

NORTH COUNTY FIRE & MEDICAL DISTRICT  
GOVERNING BOARD  
REGULAR SESSION

Thursday, June 16, 2016

MINUTES

(Agenda items may have been taken out of order at the discretion of the Chairman.)

**Board Member Smith moved that Board Clerk Hamel be appointed as Acting Chairman for the meeting. Board Member Meyer seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Hamel, Meyer, Smith  
NAYS: None

**I. CALL TO ORDER**

Acting Chairman Hamel called the Governing Board Meeting to order on Thursday, May 19, 2016, at 9:00 a.m. at the District Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona.

**II. ROLL CALL/AFFIRMATION OF QUORUM**

Members Present: Acting Chairman Bill Hamel, Board Member Jack Meyer, Board Member Smitty Smith, Board Member David Wilson (attended telephonically)

Members Absent: Board Clerk Dusty Rhodes

Administrative Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Tim Van Scoter, Accounting Supervisor Coaleen Poland

Media Present: Tina Gamez, *Daily News-Sun*

Public Comment: None

**III. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

**IV. PROPOSED FISCAL YEAR 2016-2017 BUDGET AND OPERATIONAL PLAN OVERVIEW / PUBLIC BUDGET HEARING**

A. Overview of Proposed Fiscal Year 2016-2017 Budget and Operational Plan

The overview of the Fiscal Year 2016-2017 Budget and Operational Plan was waived due to the lack of any individuals in the audience who had not previously been present for a detailed budget overview.

B. Public Hearing/Comments

Acting Chairman Hamel opened the Public Hearing regarding the proposed Fiscal Year 2016-2017 Budget and Operational Plan. There were no public comments. Acting Chairman Hamel closed the Public Hearing.

**V. DISCUSSION & POSSIBLE ACTION ON RESOLUTION #16-0616-1 ADOPTING THE FISCAL YEAR 2016-2017 DISTRICT BUDGET AND OPERATIONAL PLAN**

**Board Member Wilson moved that, following extensive work and review from both the Governing Board and the staff, and comments from District property owners, that the Board adopt Resolution #16-0616-1 approving the Fiscal Year 2016-2017 District Budget and Operational Plan for an amount not to exceed \$14,926,079. Board Member Meyer seconded the motion.**

Discussion followed. Board Member Smith thanked the staff for all of their hard work on the budget and stated how much he appreciated it.

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Hamel, Meyer, Smith

NAYS: None

**VI. CALL TO THE PUBLIC**

Resident Dick Cherry stated that when he was the District's Sun City West Posse Liaison, he wrote a report with the District's statistics for the Posse's monthly newsletter. He has been asked if a copy of the two monthly reports could be emailed to the current newsletter editor so that the report can continue. Staff responded that they would see that the reports are sent as requested.

**VII. MINUTES**

A. Discussion & Possible Action re: Board Workshop – May 17, 2016

**Board Member Smith moved that the minutes of the May 17, 2016 Board Workshop be approved. Board Member Meyer seconded the motion.**

There were no corrections or additions. Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Hamel, Meyer, Smith  
NAYS: None

B. Discussion & Possible Action re: Regular Board Meeting – May 19, 2016

**Board Member Smith moved that the minutes of the May 19, 2016 Regular Board meeting be approved. Board Member Wilson seconded the motion.**

There were no corrections or additions. Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Hamel, Meyer, Smith  
NAYS: None

**VIII. FINANCIAL SUMMARY AND REPORTS**

- A. Monthly Financial Division Current Events Summary for May 2016  
Accounting Supervisor Poland presented an overview of the May 2016 Financial Division Current Events Summary and answered any questions from the Board. The monthly Financial Division Current Events Summary is attached to the official Governing Board meeting packet.

**IX. CONSENT AGENDA**

- A. Approval of the May 2016 Monthly Financial Report  
Accounting Supervisor Poland answered any questions from the Board regarding the monthly financial report. The May 2016 Monthly Financial Report is attached to the official Governing Board meeting packet.

**Board Member Meyer moved that the Governing Board approve the May 2016 Monthly Financial Reports and account reconciliations per Arizona Revised Statutes including, but not limited to, the following: Register of Checks, Warrants, & Deposits, Statement of Financial Activities, Statement of Net Assets, and Cash Flow Projection Report. Board Member Smith seconded the motion. Discussion followed.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Hamel, Meyer, Smith  
NAYS: None

**X. CURRENT EVENTS SUMMARIES, REPORTS, AND/OR CORRESPONDENCE**

- A. Emergency/Support Services Divisions Current Events Summary for May 2016  
Assistant Chief Van Scoter provided a brief overview of the May 2016 Emergency/Support Services Division Current Events Summary and answered any questions from the Board. Assistant Chief Van Scoter provided the Board with an update regarding the District's current wildland deployments. The May 2016 Emergency/ Support Services Divisions Current Events Summary is attached to the official Governing Board meeting packet.
- B. Administrative/Community Risk Management Divisions Current Events Summary for May 2016  
Assistant Chief Dalton provided a brief overview of the May 2016 Administrative/Community Risk Management Divisions Current Events Summary and answered any questions from the Board. The May 2016 Administrative/Community Risk Management Divisions' Current Events Summary is attached to the official Governing Board meeting packet.
- C. Monthly Correspondence Report  
There was no correspondence for review.

**XI. NEW BUSINESS**

- A. Discussion & Possible Action re: Adoption of Resolution #16-0616-2 – Regarding District Fee Schedules  
Staff answered any questions from the Board regarding the revisions to the District Fee Schedules.

**Board Member Wilson moved that the Governing Board adopt Resolution #16-0616-2 updating the District's Fee Schedules. Board Member Smith seconded the motion.** Discussion followed.

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Hamel, Meyer, Smith  
NAYS: None

- B. Discussion & Possible Action re: Proposed Policy Manual Revision – Policy 6.01 Accrued Leave Management

Assistant Chief Dalton answered any questions regarding the revisions to Policy 6.01. Following some discussion regarding questions he had regarding the policy revisions, Board Member Wilson stated that he appreciated all of the work that went into the policy.

**Board Member Wilson moved that the Governing Board approve the revisions to Policy Manual Policy 6.01 - Accrued Leave Management. Board Member Smith seconded the motion.** Discussion followed.

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Hamel, Meyer, Smith

NAYS: None

**XII. SUGGESTED ITEMS FOR FUTURE BOARD WORKSHOP MEETING**

**AGENDAS**

There were no new items suggested.

**XIII. ADJOURNMENT**

The meeting adjourned at 9:52 a.m.

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Bill Hamel, Acting Board Chairman