

Bouse Fire District Board Minutes

August 15, 2018

Meeting was called to order at 12 PM noon.

Present was Dave Boyer, chairman, Jim Pontious, clerk, and John Newman, treasurer. Also present, John Novak, Fire Chief.

Approval of the financial report for July 2018 in the amount of \$124,284. Jim Pontious made a motion to accept, John Newman seconded the motion, all in favor, motion approved.

Correspondence received: received a refund check from PACs air due to an overpayment, also, letter from APS regarding billing for two lots for fire district has now been combined into one billing. There was a credit on one account and a balance on the other which has been transferred over under one bill.

Fire Chief John Novak stated that the squad was up and running with a few tweaks. One response in writing for the excursion that's up for bid. One person very interested in purchasing has come to see it and rode in it also received their bid. Explained that the board put a low of \$4000 and will accept highest bid. People's Valley fire district also expressed interest but no correspondence to date.

See list for complete chief's report on monthly activity. Fire Chief John Novak did state that fire department responded to out of district call and assisted in head-on collision on 72 last Sunday, August 11, 2018. Posed the question regarding jaws of life needs to be upgraded along with other equipment that was used during this call.

He stated he has received three fingerprint cards back and was advised by DPS that we need a security officer to secure more this personal information. He had put his name on their list as security officer but asks that a backup security officer be put on next meetings agenda for vote. Chief Novak will be doing an online class for this service starting September 22. This action will put us in compliance with state and federal regulations.

Chief Novak introduced a new position called Community Outreach Coordinator. This will be purely volunteer but will help with public relations in the community.

No old business

New business:

a. Acceptance and authorization of the attached monthly expense report for July 2018 general warrants totaling \$11,258.25 and payroll totaling \$5394.03. Jim Pontious made the motion to accept the warrants total and payroll total, John Newman seconded the motion, all in favor, motion approved.

b. Electrical quote: Chief Novak stated he has only received two quotes. He was asked

of the two quotes which he felt would be a good fit for the Bouse Fire District. He stated that he has dealt with Gellerman electric previously on several issues and the work has been done promptly and is responded promptly. Jim Pontious made the motion to accept Gellerman electric bid with a 50% down for materials and balance payable upon completion of project. John Newman seconded the motion, all in favor, motion approved.

c. Plumbing quote: Chief Novak stated he had only received one quote so far without anything to compare this quote doesn't know whether or not it is fair. Some discussion and questions by board members then Jim Pontious made the motion to table and put on agenda for next meeting, John Newman seconded the motion, all in favor, motion passed.

d. Nominate John Newman as treasurer of the board. Dave Boyer made the motion to accept, Jim Pontious second the motion, all in favor, motion passed

e. Have the chairman of the board or designated board representative be present for all committee meetings. If the chairman cannot be present at a committee meeting, he will designate one of the board members to attend. Fire Chief John Novak will be at each committee meeting and expressed his feelings of having a representative of the board president at all committee meetings along with him. No motion was made but all were in agreement this will be put in as a part of the policies and procedures.

f. The clerk of the board will present administrative current action and planned action along with the Fire Chief. Jim Pontious explained to the public what the board's responsibilities are to the fire district and why these last two were posted the in the agenda. He explained that this is for the public knowledge to know that each fire board member has a responsibility to the district. This will be included as a part of the policies and procedures. No motion was made all in agreement to be included in policies and procedures.

g. Contracting with Ironwood accounting as a designated accounting firm for the Bouse volunteer fire district transitioning from Parker accounting shall be completed by September 1. Loretta Warner representative of the accounting firm was there to answer questions and to explain how she does her business giving us insights on how to conduct our financial accounts more effective and easier. Also there to give his insight was Fire Chief Maloney from Buckskin Fire District. Loretta presented the contract for the board and the Fire Chief to review along with possible reports the fire district might require. She suggested that we give Parker accounting at least 30 day notice and to start with her firm the beginning of the next quarter which is October 1. She would also request a complete backup as of the end of September 30, 2018. She stated that the first few months may be a little higher in cost while getting the books established and working then it would taper off. There was a question regarding automatic deposit and this could be accomplished for our district. Jim Pontious made the motion to do business with Ironwood accounting and approval of contract held until next meeting, John Newman seconded the motion, all in favor, motion approved.

h. Meeting dates and times to be standardized as the second Tuesday at 12 noon of each month and the fourth Saturday at 10 AM each month while the new board is getting more organized. Jim Pontious made the motion to accept times and dates, John Newman seconded the motion, all in favor, motion approved.

i. Apply to move credit card account from Wells Fargo Bank to National Bank of Arizona. This is being done to consolidate better our financial records. Chase Bank being through La Paz County Treasurer and National Bank of Arizona for payroll. John Newman made the motion to accept the switch from Wells Fargo to National Bank of Arizona, Dave Boyer seconded the motion, all in favor, motion approved.

j. Acceptance of Fire Chief and administrative assistant job descriptions. Jim Pontious made the motion to accept, John Newman seconded the motion, all in favor, motion approved.

k. Discussion regarding JAWS of life. All equipment presently used in fire district is at least 30 years old and needs to be replaced or updated. Chief Novak has been in contact with a company that will work with monthly payments on replacement equipment. He will have a quote for the equipment needed at the next meeting.

Committee reports: policy committee hopes to meet by the end of August. The building committee reports that the county requires an electrical drawing for permit. John Newman stated he will be drawing up the required electrical diagram for the remodel and presented to the county for the permit.

Call to public: Ted Finkbeiner stated that his church, the Bouse Baptist Church, is having a community fund day and asked Fire Chief Novak if he could have some of the fire department equipment there for the public to see. Chief Novak will have the new community outreach coordinator contacted him for time and date. Question was raised why the warrants and payroll work listed individually on the agenda. The board and chief Novak explained that if there was any questions regarding these amounts to make an appointment with the chief and he would be glad to pull the records. It was stated that is not in the regulations to itemize on the agenda but is open for public viewing upon appointments. There were also was a question regarding the smoke and fire detectors to be given out to the public as requested. Lions Club may have these available per request from individuals. Our fire district had done it in the past and Fire Chief Novak will check into it.

Fire Chief's comments: Chief Novak presented the Title 48 book to each board member. He advised the public that the three current members on the board, Dave Boyer, Jim Pontious, and John Newman were the only ones to file for election to the board therefore there will be no election and current members are now serving two-year term.

Set date and time of the next meeting: Saturday, August 25, 2018 at 10 AM.

With no further business meeting was adjourned at 2 PM