

## MINUTES OF MEETING AND THE ANNUAL BUDGET HEARING

### OF THE CONGRESS FIRE DISTRICT

HELD June 15, 2015

A public meeting of the Congress Fire District was convened at 7:00 p.m. on June 15, 2016, at the Congress Fire District Office. The annual budget hearing was held in conjunction with the regular meeting. The following matters were discussed, considered and decided at the meeting:

1. Call to Order: Meeting was called to Order at 7:00 p.m.
2. Roll Call: The following members of the Board of the Congress Fire District were present at the meeting: John Burke, Clerk of the Board and Steve Holloman were present at the meeting. Jack Adrian was absent. Also present were Fire Chief Virgil Sutor, Secretary/Treasurer Evelyn Houston, firefighter/EMTs Jason Hershberger, Ashley Hernandez, James Armstrong and Jake Moder were also present.
3. The annual budget hearing, having been duly posted as required, was called to order. No members of the public were present to comment on the proposed 2015/2016 budget. The public was closed.
4. Board proceeded with discussion on the budget. Estimated FDAT figure from the Board of Supervisors was provided to Board members. Appropriate change will be made on the final Budget submitted. Final Budget form will be completed after receipt of June 2015 County Warrant Statements and balance in the account is ascertained. Motion made by John to approve the proposed budget as the final budget for fiscal year 2015/2016; seconded by Steve; all in favor. Proposed budget is adopted.
5. Approval of Minutes: The minutes of the meeting of May 18, 2015 were reviewed. Steve made a motion to approve the minutes and John seconded the motion. All in favor; minutes are approved.
6. Approval of Financial Reports:
  - a. Financial reports for the month of May 2015 consisting of Balance Sheet, Cash Flow (Budget vs. Actual), Transaction List, County Treasurer Monthly Warrant Statement with Reconciliation, and County Treasurer Monthly Capital Reserve Statement with Reconciliation were reviewed.
  - b. Motion was made by Steve to approve the financial reports for the month of May 2015; John seconded; all in favor; financial reports are approved.
7. Correspondence: None
8. Fire Chief's Report:

- a. Everything is going fine.
- b. All the guys took the EMT refresher course this past weekend; 3 days given here in Congress.
- c. New battery put in the Brush truck.
- d. Call volume has been quite high.
- e. Guys have been testing all fire hydrants and flushing them out for the water company.

9. Old Business:

- a. Engagement Letter for CPA for Annual Audit: Motion made by John that the Board approve the Letter of Engagement with Regier Carr & Monroe, LLP, CPAs dated May 20, 2015, setting forth the terms of the audit procedure. Steve seconded the motion; all in favor; motion unanimously passed.
- b. Funds transfer from General Fund to Capital Reserve. Discussion on current situation, bills due, income. Motion made by John that the Board approve a funds transfer from the General Fund to the Capital Reserve for the fiscal year 2014/2015 in the amount of \$66,000. Motion seconded by Steve. All in favor; motion carried. Funds will be transferred next week.

10. New Business:

- a. IGAs for Arizona State Forestry / County Attorney review and approval: All new IGAs with Arizona State Forestry must be reviewed and signed by an attorney. If no attorney on retainer can use county attorney. (Our current IGA was signed in April 2014 have one more year until renewal.)

11. No Executive Session required.

12. No public comments.

13. Adjournment: It brought to the attention of the Board that Steve and Evelyn will be out of town at the time of the next regular meeting (July 20, 2015). Steve made a motion that the meeting scheduled for Monday, July 20, 2015, at 7:00 p.m. is cancelled and the next regularly scheduled meeting be held on August 17, 2015 at 7:00 p.m., and further that this meeting be adjourned; seconded by John; meeting adjourned at 7:30 p.m.

Congress Fire District Governing Board

Secretary \_\_\_\_\_

Approved: \_\_\_\_\_