

**HELLSGATE FIRE DISTRICT
FIRE BOARD
REGULAR MEETING
June 13th, 2018**

MINUTES

1. CALL TO ORDER

Board Vice Chairman Jeff Shaw called the Fire Board Meeting to order on Wednesday, June 13th, 2018 at 5:30 p.m. at the Hellsgate Fire Department Station 22, 230 N. Fitch Lane, Tonto Village, Arizona.

2. ROLL CALL

Members Present: Board Vice Chairman Jeff Shaw, Board Clerk Garah Monnich, Board Member Matt Highstreet and Board Member Nick Fitch

Members Absent: Board Chairman Mark Runzo

Staff: Chief John Wisner and Business Manager Angie Lecher

Public: Engineer George Karrys

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

A. Regular Meeting Minutes of May 9th, 2018

- Board Member Highstreet made a **Motion** to accept the Regular Meeting Minutes of May 9th, 2018. Board Clerk Monnich seconded the motion. The motion was unanimously **APPROVED**.

B. Special Meeting Minutes of May 24th, 2018

- Board Member Highstreet made a **Motion** to accept the Special Meeting Minutes of May 24th, 2018. Board Clerk Monnich seconded the motion. The motion was unanimously **APPROVED**.

5. REPORTS AND CORRESPONDENCE

A. Chief's Report

Chief Wisner discussed the activities of the fire department for the month of May.

B. Fireflies Report

No report given.

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6. FINANCIAL REPORTS

A. Approval of Financial Reports for May 2018

The Board reviewed the financial reports as presented by Business Manager Lecher.

- Board Clerk Monnich made a **Motion** to approve the financial reports for May 2018 as presented by Business Manager Lecher. Board Vice Chairman Shaw seconded the motion. The motion was unanimously **APPROVED**.

7. POLICY REVISIONS – 40.03 PTO, 40.14 FMLA & 40.29 Earned Sick Time Revisions

A. Revisions to policies 40.03 PTO, 40.14 FMLA & 40.29 Earned Sick Time were presented to the board by Business Manager Lecher. All revisions were completed by Brenda Tranchina.

B. Board held a discussion on how these revisions affected the district and what expectations there were for managing them.

- Board Member Highstreet made a **Motion** to approve the revisions to policies 40.03 PTO, 40.14 FMLA and 40.29 Earned Sick Time. Board Clerk Monnich seconded the motion. The motion was unanimously **APPROVED**.

8. IGA ATTORNEY RETAINER – Retention of Attorney for IGA and JPA Representation

A. Chief Wisner presented a retainer agreement with Nick Cornelius for the IGA and JPA representation. An email between Chief Wisner and Donna Aversa was also shared with the board regarding Mr. Cornelius representing us.

B. Board discussed using Mr. Cornelius and it was shared that he has a great representation in the state regarding contracts of this matter.

- Board Member Highstreet made a **Motion** to approve the retainer for Nick Cornelius to represent Hellsgate Fire District for the drafting of the IGA. Board Member Fitch seconded the motion. The motion was unanimously **APPROVED**.

9. FY 17-18 AUDIT – ATLAS CPAs & Advisors Engagement Letter

A. Business Manager presented the engagement letter with Atlas CPA's & Advisors. Kay Green has been the district auditor for the last 5 years although the company name has changed.

B. Board discussed their satisfaction with the reports Kay has provided and didn't wish to have the audit bid by other companies.

- Board Clerk Monnich made a **Motion** to approve signing the engagement letter with Atlas CPAs & Advisors LLC for the FY 17-18 audit. Board Member Fitch seconded the motion. The motion was unanimously **APPROVED**.

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10. OFFICE EQUIPMENT – Printer Acquisition

- A. Chief Wisner presented bids from Valley Imaging to purchase a new copier and desk printers for the district. The copier at Station 21 is missing parts, the desk printer at Station 21 will not provide a clean copy anymore and the desk printer at Station 22 requires maintenance above its value.
- B. Board discussed the units being considered and their cost to be purchased before the end of the fiscal year.
 - Board Member Highstreet made a **Motion** to purchase copiers necessary as described not to exceed \$7,000. Board Clerk Monnich seconded the motion. The motion was unanimously **APPROVED**.

11. BOARD TRAINING – Open Meeting Review and Communication

- A. Chief Wisner discussed a training opportunity regarding open meeting and communications that has been offered to Hellsgate Fire District board members and staff. Brooke Painter from Golder Ranch Fire District will be holding the training if interested.
- B. Board held a discussion on the importance of having this training. Dates of availability was discussed.
 - Board Member Highstreet made a **Motion** to hold an open meeting training on August 16th, 2018 at Station 21 at 5:00 p.m. Board Clerk Monnich seconded the motion. The motion was unanimously **APPROVED**.

12. BUDGET HEARING – 2nd Hearing regarding FY 18-19 Budget

- A. Chief Wisner presented the second draft that included better figures for some of the services as the quotes have been finalized. Additional training and money for the Chief's physical were also added per his contract language.
- B. Board discussed the cost reductions and the amounts added per the Chief's contract. No public comment was heard.
 - Board Clerk Monnich made a **Motion** to approve the budget for final posting. Board Member Highstreet seconded the motion. The motion was unanimously **APPROVED**.

13. EXECUTIVE SESSION FOR CHIEF'S REVIEW – Fire Chief Wisner's Annual Performance Review

- Board Clerk Monnich made a **Motion** to enter executive session to complete and discuss Chief Wisner's annual evaluation. Board Member Fitch seconded the motion. The motion was unanimously **APPROVED**.

Board entered Executive Session at 6:17 p.m.

Board resumed Regular Session at 7:47 p.m.

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14. ANNUAL PERFORMANCE EVALUATION – Fire Chief Wisner’s Annual Performance Evaluation

- A. Board delivered Chief Wisner’s evaluation in executive session. All discussion on performance was discussed inside executive session.
- B. Board collectively to provide one evaluation for Chief Wisner’s personnel file. No discussion during regular session.
 - Board Clerk Monnich made a **Motion** to approve Chief Wisner’s annual performance evaluation. Board Member Fitch seconded the motion. The motion was unanimously **APPROVED**.

15. PUBLIC FORUM

No Comment

16. ADJOURNMENT

Board Vice Chairman Shaw called for an adjournment.

- Board Clerk Monnich made a **Motion** to adjourn the meeting. Board Member Highstreet seconded the motion. The motion was unanimously **APPROVED**.

The meeting was adjourned at 7:49 p.m.

Respectfully Submitted
Angie Lecher, Business Manager