



SUNSTITES-PEARCE FIRE DISTRICT

SERVING RESIDENTS OF THE SUNSTITES-PEARCE FIRE DISTRICT,
AND NEIGHBORING COCHISE COUNTY

Mailing Address: PO Box 507, 105 TRACY ROAD PEARCE, AZ 85625

PHONE: (520) 826-3645 FAX: (520) 826-3586

Sunsites-Pearce Fire District Governing Board of Directors Meeting January 17, 2012

I. Call to Order – The meeting was called to order at 5:00 PM by Chairman Robert Fino.

II. Roll Call – Board Members present were:

Chairman Robert Fino
Clerk William McCarter
Member Rebel Jones
Member Tim Heine

Member Candy Roll arrived late

There were no conflicts of interest to declare.

III. Interim Chief Petersen led the attendees in the Pledge of Allegiance.

IV. Consent Agenda – There were no minutes to approve from prior meetings.

V. Approval of Minutes from December 20, 2011 Regular Meeting and December 31, 2011 Special Meeting. A Discussion was had. Ms. Roll indicated the December 20, 2011 Regular Meeting Minutes needed revising. On Draft Page 1, 3rd sentence a typographical error was noticed and noted to be corrected. On the bottom of Page 2 two separate gender related typographical errors were made and noted to be corrected. On the December 31, 2011 Special Meeting Minutes additional gender related typographical errors were made and noted to be corrected. Corrected Minutes will be prepared and given to the Board Members for inclusion in their Board Member Record Books.

Mr. Heine made a motion to approve the Minutes of December 20 and December 31, 2011 as corrected. Ms. Roll seconded the Motion. Vote: All Board Members voted in favor of the Approval of the Minutes. Motion Carried.

VI. Call to the Public. No one wished to speak for the Call to the Public.

VII. Reports

A. Interim Chief Petersen presented the Chief's Report and answered questions.

Action Item: Calculate the total costs expended for the current fiscal year on the maintenance and repairs of vehicles as well as a projected cost for the next fiscal year.



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Action Item: Find out if the County will be maintaining the Repeater installed by Lone Mountain Communications.

B. Jo Green presented the Financial Statements and answered questions.

Action Item: Revise the Budget Year to Date Report to show actual expenses spent and the amount budgeted.

Action Item: Revise the Budget Grant Income and Offset with a Budget Expenditure Line Item.

Action Item: Show High Balance of the Month and the date as well as the Low Balance of the Month and the date on the Financial Statements.

Action Item: Research why Janitorial and Secretarial Expenses were so high.

Action Item: Obtain Balance for the Reserve Account.

VIII. Old Business

No Old Business to Discuss

IX. New Business

A. Discuss and Possibly Vote on Accepting Applications for Interim Fire Chief. A Discussion was had and at this time Interim Chief Petersen is the only applicant that has offered to accept the two-week Interim Fire Chief Position. Due to no other applicants being received there will be no vote required.

B. Discuss and Possibly Vote on a Temporary Interim Contract for Fire Chief. A discussion was had and the Fire Chief Agreement was reviewed and a few alterations made to reflect that the Fire Chief Agreement was to be an Interim Fire Chief Agreement. In addition the length of the time the Contract would be effective was amended to reflect that the term of the Contract was in effect until a Permanent Fire Chief was appointed. The compensation amount was left blank for the Interim Fire Chief Contract until a discussion and a vote was had by the Board.

A discussion was had on the salary for the Interim Fire Chief. Salary should be maintained at \$53,000 per annum which Interim Chief Petersen requested. Mr. McCarter made a Motion to pay the Interim Fire Chief \$53,000 per annum until a new contract was made. Mr. Heine seconded the Motion. Further Discussion was had. Vote: All Board Members voted in favor. Motion Carried.

C. Discuss and Possibly Vote on Accepting Applications for Fire Chief, Required Qualifications, Salary, in or out of State Hiring. A Discussion was had as well as a discussion on how to advertise the Fire Chief position. A discussion was had regarding advertising on Craig's List, the AZ Fire District Association website and the AZ Fire Chief's Association website.



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The Required Qualifications would be determined by the Board upon receiving applications from applicants. A Motion was made by Chairman Fino to have Interim Chief Petersen draft an advertisement with the standard fire chief qualifications and email the draft to the Board Members. After the Board has had a few days to review the draft advertisement, have it placed on AZ Fire District Associations Website, the AZ Fire Chief's Association Website, Craig's List, the Willcox Range News, the Benson Paper, the Sunsites Sun electronic newspaper, Ghost Town Trail News and AZ Daily Star to be placed on Monday, January 23, 2012. The Motion was seconded by Mr. Heine. Further discussion was had. Vote: All Board Members voted in favor. Motion Carried.

D. Discuss the Issue of Overtime and the Effect on the Budget and What the Board wants to achieve for the Coming Year. A Discussion was had regarding the overtime matter. Overtime must be curtailed and if overtime is to be had it must be for a very good reason. No coverage of personnel which results in overtime compensation should be considered. The Board discussed the benefits of instituting the volunteer program. No further discussion.

E. Discuss the Issue of Monthly Reports and what the Board wants in the way of Financial Oversight. A Discussion was had regarding the previous administration's errors in financial matters. The Board would like to see a checklist of all the monthly bills that need to be paid in addition to a checklist of all tasks that need to be completed in the day to day financial matters of the District. It is requested that the Chief and the Secretary would have to check off the tasks as they are completed and both the Chief and the Secretary would have to sign the checklist. A discussion was had regarding the Board Member's requirements of Open Meeting Law as well as being bound by the Chain of Command. The Board is not to enter into a discussion with the employees of the District.

Action Item: The Board is requesting a list of monthly expenditures

F. Discuss and Vote on Opening up the Vacant Firefighter/Paramedic Position on C-Shift for Permanent Hire. A discussion was had. Mr. McCarter made a motion to give Interim Chief Petersen and Captain Waters the go ahead to hire the people they need to do the best job and fix the overtime situation. In addition the individual would be hired at the base pay. Mr. Heine seconded the Motion. Further discussion was had. A vote was had and all Board Members voted in favor. Motion carried.

G. Discuss and Vote on Accepting or Changing the Draft Copy of the Credit Card Use Agreement Form. Discussion was had regarding alleviating the liability on the District. The Agreement states that any unauthorized charges by an individual on a District credit card would be the responsibility of the employee having ownership of the card. In addition, all charges would be paid monthly to avoid carrying a balance on the credit cards. The Board determined that they would table the matter until they could consult with the County Attorney.



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H. Discuss and Vote on Whether or Not the District will Post Meeting Minutes and Agendas on the New Website. Discussion was had regarding costs and maintenance of the website.

Action Item: Research the monthly costs associated with the Website.

The Board tabled the topic until the next meeting until further information can be obtained as to the costs.

X. Call to Public. No one wished to speak for the Call to the Public

XI. Adjourn – Chairman Fino adjourned the meeting at 6:48 pm.

Respectfully submitted
Jill Schultz