



*Westwood Estates
Fire District*



**Minutes for Governing Board Budget Workshop, Regular Board Meeting, Notice of Public Meeting of the Westwood Fire District
For the Purpose of Ratifying Past Actions and Public Hearing for Budget Agenda and
April 6, 2018, 10:00 a.m.
City of Flagstaff Station 6 – 3877 Lake Mary Road, Flagstaff AZ**

This meeting was held out of order of the agenda.

1. CALL TO ORDER - Chairman Winiacki called the Governing Board meeting to order on Friday, April 6, 2018 at 10:00 a.m. at the City of Flagstaff Station 6, 3877 Lake Mary Road, Flagstaff AZ.

2. ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Present: Chairperson Winiacki Clerk Boalich

Absent: Member Dobbs

Admin: Administrative Officer Chris Gioia

Hinton Burdick Auditors: Kevin Stevens, Mark Scott and Sara Palmer

Public: N/A

3. New Business / Action Items

- a. Review, discuss and possible action on ratification of decisions made: The purpose of this agenda item in the meeting is to ratify all of the actions of the Westwood Estates Fire District from December 15, 2016 through and including January 16, 2018, due to errors related to the non-effectiveness of the appointment and membership of Board Member Shawn Winiacki, which may have resulted in violations of Arizona's Open Meeting laws. To correct these violations the District proposes as follows: *Each and every decision made at all meetings from December 15, 2016 to January 16, 2018 as reflected in minutes from December 15, 2016 to January 16, 2018, which actions and minutes are incorporated herein by this reference as if set forth in full, are hereby ratified.*

Ratification was read and reviewed by the Board. Clerk Boalich made a motion to approve the Ratification as read. Chairman Winiacki second

Public Comment: None

Voted Conducted: Motion Carried

Ayes: Boalich, Winiacki

Nays: None



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- b. Review, discuss and possible action on approving 2016/2017 Audit as presented by Hinton Burdick

Kevin Stevens, Mark Scott and Sara Palmer representatives from Hinton Burdick presented the Board their findings from the audit of the Districts financials from Fiscal Year 16/17. Their finds were positive. Audit findings will be posted at www.summitfiredepartment.org.

Clerk Boalich made a motion to approve the audit as presented. Chairman Winiacki second

Public Comment: None

Voted Conducted: Motion Carried

Ayes: Boalich, Winiacki

Nays: None

Note: Chief Gaillard arrived at 10:20 a.m.

- c. Review, discuss and possible action on approving Financial Policy #100 for Fiscal Year 18/19

The Board reviewed their financial policy 100. They discussed how this policy will affect their future budgets and the cost to the citizens in the District.

Chairman Winiacki made a motion to keep the financial policy 100 as written with the District keeping \$2,000 as their stabilization fund. Clerk Boalich second

Public Comment: None

Voted Conducted: Motion Carried

Ayes: Boalich, Winiacki

Nays: None

4. CONSENT AGENDA Approval of Reconciliations and Financial Reports – January and February, 2018 and Minutes from January 16, 2018

- a. Minutes from January 16, 2018 were reviewed by the Board. Chairman Winiacki made a motion to accept the minutes as written. Clerk Boalich second

Public Comment: None

Voted Conducted: Motion Carried

Ayes: Boalich, Winiacki

Nays: None

- b. Approval of Reconciliations and Financial Reports for January and February, 2018.



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Clerk Boalich made a motion to approve the financials presented by Administrative Officer, Chris Gioia. Chairman Winiiecki second

Public Comment: None

Voted Conducted: Motion Carried

Ayes: Boalich, Winiiecki

Nays: None

5. Current Events Summaries, Reports, and/or Correspondence– In accordance with A.R.S. 38-431.02(K), the Board shall not propose, discuss, deliberate, or take legal action on any matter in the following summaries:
 - a. Administrative Updates
Administrative Officer Gioia updated the Board on the election process and who is up for re-election. Member Todd Dobbs and Clerk Chris Boalich seats are up in November. Administrative Officer Chris Gioia will assist the Board in the election process.
 - b. Other Items – N/A
6. BOARD COMMENTS-
Chairman Winiiecki asked administration to investigate what the Board can do regarding the working homeless who are living behind Westwood Estates. They are leaving camp fires and it could be detrimental to the fire District.
7. ADJOURNMENT Clerk Boalich made a motion to adjourn the meeting, Chairman Winiiecki second the motion. Regular Meeting Adjourned at 10:46 a.m.

Budget Workshop

1. Chairman Winiiecki called the Budget Workshop to order on Tuesday, April 6, 2018 at 10:47 a.m. at the City of Flagstaff Station 6, 3877 Lake Mary Road, Flagstaff AZ.
2. ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM
Present: Chairperson Winiiecki Clerk Boalich
Absent: Member Dobbs
Admin: Fire Chief Mark Gaillard, Administrative Officer Chris Gioia

Public: N/A
3. REVIEW AND DISCUSS BUDGET FOR FISCAL YEAR 2018/2019 and Financial Policy 100
Administrative Officer, Gioia presented to the Board several scenarios of the District's finances. The Board discussed their options and how this will impact the future of the District. The scenarios showed a two year budget with increases to the mil rate and the impact to their financial policy.



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4. ADJOURN BUDGET WORKSHOP Clerk Boalich made a motion to adjourn the meeting, Chairman Winiiecki second the motion. Budget Workshop Adjourned at 11:00 a.m.

Public Hearing

1. Chairman Winiiecki called the Public Hearing to order on Tuesday, April 6, 2018 at 11:01 a.m. at the City of Flagstaff Station 6, 3877 Lake Mary Road, Flagstaff AZ.
2. ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM
Present: Chairperson Winiiecki Clerk Boalich
Absent: Member Dobbs
Admin: Fire Chief Mark Gaillard, Administrative Officer Chris Gioia

Public: N/A
3. PUBLIC HEARING TO ADOPT FY 18/19 BUDGET FOR POSTING
 - a. Proposed Fiscal Year 2018/2019 Budget Plan Overview/Public Budget Hearing
 - i. Overview of proposed Fiscal Year 2018/2019 Budget
The Board discussed the financial impacts of raising cost to the District.
The Board requested a 5 year outlook.
 - ii. Public Hearing/Comments – N/A
 - b. Discussion and possible action on adopting the Fiscal Year 2018/2019 District Budget for Posting for 20-days from April 13, 2018 through May 11, 2018.
The Board discussed mil rates and adopting a proposed budget for 20-days.

Clerk Boalich made a motion to approve the proposed budget with a mil rate of 1.78 for posting for the 20-days starting April 13, 2018 through May 11, 2018, with a final Public Hearing and to finalize the budget at the next meeting on May 15, 2018. Chairman Winiiecki second
Public Comment: None
Voted Conducted: Motion Carried
Ayes: Boalich, Winiiecki
Nays: None
4. ADJOURNMENT PUBLIC HEARING Clerk Boalich made a motion to adjourn the Public Hearing, Chairman Winiiecki seconds the motion. Public Hearing Adjourned at 11:04 a.m.

Respectfully Submitted by
Chris Gioia, Administrative Officer