

NOTICE OF BOARD MEETING

May 21, 2013

10:30 a.m.

SUNSIDES-PEARCE FIRE DISTRICT GOVERNING BOARD OF DIRECTORS

105 TRACY RD., POB 507

PEARCE, AZ. 85625

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

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Sunsites-Pearce Fire District Governing Board and the general public that the Sunsites-Pearce Fire District Board will hold a meeting open to the public on May 21, 2013 at 10:30 a.m. at 105 N. Tracy Road, Pearce, Arizona 85625.

The Board may vote to go into executive session on any agenda item. Board Members or other participants may attend by telephonic conference. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

A copy of the agenda provided to the SPFD Board members is available for pickup at SPFD, 105 Tracy Road, Pearce, AZ 85625 between the hours of 8 a.m. and 5 p.m. Monday through Friday.

AGENDA

1. Call to Order- Tom Schelling

Declaration of Conflict of Interest – If you have a conflict of interest, you will need to declare that conflict prior to any discussion of the agenda item and excuse yourself from the vote on the issue.

2. The Pledge of Allegiance

3. Call to Public – Consideration and discussion of comments and complaints from the public. Those wishing to address the Sunsites-Pearce Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the Call to the Public. (ARS 38-431.01(H)) However, individual Board Members may be permitted to respond to criticism directed to them. (Otherwise, the Board may direct the staff to review the matter or that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on

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any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

In addition, pursuant to the Bylaws of the Sunsites Pearce Fire District Article III, Section 2, Rule 2, F, Conduct of Meetings regarding the Limitation of Debate, No Member of the Board or Public shall be allowed to speak more than once upon any one subject until all Board Members have had an opportunity to speak. No Member of the Board or the public shall be allowed to speak for a period longer than three minutes without the leave of the presiding officer. Citizen groups shall identify themselves and shall be represented in presentation to the Board by one of the members of the group and cumulative or redundant speeches to the Board on the same issue shall be terminated at the discretion of the presiding officer.

4. **Consent Agenda** – Documentation concerning the matters on the consent agenda may be reviewed at the Fire Station.
 - A. **Approval of Warrants.**
 - B. **Financial Report** to be presented by Jill Schultz.
 - C. **Approval of Minutes from** the April 23, 2013 Regular Meeting and the May 7, 2013 Budget Work Session.

5. **Action Agenda:**
 - A. **Discuss and vote on proposed 2013-2014 Fiscal Year Budget and set Public Hearing on same.**
 - B. **Discuss and possibly vote on the proposed Fee Increases for Out-of-District billings and set Public Hearing on same.**
 - C. **Discuss and possibly vote on the Family Medical Leave Act (FMLA) to be included in the SOP's effective July 1, 2013.**

6. **Fire Chief's Report** to be presented by Interim Chief Josh Steinberg.

7. **Adjourn**

Persons with a disability may request a reasonable accommodation by contacting the Sunsites-Pearce Fire Station at (520) 826-3645. Requests should be made as early as possible to arrange the accommodation.

The Agenda is posted at the Sunsites-Pearce Fire District Station 1 located at 105 N. Tracy Rd., Pearce, AZ 85624; the US Post Office, 107 N. Frontage Rd., Pearce, AZ 85625 and the Produce Wagon, 1036 E. Eastland Rd., Cochise, AZ 85606. Only these locations can be relied upon for official postings under the Arizona Open Meeting Law. Any Technological problem or failure that either prevents the posting of public notices on the website or that temporarily or permanently prevents the use of all or part of the website does not preclude the holding of the meeting for which the notice was posted, if the public body complies with all other public notice requirements pursuant to ARS 38-431.02 A. 1. (b)

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SUNSITES PEARCE FIRE DISTRCT APRIL 2013 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$13,966.97
PAYROLL ACCT:	\$417.20
RESERVE ACCT:	\$19,521.45

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 3,526.34
REAL & PERSONAL PROPERTY TAXES:	\$ 34,452.39
AMBULANCE REVENUE:	\$ 17,689.69
DONATIONS & PUBLIC RECORD CHARGES	\$ 201.75
WILDLAND REVENUE	\$ 7,154.43

TOTAL REVENUES	\$ 63,024.60	\$63,024.60
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EXPENSES:

