

ARIZONA CITY FIRE DISTRICT
REGULAR SESSION MINUTES

August 8, 2023

1. Call to Order

Board Clerk Allen Rogers called the meeting to order at 6:00 P.M.

2. Pledge of Allegiance

Board Clerk Allen Rogers led all in the Pledge of Allegiance.

3. Roll Call/Quorum

Board Clerk Allen Rogers confirmed that (4) Board Members were present. A quorum was established with (4) members.

Board members present included Board Clerk Allen Rogers, Board Members Randy Wittenburg, Dean Craun and Dewayne Hill.

Board Member Dewayne Hill attended telephonically.

AZCFD Attorney Denis Fitzgibbons was present.

AZCFD Fire Chief Jeffrey Heaton was also present.

4. Welcome to Guests

Mr. Bill Bailey, Ken Davis and Lloyd Stone.

5. Fire Chief's Report

AZCFD Fire Chief Jeffrey Heaton reviewed the AZCFD activities for the month of July 2023. The report is attached and made part of these Minutes.

6. Staff Reports

AZCFD Fire Chief Jeffrey Heaton reviewed the EMS/Fire calls and response times for the month of July 2023.

After hearing both the Fire Chief's and Staff Reports, Board Member Randy Wittenburg made a motion to approve the Fire Chief's and Staff Reports; seconded by Board Member Dewayne Hill, motion passed unanimously.

7. Correspondence

Several thank you cards were received during the month for services given.

8. Consent Agenda (All items under the Consent Agenda may be approved under one motion unless one of the Governing Board Members pulls an item(s) for further discussion).

After discussion and consideration, Board Member Dean Craun asked that the approval of the minutes for July 18, 2023 and July 25, 2023 be pulled for approval. These minutes will be considered at the next Board Meeting.

Board Member Randy Wittenburg then made a motion to approve the remaining Consent Agenda; seconded by Board Member Dean Craun, the motion passed unanimously. The following items were approved with the consent agenda:

1. Approval of Financial Documents: 7/1/23 through 7/31/23
(Account Balances as of 7/31/2023)
2. General fund: **\$ 65,363.47**
3. Capital outlay fund, buildings: **\$ 878.29**
4. Capital outlay fund, communications: **\$ 198.33**
5. Capital outlay fund, fire hydrants: **\$ 56.58**
6. Capital outlay fund, apparatus & vehicles: **\$315.03**
7. Capital outlay fund, firefighting equipment: **\$ 188.54**

9. Call to the Public

None.

10. Old Business.

- a. **Discussion and Possible Action re: Interview/ Vote/ Approve new Board Member for replacement of resigned Chairman Randy Johnsons' position (Board Clerk Allen Rogers).**

Two individuals submitted applications to be considered for the open Board Member position; Lloyd Stone and Ken Davis. Board Clerk Allen Rogers led the interview process with the two candidates.

After discussion and consideration, Board Member Randy Wittenburg then made a motion to approve Ken Davis for the open position; seconded by Board Member Dean Craun. Board Clerk Allen Rogers made a motion to approve Lloyd Stone for the open position. This motion did not receive a second so it died. A vote was taken on Ken Davis and the motion passed unanimously.

11. New Business

- a. **Discussion and Possible Action re: Vote for replacement Chairman Position (AZCFD Board)**

After discussion and consideration, Board Member Randy Wittenburg then made a motion to approve Dean Craun as the new Chairman; seconded by Board Member Dewayne Hill, motion passed unanimously.

b. Arizona State Fire School (Fire Chief Jeffrey Heaton).

Fire Chief Jeffrey Heaton informed the Board of the upcoming 50th Annual Fire School in Mesa, AZ. We currently have (6) individuals signed up on scholarships to attend the school.

c. 1st Aid and CPR Board Changes (Fire Chief Jeffrey Heaton).

Fire Chief Jeffrey Heaton informed the Board that 2 members of the 1st Aid and CPR Group; Nate Oliver and Frank McLaughlin had left the Group and were replaced with Shirley Sutherland and Don Waits. The bank requires that Nate Oliver and Frank McLaughlin be removed from the account by Board action. After discussion and consideration, Board Member Randy Wittenburg then made a motion to remove Nate Oliver and Frank McLaughlin from the 1st Aid and CPR Group and replace them with Shirley Sutherland and Don Waits; seconded by Board Member Dewayne Hill, motion passed unanimously.

d. Discussion and Possible Action re: Replacement for CPA Firm; Saunders (Fire Chief Jeffrey Heaton)

Fire Chief Jeffrey Heaton informed the Board that our CPA Firm, Saunders Company, LTD are retiring and closing their business. Therefore, we will need to open the process to interview a replacement CPA Firm for our annual audit. After discussion and consideration, Board Member Randy Wittenburg then made a motion to open the search for a replacement CPA Firm; seconded by Board Member Dewayne Hill, motion passed unanimously. Fire Chief Jeffrey Heaton stated we would take the action to illicit possible replacement firms and have them present at a future Board Meeting.

12. Next Meeting Dates

The next regular Business Meeting is scheduled for September 12, 2023 at 6:00 p.m.

13. Agenda Items for next meeting

Any items for the Agenda should be submitted to the Fire Chief by September 5, 2023.

14. Adjournment

At 7:06 PM, Board Member Randy Johnson made a motion to adjourn the meeting. A second was made by Board Member Dewayne Hill. Motion approved unanimously.

Date Approved

Board Clerk Allen Rogers