

# **Clay Springs – Pinedale Volunteer Fire District**

P.O. Box 1267 Pinedale, Arizona 85934

## **Minutes of the Governing Board Meeting**

November 19th, 2020, 1:00 pm Pinedale Station

1.) **Call to Order:** 1:00pm

2.) **Pledge of Allegiance/ Invocation:** By All

3.) **Roll Call:** Present were Robert Garvin, Starla Kizzar, Russ Turner, Robert Quackenbush, Mike Neill, Sue Hileman, Joe Holyoak

4.) **Call to the Public:** The Public may address the Board concerning matters not on the agenda. They will have 3 minutes. The Board will take no action on these items, and may only refer the matter to staff for further review or place the matter on a future agenda. Items on the regular agenda should not be discussed during the call to the public.

**Public:** Dustin Richards- Audit work for 2019-2020, Barry Bunzell - Board member potential, Josh Raban- Annual insurance

5.) **Approval of Minutes:** Motion to approve October 2020 minutes by Motion made by Sue Hileman, Joe Holyoak 2nd 4-0

6.) **Monthly Financial Report:** A motion to approve financial report for October 2020 as given by Starla Kizzar- Approved by Mike Neil made motion Sue Hileman made the second Passed 4-0

7.) **New Business:** May Convene into executive session for legal advice (A.R.S. 38-431-.03 D3)

- a. (A/D) Swearing in of new Board Members -Mike Neill and Joe Holyoak took the oath of office for the new board member elections. Oath of office was read and signed. David Flores has submitted his resignation to the Fire Board terminating his services immediately. Barry Bunzell has applied for the now open position left vacant by Mr. Flores.
- b. (A/D) Election of Board positions- Mike Neill made a motion to make Robert Quackenbush the Board Chairperson, Joe Holyoak 2nd the motion- passed 4-0. Joe Holyoak made a motion to make Mike Neill as the Board Secretary Sue Hileman 2nd passed 4-0. Robert Quackenbush made a motion for Joe Holyoak to be the board treasurer, Mike Neill 2nd the motion passed 4-0.
- c. (A/D) 2019-2020 Audit by Dustin Richards- Dustin reported on the Audit as the first agenda new business items. No significant findings or problems were discovered for the fiscal year 2019-2020. Gave a general overview of the district's financial standing. All district money has been accounted

for per the independent Auditor. Audit approval: Motion to approve made by Sue Hileman, 2nd by Joe Holyoak. Passed 4-0

- d. (A/D) 2020-2021 Insurance proposal by Josh Raban - Josh presented the insurance overview of the department building and vehicle insurance. Premium is increased by \$313 from the prior years insurance. Insurance approval: Motion to approve by Sue Hileman, 2nd by Joe Holyoak passed 4-0
- e. (A/D) Nepotism Policy - Mike Neill brought up a glitch in the nepotism policy. Part of the original wording was deleted. Starla and Mike corrected the problem. Mike made the motion for the board to accept the new nepotism policy Sue Hileman 2nd the motion passed 4-0.

**8.) Old Business:**

- a. (A/D) Board SOP's - Tabled until December 2020

9.) **Chief Report:** See attached report. Motion to accept report by Sue Hileman, 2nd by Joe Holyoak passed 4-0

10.) **Board reports, Chairman, Secretary, Treasurer: None**

11.) **Summary of News, Correspondence and current events:** Letter from National Bank about bank fees, a new information request from Jason's Lawyer about text messages, Audit report came in.

Mike Neill made a motion to accept the resignation of David Flores Sue Hilman 2nd the motion passed 4-0

Barry Bunnzell turned in his resignation for the Fire Department so that he may apply for the Board Member position.

Sue Hileman made a motion to accept the application for the Barry Bunnzell for the position of Board Member Recently vacated by David Flores. 2nd by Joe Holyoak Passed by 4-0

Discussed the need for security cameras. Chief and Star explained the quotes received from Gary Lusk. The cameras will be put on the agenda next month for voting approval.

12.) **Time and Date of Next Regular Scheduled Meeting:** Next meeting will be December 17th, 2020.

13.) **Adjournment:** Motion to adjourn regular meeting at by Sue Hileman 2nd by Joe Holyoak adjourned by 14:39

**Minutes by: Starla Kizzar**

Approved by : Michael D. Neill 12/17/2020