

MINUTES FOR REGULAR MEETINGS

FEBUARY 28, 2013 at 4:00 PM & 5:55 PM

The Harquahala Valley Fire District Governing Board convened in a Regular Meeting on February 28, 2013 at the Harquahala Valley Fire Station located at 51501 W. Tonto Street Tonopah, AZ.

At about 4:05 PM **Call to Order** was commenced by the Governing Board Chairman Michael Haynes. The Pledge of Allegiance to the flag of the United States of America was performed by all in attendance.

Roll Call proceeded and the Governing Board Members announced to the call as follows:

Joe Roman	Present
Michael Haynes	Present
Charlie Kooistra	Present
Frank Haas	Present
Judy Henderson	Present

All five Governing Board Members were present.

Executive Session to Evaluate Chief Steve Sandell:

Board Member Charlie Kooistra made a motion for the Governing Board to go into an Executive Session. Board Member Frank Haas seconds the motion.

A vote was made:

Joe Roman	Yea
Frank Haas	Yea
Charlie Kooistra	Yea
Michael Haynes	Yea
Judy Henderson	Yea

5-0 votes to go into Executive Session at 4:10 PM.

Board Member Frank Hass motions to resume Regular Meeting and Board Member Charlie Kooistra seconds the motion. A vote was taken.

Joe Roman	Yea
Frank Haas	Yea
Charlie Kooistra	Yea
Michael Haynes	Yea
Judy Henderson	Yea

5-0 votes to resume Regular Meeting.

Call to the Public:

Renee Haynes - advised that community member Elisa Bixby called to thank the fire department for the care and progress of her husband.

Chief Report:

Chief Sandell advised

- FF Gabe Orosco was out of state due to death in his family
- Our agencies medical billing firm advised that a 5013 C was necessary to for medical billing
- HGP had an open house event today (2/28/13) nice turn out of students
- FF Mike Holiday was in recovery stage and on light duty status
- Reserve FF testing took place 51 Applicant, 43 turned out for testing. 14 became reserve FF and 18 were placed onto a hiring list.
- Workman Compensation Report was provided

Business: Discussion and Possible Action:

11- 12 Audit presented by Kay Green with Accounting Professions.

Kay Green spoke on the topic of Harquahala Valley Fire District Financial Statements dated June 30, 2012. Green Reference page 9 Note to Financial Statements A & B.

Board Member Judy Henderson asked the reason for intergovernmental agreement term being used when HGP's is not a government agency. Green advised that due to governmental regulation they are considered to be. Green also advised that Paragraph B disclosed the \$251,445.00 payment to HGP paid during July 2012 after the end of the budget year 2011-2012.

Chairman Michael Haynes advised the goal for the second payment to HGP should take place prior to the end of the budget year 2012-2013.

Kay Green suggested that an accountant review financial records prior to their audit. Board Member Charlie Kooistra agreed and asked Kay Green for any person that she recommend. Kay Green said would discuss her recommendation with Officer Manager Renee Haynes at a later time.

Financials: 2012-2013 Second Quarter

Chairman Michael Haynes made a motion to approve the Financials 2012-2013 Second Quarter. Board Member Frank Haas seconds the motion. A vote was taken.

Joe Roman	Yea
Frank Haas	Yea
Charlie Kooistra	Yea
Michael Haynes	Yea
Judy Henderson	Yea

5-0 votes approved the Financials.

Approval of Minutes:

October 29, 2012:

Board Member Charlie Kooistra made a motion to approve the Amended Meeting Minutes. Board Member Frank Haas seconds the motion. A vote was taken.

Joe Roman	Yea
Frank Haas	Yea
Charlie Kooistra	Yea
Michael Haynes	Abstain
Judy Henderson	Abstain

3 yea, 2 abstained votes approved Amended Meeting Minutes for October 29, 2012 for the fact the 2 abstained were not on the Board for that meeting.

January 31, 2013:

Board Member Frank Haas made a motion to approve the Meeting Minutes for January 31, 2013. Board Member Charlie Kooistra seconds the motion. A vote was taken.

Frank Haas	Yea
Judy Henderson	Yea
Charlie Kooistra	Yea
Michael Haynes	Yea
Joe Roman	Yea

5-0 votes approved the Meeting Minutes for January 31, 2013.

Office Equipment:

Board Member Judy Henderson stated Office Manager Renee Haynes uses her personal printer and Judy Henderson recommends that a consideration to purchase a district owned printer for Renee's use should be considered.

Board Member Joe Roman stated that the policy committee was in need of a lap top computer and a consideration to be made for the purchase one at a cost of

about \$300.00. Chairman Michael Haynes stated the costs could exceed eight hundred dollars due to software. Fire Engineer Tony Haugen stated to the governing board that on this day (2/28/13) he was able to make arrangements with HGP and acquire up to seven used lap top computers at no cost and they will be able to suit the needs of the Policy Committee. No further action on this topic occurred since Tony would follow up on acquiring them from HGP.

Department Credit Card:

Board Member Judy Henderson spoke to the governing board of her inquiries in the fire districts Wells Fargo credit cards which were acquired in 2008 and still in use to the present day. Board Member Judy Henderson advised of the possibility that Wells Fargo Bank was provide with a false document which suggested that board approval had been given yet the Meeting Minutes at the time did not show such action by the governing board.

Board Member Judy Henderson suggested that a similar false document was present in a similar manner and without board approval in 2010 when the credit limits to the credit cards were increased by Charlie Kooistra and Frank Haas.

Chairman Haynes advised that in 2008 the governing board consisted of three members and only two votes were needed to approve any action. Board Member Joe Roman asked if there was audio recording of the board meeting in 2008.

Chairman Haynes asked the governing board if the appropriate course of action would be to cancel the existing Wells Fargo credit card and request a replacement card. Fire Chief Steve Sandell suggested ratification may be an option. Chairman Michael Haynes asked Board Member Judy Henderson what course of action she would like the governing board to take on the topic she placed onto the agenda.

Board Member Judy Henderson she wanted the governing board to be aware of the matter and the existence of the false documents.

Chairman Michael Haynes said he make a motion to table all three agenda item 11 Department Credit Card, 12 Board Members By-Laws and 13 Revisit Chief

Steve Sandell's Recent Contract at the next meeting. Board Member Charlie Kooistra seconds the motion

A vote was taken.

Judy Henderson	Yea
Frank Haas	Yea
Charlie Kooistra	Yea
Michael Haynes	Yea
Joe Roman	Yea

5-0 yes votes to table the addenda items 11, 12 and 13 to the next board Meeting

Board Member Judy Henderson made a motion to adjourn the Board Meeting. Board Member Charlie Kooistra seconds the motion. A vote was taken.

Judy Henderson	Yea
Frank Haas	Yea
Charlie Kooistra	Yea
Michael Haynes	Yea
Joe Roman	Yea

5-0 yes votes to adjourn the Board Meeting
Meeting was adjourned at 8:19 PM.