PROFESSIONAL/CONTRACT SERVICES:	\$ 3,588.73
UTILITIES:	\$ 1,391.61
LEGAL FEES:	\$ 1,017.50
FRY FIRE DISTRICT FOR EMS BILLING FEE	\$ 1,000.00

ADMINISTRATIVE EXPENSES

BANK FEES & INTEREST	\$ 60.30
LIC/TAXES/DUES	\$ 250.00
OFFICE SUPPLIES, POSTAGE	\$ 46.69
JANITORIAL SUPPLIES & DEPT. FUNCTIONS	\$ 93.12

TOTAL ADMIN EXPENSES:	\$ 450.11
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PERSONAL PROTECTION EQUIPMENT:	\$ 1,771.21
PROPERTY MAINTENANCE	\$ 76.85
REPAIR & MAINTENANCE (OIL CHANGE SUPPLIES):	\$ 1,505.81
EMPLOYEE HEALTH & SAFETY	\$ 43.00
WORKMAN'S COMP INSURANCE	\$ 5,205.93
DISPOSABLE MEDICAL SUPPLIES:	\$ 377.66
MILEAGE REIMBURSEMENTS	\$ 201.38

TOTAL OPERATION EXPENSES	\$ 16,629.79	\$16,598.01
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PAYROLL EXPENSES

APRIL 8 PAYROLL GROSS PAY	17,311.84	
APRIL 22 PAYROLL GROSS PAY	15,397.25	
HEALTH INSURANCE (DUE MAY 1)	2,608.42	
EMPLOYEE SELF-PAID INS:	1,481.76 (Not a Company Liability)	
APRIL (COMPANY) RETIREMENT CONTRIBUTIONS:	2711.43	
EMPLOYEE CONTRIBUTIONS:	3,085.99 (Not a Company Liability)	
PAYROLL TAXES (COMPANY LIABILITY):	2,703.30	
EMPLOYEE WITHHOLDING	6,091.78 (Not a Company Liability)	
DIRECT DEPOSIT FEE	33.35	
TOTAL PAYROLL	40,765.59	\$ 41,765.59

TOTAL EXPENSES	\$ 58,363.60
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\$ 5,694.35

MAINTENANCE & OPERATION/CURRENT CAPITAL OUTLAY
COCHISE COUNTY SPECIAL TAXING DISTRICTS ANNUAL BUDGET

SUNSHITES-PEARCE FIRE DISTRICT

<u>REVENUES</u>	PROJECTED BUDGET	MODIFIED BUDGET	APPROVED FY 2013 - 2014 BUDGET
Taxes:			
Real estate taxes	<u>376,801</u>	<u>391,873</u>	<u> </u>
Personal property taxes	<u> </u>	<u> </u>	<u> </u>
County fire district assistance tax	<u>80,000</u>	<u>75,000</u>	<u> </u>
TOTAL TAXES	\$ <u>456,801</u>	\$ <u>466,873</u>	\$ <u> </u>
Intergovernmental Revenues:			
Federal grants	<u>50,000</u>	<u>50,000</u>	<u> </u>
State grants	<u> </u>	<u> </u>	<u> </u>
State land			
Fees	<u> </u>	<u> </u>	<u> </u>
Reimbursements	<u> </u>	<u> </u>	<u> </u>
TOTAL INTERGOVERNMENTAL REVENUES	\$ <u>50,000</u>	\$ <u>50,000</u>	\$ <u> </u>
Charges For Services:			
Fire protection	<u>5,000</u>	<u>5,000</u>	<u> </u>
Emergency medical (EMS)	<u>130,000</u>	<u>130,000</u>	<u> </u>
User Fees . . Out of District	<u>11,000</u>	<u>11,000</u>	<u> </u>
Other . . .State Land	<u>90,000</u>	<u>90,000</u>	<u> </u>
TOTAL CHARGES FOR SERVICES	\$ <u>236,000</u>	\$ <u>236,000</u>	\$ <u> </u>
Miscellaneous Revenues:			
Projected carryover balance	<u> </u>	<u> </u>	<u> </u>
Interest earnings	<u> </u>	<u> </u>	<u> </u>
Rent	<u>3,600</u>	<u> </u>	<u> </u>
Contributions & donations			
from private sources	<u>1,500</u>	<u>1,500</u>	<u> </u>
Proceeds from the sale of bonds	<u> </u>	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>	<u> </u>
TOTAL MISCELLANEOUS REVENUES	\$ <u>5,100</u>	\$ <u>1,500</u>	\$ <u> </u>
TOTAL REVENUES	\$ <u>744,301</u>	\$ <u>754,373</u>	\$ <u> </u>

