

**ARIZONA CITY FIRE DISTRICT**  
**REGULAR SESSION MINUTES**

**August 17, 2021**

**1. Call to Order**

Board Chairman Tim McCain called the meeting to order at 6:01 P.M. via the telephone due to the COVID-19 and social distancing issues, and Board Members' vacation schedules.

**2. Pledge of Allegiance**

Board Chairman Tim McCain led all in the Pledge of Allegiance.

**3. Roll Call/Quorum**

Board Chairman Tim McCain confirmed that (5) Board Members were present. A quorum was established with (5) members.

Board members present via the telephone included Board Chairman Tim McCain, Board Clerk Dean Craun, Board Members Randy Wittenburg, Dewayne Hill and Randy Johnson.

AZCFD Fire Chief Jeffrey Heaton was also present.

**4. Welcome to Guests**

No guests were present or on the phone during the meeting.

**5. Fire Chief's Report**

The Fire Chief reviewed his activities for the month of July 2021. His report is attached and made part of these Minutes.

**6. Staff Reports**

The Fire Chief reviewed the EMS/Fire calls and response times for the month of July 2021.

**7. Correspondence**

Nothing was received during the month for correspondence.

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

1. Approval of written minutes of July 13, 2021, on Arizona City Fire District website.
2. Approval of Financial Documents: 7/1/21 through 7/31/21  
**(Account Balances as of 7/31/2021)**

3. General fund: **\$ 46,046.36**
4. Capital outlay fund, buildings: **\$ 858.70**
5. Capital outlay fund, communications: **\$ 194.47**
6. Capital outlay fund, fire hydrants: **\$ 55.76**
7. Capital outlay fund, apparatus & vehicles: **\$308.34**
8. Capital outlay fund, firefighting equipment: **\$ 185.01**

**9. Call to the Public**

**NONE.**

**10. Old Business.**

**a. SAFER/ AFG Grant Updates (Fire Chief Jeffrey Heaton).**

Fire Chief Jeffrey Heaton provided the Board an additional update concerning the grants received during the 2020/2021 fiscal year. The federal FEMA Grants are still being processed and updates have not been received regarding the grants.

**11. New Business**

**a. Resolution for Pinal County Political Subdivisions Individuals Accessing Fiscal and Accounting Records Resolutions to be approved (Board Chairman Tim McCain):**

1. **Investment Resolution - Authorizing the Treasurer to invest and re-invest your surplus funds for the fiscal year.**
2. **Warrant Resolution - Appointing a representative to provide warrant information to our office.**
3. **Warrant Signature Resolution - Naming the person or persons authorized to sign warrants for the fiscal year. Please include an original sample of the signatures with the resolution. This resolution is required of those districts authorized by Arizona Statute to issue their own warrants.**
4. **Fund Transfer Resolution - Naming the person or persons authorized to request our office to wire funds from your account on behalf of the district.**
5. **List of outside bank accounts – The Treasurer’s office should be aware of any outside bank account maintained by the District.**
6. **Verification of Agency Users/Contacts - Please verify users for Treasurer Agency Service website and notify us if changes need to be implemented.**

Board Chairman Tim McCain led the discussion on the above listed Resolutions for Pinal County. After discussion and consideration, Board Member Randy Johnson made a motion to approve the Resolutions and to appoint Board Chairman Tim McCain as the individual for the District who can provide warrant information, sign warrants and request Pinal County to wire funds on behalf of the District; seconded by Board Member Dewayne Hill, motion passed unanimously.

**12. Next Meeting Dates**

The next regular Business Meeting is scheduled for September 14, 2021 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 7, 2021.

**14. Adjournment**

At 6:20 PM, Board Member Randy Johnson made a motion to adjourn the meeting. A second was made by Board Member Randy Wittenburg. Motion approved unanimously.

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Date Approved

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Board Clerk