

ONOTICE OF REGULAR BOARD MEETING & BUDGET ADOPTION PUBLIC HEARING

June 18, 2013

10:30 a.m.

SUNSITES-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 June 18, 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

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placed on a future agenda. The Fire District Board cannot discuss or take legal action on 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 May 21, 2013 Regular Meeting.**
5. **Action Agenda:**
 - A. **Review the Auditor Sealed Bids and discuss same.**
 - B. **Adopt proposed 2013-2014 Fiscal Year Budget and Public Hearing on same.**
 - C. **Adopt proposed Fee Increases for Out-of-District billings and Public Hearing on same.**
 - D. **Adopt the Family Medical Leave Act (FMLA) to be included in the SOP's effective July 1, 2013 and Public Hearing on same.**
 - E. **Adopt proposed Fire Subscription SOP and Public Hearing on same.**
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 MAY 2013 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$44,765.08
PAYROLL ACCT:	\$1,045.64
RESERVE ACCT:	\$19,521.45
Petty Cash	\$151.08

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 12,344.99
REAL & PERSONAL PROPERTY TAXES:	\$ 43,166.59
AMBULANCE REVENUE:	\$ 14,627.56
WILDLAND REVENUE	\$ 20,916.78

TOTAL REVENUES	\$ 91,055.92	\$91,055.92
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EXPENSES:

PROFESSIONAL/CONTRACT SERVICES:	\$ 2,784.09
UTILITIES:	\$ 1,225.88
LEGAL FEES:	\$ 1,350.50
FRY FIRE DISTRICT FOR EMS BILLING FEE	\$ 1,000.00

ADMINISTRATIVE EXPENSES

BANK FEES & INTEREST	\$ 30.19
LIC/TAXES/DUES	\$ 395.00
OFFICE SUPPLIES, POSTAGE	\$ 167.67
JANITORIAL SUPPLIES & DEPT. FUNCTIONS	\$ -

TOTAL ADMIN EXPENSES:	\$ 592.86
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SMALL TOOLS & EQUIPMENT	\$ 9.19
FUEL:	\$ 1,005.31
REPAIR & MAINTENANCE :	\$ 2,429.96
EMPLOYEE HEALTH & SAFETY/UNIFORMS	\$ 308.59
DISPOSABLE MEDICAL SUPPLIES:	\$ 888.96
MILEAGE REIMBURSEMENTS	\$ 26.10

TOTAL OPERATION EXPENSES	\$ 11,621.44	\$11,621.44
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PAYROLL EXPENSES

MAY 6 PAYROLL GROSS PAY	15,855.65	
MAY 20 PAYROLL GROSS PAY	15,116.30	
HEALTH INSURANCE (DUE JUNE 1)	2,148.12	
EMPLOYEE SELF-PAID INS:	1,034.94 (Not a Company Liability)	
APRIL (COMPANY) RETIREMENT CONTRIBUTIONS:	2,436.06	
EMPLOYEE CONTRIBUTIONS:	2,782.23 (Not a Company Liability)	
PAYROLL TAXES (COMPANY LIABILITY):	2,554.15	
EMPLOYEE WITHHOLDING	4,867.48 (Not a Company Liability)	
DIRECT DEPOSIT FEE	30.45	
TOTAL PAYROLL	38,140.73	\$ 38,140.73

