

**Minutes of the Special Called Meeting of the Whispering Pines Fire District
held May 8, 2014**

A special called meeting of the Whispering Pines Fire District was convened on May 8, 2014 At 6:00 PM, at the Whispering Pines Fire Station 71, 2603 Houston Mesa Road, Whispering Pines

- I. Call to Order – Steve Prahin called the meeting to order at 6:08 PM.
- II. Roll Call – Members present were Al Kendall, Chris Oberg, Steve Prahin and Bob Hull. Member absent was Joseph Brown.
- III. Pledge of Allegiance – Steve led the Pledge of Allegiance.
- IV. Vote to temporarily adjourn the regular session and open the 2013-2014 Budget Revision Hearing – Steve made a motion to adjourn to the 2013-2014 Budget Revision Hearing. Second by Bob. Motion carried unanimously.
 - A. Board members and Staff (there were no members of the general public in attendance) were provided with a draft of the proposed revision which removed the \$600,000.00 USDA Grant/Loan from Capital Projects and Revenue line items. Chief Sattelmaier stated that the reason for the revision was because the Board had voted to withdraw the application for the USDA Grant/Loan at the regular business meeting held April 15, 2014. There was no comment. The District did properly notify the public by timely posting, both in the District’s regular notice boards, and in the Payson Roundup newspaper, as required by statute. Steve made a motion to adjourn the hearing and resume the regular business meeting. Al seconded. Motion carried unanimously.
- V. Resume the regular business meeting.
- VI. Items for Discussion and Possible Action:
 - A. Approval of the revised 2013-2014 Budget – Bob made a motion to accept the revised 2013-2014 budget. Al seconded the motion. Motion carried unanimously.
 - B. Acceptance of Joseph Brown’s resignation – Bob stated that Joseph Brown’s letter of resignation had been read at the April 15, 2014 regular business meeting. Bob made a motion to accept **Joseph Brown’s letter of resignation.** Chris seconded. Motion carried unanimously. Steve presented a letter of interest from Ken Nagy of Bonita Creek. Bob stated he expected to receive a letter from Harry Jones soon, and recommended we schedule an agenda item for our next regular business meeting, with a possibility to go into executive session, if need be, to evaluate these requests. This would be allowable under ARS 38-431.03(A)1 – Personnel matters.

**Whispering Pines Fire District
Minutes of the Regular Board Meeting held June 17th, 2014**

A public meeting of the Whispering Pines Fire District was convened on June 17, 2014 at the Whispering Pines Fire Station 71, 10603 Houston Mesa Road, Whispering Pines.

- I. Call to Order: Steve Prahin called the meeting to order.
- II. Pledge of Allegiance: Chris Oberg led the Pledge.
- III. Roll Call of Board Members: Present were Steve Prahin, Bob Hull and Chris Oberg. Absent was Al Kendall.
- IV. Vote to accept minutes of the following meetings:
 - A. Minutes of the regular business meeting held May 20th , 2014, including the minutes of the executive session.
 - B. Minutes of the special called meeting held June 10th, 2014, including the minutes of the executive session.Chris made a motion to approve these minutes. Bob seconded. Motion carried unanimously.

V. Reports and correspondence

A. Treasurer's Report

- 1. Chris gave the Treasurer's report, a summary of which is listed:

Arizona State Checking.....	\$ 88.42
Arizona State Savings.....	5,734.38
Operating Account.....	2,328.94
Whispering Pines Reserves....	<u>65,841.70</u>
Total Checking/Savings	\$ 73,993.44

Steve related that after checking with Saunders Associates to clarify the need for reporting the fixed assets of the District, they stated that we are only required to report these in our annual audit/review. This is according to Government Accounting Standards.

- 2. Approval of the Reconciliation Report – Bob made a motion to approve the reconciliation reports. Steve seconded the motion. Motion carried unanimously.
- B. Chairman's Report – Steve related that he and Chief Sattelmaier were actively seeking an opinion from the County Attorney concerning responsibility under the law of the Ladies Auxiliary or any other committee, or organized effort on behalf of the Fire Department or the District. Steve also related that action is being taken as a line item in the next budget to bring the bathroom into disability compliance..
- C. Chief's Report – See **attachment A**

D. Construction and Finance Committee Report – Deferred to Item VI. A

VI. Items for Discussion and Possible Action:

(Item D. presented first as a courtesy to Mr. Davis of Zion Bank)

- D. **Q & A with representative from Zion Bank about loan** – Mr. Davis gave a brief talk outlining the details of the quote for a \$300,000.00 loan, the terms, and available options concerning the 10th year interest lock, and the possibility of early payoff or renegotiation of interest rate after the 10th year ends. He stated that Zion bank was prepared to renew the interest rate of the original quote for another 45 days.
- A. **Construction and Finance Committee recommendations, if any** – Chief Sattelmaier stated he had requested floor plan drawings for a two bay and a three bay building, per our requirements, from the architect, and Mr. Yarish related that due to an increase in workload he couldn't guarantee that those drawings would be done in time for tonight's meeting, which they weren't. Chief Sattelmaier suggested the board might wish to seek other architect. Bob made a motion to authorize Chief Sattelmaier to seek other architectural services. Chris seconded the motion. Motion carried unanimously.
- B. Selection of an appointee to fill the vacancy on the Board** – Bob moved to vote by secret ballot. Steve seconded. Motion carried. The votes were tallied, and by unanimous vote Doyle Warner was selected to appointment to the Board. Bob thanked the other two candidates for their willingness to serve.
- C. **Call for Election to the County** – Bob state that he had a copy of the required letter, which must be sent to the County any time we have Board members up for election. Bob made a motion to send a Call for Election letter to the County, and perform the required newspaper notices. Chris seconded the motion. Motion carried unanimously.
- E. **Four resolutions to amend the District boundaries for inclusion in the Fire District** – Resolutions 2013/2014.001, 002, 003 and 004 were presented for approval. Resolutions .001 through .003 were for residents of Verde Glen, and met the legal requirements for inclusion. Resolution 2013/2014.004 was for Cold Springs Ranch, and met the legal requirements for inclusion. Steve made a motion to approve the resolutions. Chris seconded the motion. Motion carried unanimously. Details of the resolutions are available for viewing at Station 71 during normal working hours.
- E. **Records retention procedures** – Steve pointed out that we have been storing our records in the attic of station 71 under unacceptable conditions. Records retention regulations require they be kept in fire-proof file cabinets/safes. Steve stated that much of the past records can be archived with the state for approximately \$60.00 per year. Some could be eliminated entirely if they are past retention requirements. Steve made a motion to form a group consisting of himself, Sue Sattelmaier, and Bob Hull to go through all the records and compare them against the retention schedule to determine what to keep and what to archive. Chris seconded the motion.

Motion carried unanimously.

- VII. Call to the Public for comments on agenda items, and requests for comment on non-agenda items – Nancy Jones of Rim Trail notified the Board of the up-coming Fourth of July Parade and Barbeque to be held on the 4th this year.
- VIII. Call to the Staff and Board for non-agenda items and future agenda items – Item VI. A, Discuss Workman's Compensation insurance needs, seating of appointee.
- IX. Adjournment – Steve called for adjournment. Bob seconded. Meeting adjourned.

Dated this 20th day of June, 2014.

Whispering Pines Fire District

By Kelley Hall - Clerk

File Copy

April 15 2014

To whom it may concern,

I Joseph Brown do hereby resign from the position of board member of the Whispering Pines Fire Board on April 15 2014.

A handwritten signature in black ink, appearing to be 'Joseph Brown', with a long horizontal line extending to the right.

Joseph Brown