<u>EXPENDITURES</u>	PROJECTED BUDGET	MODIFIED BUDGET	APPROVED FY 2013 & 2014 BUDGET
Personal Services:			
Salaries and wages	390,000	390,000	_____
Retirement contributions	51,000	51,000	_____
Insurance	32,000	32,000	_____
Employee benefits	30,000	30,000	_____
Emergency Medical (EMS)			
Salaries and wages	_____	_____	_____
Retirement contributions	_____	_____	_____
Insurance	_____	_____	_____
Employee benefits	_____	_____	_____
TOTAL PERSONAL SERVICES	\$ 503,000	\$ 503,000	\$ _____
Operations:			
Purchased utilities	_____	_____	_____
Fuel, oil, and lubricants	23,033	25,105	_____
Repairs and maintenance	15,000	15,000	_____
Supplies and materials	10,000	15,000	_____
Small tools and minor equipment	7,000	10,000	_____
Communications and dispatch	8,000	8,000	_____
Engineering	_____	_____	_____
Fire hydrant costs	_____	_____	_____
Water testing	_____	_____	_____
Fire protection	_____	_____	_____
Miscellaneous	_____	_____	_____
Other (itemize) .Employee Health & Safety	6,000	6,000	_____
PPE	15,500	15,500	_____
Drills	1,500	1,500	_____
Pump Tests	1,000	1,000	_____
TOTAL OPERATIONS	\$ 87,033	\$ 97,105	\$ _____
Other Services and Charges:			
Administration	10,000	10,000	_____
Professional services	20,000	20,000	_____
Training	11,500	11,500	_____
Travel	2,000	2,000	_____
Insurance	30,000	30,000	_____
Judgments and losses	_____	_____	_____
Licenses and taxes	4,100	4,100	_____
Public utility costs	19,000	19,000	_____
Leases and rentals (equipment & housing)	_____	_____	_____
Repairs and maintenance	10,000	10,000	_____
Interest	300	300	_____
Penalties and late fees	_____	_____	_____
Fire protection	_____	_____	_____
Transfers to other funds	20,000	20,000	_____
Election reimbursements	_____	_____	_____
Reimbursement for warrants	700	700	_____

EXPENDITURES
(cont.)

PROJECTED
BUDGET

MODIFIED
BUDGET

APPROVED
FY 2013 & 2014
BUDGET

Reimbursement for County services	<u>5,568</u>	<u>5,568</u>	<u> </u>
Miscellaneous	<u> </u>	<u> </u>	<u> </u>
Other (itemize)			
Office & Postage	<u>4,200</u>	<u>4,200</u>	<u> </u>
Legal Notices	<u>500</u>	<u>500</u>	<u> </u>
_____	<u> </u>	<u> </u>	<u> </u>
TOTAL OTHER SERVICES AND CHARGES . . .	\$ <u>137,868</u>	\$ <u>137,868</u>	\$ <u> </u>

Capital Outlay:

Land	<u> </u>	<u> </u>	<u> </u>
Buildings	<u>20,000</u>	<u>16,400</u>	<u> </u>
Construction in progress	<u> </u>	<u> </u>	<u> </u>
Improvements other than buildings	<u> </u>	<u> </u>	<u> </u>
Motor vehicles	<u> </u>	<u> </u>	<u> </u>
Machinery and equipment	<u> </u>	<u> </u>	<u> </u>
Leasehold improvements	<u> </u>	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>	<u> </u>

TOTAL CAPITAL OUTLAY \$ 20,000 \$ 16,400 \$

TOTAL EXPENDITURES \$ 747,901 \$ 754,373 \$

AUTHORIZED SIGNATURE

(Type or print name)

(Title)

(Hand written signature)

(Date)

(Type or print name)

(Title)

(Hand written Signature)

(Date)