

**AGENDA FOR THE REGULAR PUBLIC MEETING OF THE JACKSON HEIGHTS RURAL FIRE DISTRICT
BOARD OF DIRECTORS**

(Ted F. Prina, Charles Ferrin, Jason Larson)

July 16th 2015 at 5:00 PM

Thatcher Town Hall

3700 W Main Street

Thatcher, AZ 85552

1. CALL TO ORDER

Meeting was called to order at 5:00 by Ted Prina

2. ROLL CALL OF BOARD MEMBERS

Present at meeting were Ted Prina, Jason Larson, Charles Ferrin

3. APPROVAL OF MINUTES

Motion to approve minutes was raised by Ted Prina, seconded by Jason Larson. Unanimously approved.

4. SCHEDULED PUBLIC APPEARANCE/CALL TO THE PUBLIC

Call to public was issued, no public attendance present.

5. REPORTS AND CORRESPONDENCE

A. Approve Disbursements

1. Payment to Arizona Fire District Association

2. Approve of Conference expenses after discussion

Motion to approve payment of dues for Arizona Fire District Association Dues of \$100 and

approve AFDA conference expense was proposed by Ted Prina, seconded by Charles Ferrin:

Unanimously approved.

Motion to reimburse expenses to attend State required mandatory classes at the Arizona Fire

District Association Conference for Ted Prina, Jason Larson, and Charles Ferrin was proposed by

Ted Prina and seconded by Charles Ferrin. Motion passed unanimously.

B. Correspondence and/or other important information

-No Business-

6. DISCUSSION TOPICS

A. Disbursement procedure update

Information only: Jean Reynolds approved disbursement form and said only one signature was required, however board policy is to gather 2 signatures for each expense.

B. Revisit travel policy, revise and approve

By State Law, non-employees are not eligible for per diem. Motion proposed by Ted Prina to change travel policy to reimburse standard mileage and direct, reasonable expenses. Seconded by Charles Ferrin, Passed unanimously.

C. Discussion and possible approval of annual budget

Current budget approval motion by Charles Ferrin, seconded by Jason Larson: Passed unanimously.

D. Annual audit of books update and approval of vendor

Larry Moeller, CPA was proposed as vender to evaluate and audit CJHFD books at a price between \$650 and \$750 because of his familiarity with similar fire district boards. Motion made by Ted Prina, seconded by Jason Larson approved unanimously.

E. Discussion and possible approval of Board of Director's insurance

Motion made by Ted Prina to acquire Board insurance up to \$3million coverage at a price not to exceed \$2000.00. Seconded by Charles Ferrin. Passed unanimously

F. Discussion and possible approval of contracting an attorney

Having trouble with AFDA attorney Donna Avera calling back. Will continue to try to contact her.

G. Discussion and possible approval of website and email addresses

After discussion of several website development options, a motion was made by Ted Prina to have Greg Lindsey design and maintain CJHFD web page with email hosting at a one-time \$1500 design fee and \$35 per month maintenance fee plus \$2 per mailbox per month. Seconded by Jason Larson. Passed unanimously.

H. Discussion on how to adopted standard policies

CJHFD policies will be written and adopted as situations arise unless a more comprehensive manual is obtained from a professional source.

I. Discussion about contract with Town of Thatcher

Contract was briefly discussed and tabled until professional council can be obtained.

7. ADJOURNMENT 5:59 pm