TOTAL EXPENSES	\$ 49,762.17
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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	376,801	391,873	391,873
Personal property taxes	80,000	75,000	75,000
County fire district assistance tax	80,000	75,000	75,000
TOTAL TAXES	\$ 456,801	\$ 466,873	\$ 466,873
Intergovernmental Revenues:			
Federal grants	50,000	50,000	50,000
State grants	_____	_____	_____
State land			
Fees	_____	_____	_____
Reimbursements	_____	_____	_____
TOTAL INTERGOVERNMENTAL REVENUES	\$ 50,000	\$ 50,000	\$ 50,000
Charges For Services:			
Fire protection	5,000	5,000	5,000
Emergency medical (EMS)	130,000	130,000	130,000
User Fees . . Out of District	11,000	11,000	11,000
Other . . .State Land	90,000	90,000	90,000
TOTAL CHARGES FOR SERVICES	\$ 236,000	\$ 236,000	\$ 236,000
Miscellaneous Revenues:			
Projected carryover balance	_____	_____	_____
Interest earnings	_____	_____	_____
Rent	3,600	_____	_____
Contributions & donations			
from private sources	1,500	1,500	1,500
Proceeds from the sale of bonds	_____	_____	_____
Other	_____	_____	_____
TOTAL MISCELLANEOUS REVENUES	\$ 5,100	\$ 1,500	\$ 1,500
TOTAL REVENUES	\$ 747,901	\$ 754,373	\$ 754,373

<u>EXPENDITURES</u>	PROJECTED BUDGET	MODIFIED BUDGET	APPROVED FY 2013 & 2014 BUDGET
Personal Services:			
Salaries and wages	390,000	390,000	390,000
Retirement contributions	51,000	51,000	51,000
Insurance	32,000	35,682	35,682
Employee benefits	30,000	30,000	30,000
Emergency Medical (EMS)			
Salaries and wages			
Retirement contributions			
Insurance			
Employee benefits			
TOTAL PERSONAL SERVICES	\$ 503,000	\$ 506,682	\$ 506,682
Operations:			
Purchased utilities			
Fuel, oil, and lubricants	23,033	25,105	25,105
Repairs and maintenance	15,000	15,000	15,000
Supplies and materials	10,000	15,000	15,000
Small tools and minor equipment	7,000	10,000	10,000
Communications and dispatch	8,000	8,000	8,000
Engineering			
Fire hydrant costs			
Water testing			
Fire protection			
Miscellaneous			
Other (itemize) .Employee Health & Safety	6,000	6,000	6,000
PPE	15,500	15,500	15,500
Drills	1,500	1,500	1,500
Pump Tests	1,000	1,000	1,000
TOTAL OPERATIONS	\$ 87,033	\$ 97,105	\$ 97,105
Other Services and Charges:			
Administration	10,000	6,318	6,318
Professional services	20,000	20,000	20,000
Training	11,500	11,500	11,500
Travel	2,000	2,000	2,000
Insurance	30,000	30,000	30,000
Judgments and losses			
Licenses and taxes	4,100	4,100	4,100
Public utility costs	19,000	19,000	19,000
Leases and rentals (equipment & housing)			
Repairs and maintenance	10,000	10,000	10,000
Interest	300	300	300
Penalties and late fees			
Fire protection			
Transfers to other funds	20,000	20,000	20,000
Election reimbursements			
Reimbursement for warrants	700	700	700

EXPENDITURES (cont.)	PROJECTED BUDGET	MODIFIED BUDGET	APPROVED FY 2013 & 2014 BUDGET
Reimbursement for County services	5,568	5,568	5,568
Miscellaneous	_____	_____	_____
Other (itemize)	_____	_____	_____
Office & Postage	4,200	4,200	4,200
Legal Notices	500	500	500
_____	_____	_____	_____
TOTAL OTHER SERVICES AND CHARGES . . .	\$ 137,868	\$ 137,868	\$ 137,868
Capital Outlay:			
Land	_____	_____	_____
Buildings	20,000	16,400	16,400
Construction in progress	_____	_____	_____
Improvements other than buildings	_____	_____	_____
Motor vehicles	_____	_____	_____
Machinery and equipment	_____	_____	_____
Leasehold improvements	_____	_____	_____
Other	_____	_____	_____
TOTAL CAPITAL OUTLAY	\$ 20,000	\$ 16,400	\$ 16,400
TOTAL EXPENDITURES	\$ 747,901	\$ 754,373	\$ 754,373

AUTHORIZED SIGNATURE

Thomas Schelling
(Type or print name)

(Hand written signature)

Joshua Steinberg
(Type or print name)

(Hand written Signature)

Administrator
(Title)

(Date)

Interim Fire Chief
(Title)

(Date)