.

IV. CALL TO THE PUBLIC

None present.

V. CONSENT AGENDA

A.) Minutes: The Board reviewed minutes for last month's regular meeting and for a special meeting held February 1, 2016.

B.) Chief's Report: A copy is attached and made a part of these minutes.

C.) Chairman's Report: None.

D.) Financial Report: The Board reviewed. New reconciliation summary for district credit cards reviewed. Setting up online statements for the Bellinger Spring account addressed.

Account Balances 2/01/2016

General Fund

10-1010 Apache County Treasurer -----	\$48,350.94
10-1015 Payroll National Bank of Arizona -----	\$42,253.36
10-1020 Special Revenue National Bank of Arizona -----	\$117,811.57
General Fund Total -----	<u>\$238,418.87</u>

Greer Fire District Auxiliary -----	\$9,014.75
Greer Fire District Pension -----	\$29,459.48
Bellinger Springs Water Users -----	\$2,016.55

E.) Committee reports: None.

F.) Correspondence: Chief Wade said the district received its tax levy report from Apache County, which showed assessed valuation of \$18,089,773. That represents a decrease of 3.5 percent from the previous year.

Motion by Ted and second by Jimmy to approve the consent agenda. Approved 5-0.

VI. DISCUSSION AND POSSIBLE ACTION CALENDAR

A.) Personnel Issues: Chief Wade said all district personnel have been given copies of "Extreme Ownership," a leadership book, to read and will be tested on its content.

B.) Hiring Candidates: None.

C.) Auxiliary Activities: Covered previously under III.

D.) Standard Operating and Administrative Procedures: A revised Standard Administrative Procedure #10 concerning Internal Controls was presented by Chief Wade and discussed by the Board. Ted moved that it be approved. Peter seconded. Approved 5-0.

Chief Wade presented a revised Standard Administrative Procedure #11 concerning Attendance and Punctuality. After discussion, Jimmy moved that it be approved. Jim seconded. Approved 5-0.

Chief Wade presented a revised Standard Operating Procedure #22 concerning disciplinary action and deficiencies. Among other things, it spells out procedures for the filing of a grievance by district employees. For Board information. No vote required.

E.) Privacy fence. Specs discussed with the goal of having sealed bids on hand for the April meeting.

F.) Verizon tower: Nothing new.

VII. BOARD MEMBER COMMENTS

The next regular Board meeting was set for 0900 hours March 23 at station 2.

VIII. Meeting Adjourned at 1111.

By _____
Peter Pegnam, Clerk

Board members:

Lee Smith, Chairman _____

Ted Diepstraten _____

Jim Wright _____

Jimmy Emerson _____

Peter Pegnam _____