



SUNSTITES-PEARCE FIRE DISTRICT

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

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Sunsites-Pearce Fire District Regular Meeting May 21, 2013

1. **Call to Order** – The meeting was called to order at 10:30 a.m. by Mr. Schelling.
2. **Pledge of Allegiance** – Mr. Schelling led the attendees in the Pledge of Allegiance.
3. **Call to the Public.** – NONE -
4. **Consent Agenda**
 - A. **Approval of Warrants.** Mr. Schelling approved all Warrants.

B. Financial Reports. Jill Schultz went over the Financial Reports with Mr. Schelling. See Attached Report. Schultz indicated that the payroll had dropped substantially. Mr. Fino inquired as to why the payroll had dropped. Steinberg indicated that he had taken over the 3rd person role; therefore he only had 4 days off a month. Mr. Fino inquired if that was going to continue. Steinberg indicated that it would continue.

C. Approval of Minutes. Mr. Schelling approved the 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 Public Hearing on Same.

Mr. Schelling approved the proposed budget and opened the meeting to questions and comments. Mr. Schelling explained that the first draft of the budget of 2.5% needed to be rectified to include OSHA expenses. Therefore, the proposed budget rate will be 2.6%. Due to the assessed values being reduced and the budget rate being reduced, Mr. Schelling reduced the budgeted amount of \$80,000 for the Fire District Assistance Tax. He did not feel that it would be an amount that could be reached. As an example, Mr. Schelling stated that should a taxpayer's full cash value of their home is \$118,500 the tax rate that we plan to adopt, the taxpayer's fire district tax levy will be \$308.10. With the previous budget amount of 2.85%, the levy would be \$337.73.

Mr. Schelling reviewed other district's payroll percentages. Fry Fire's payroll percent of their budget for the 2011-2012 fiscal year was 78.45%; for the 2012-2013 fiscal year it was 80.51% and for the upcoming fiscal year they are budgeting 78.61%. Our District

falls in next for a percentage of 66.68% to cover the PTO overages. This current fiscal year, being 2012-2013; the percentage is \$59.52 and for the 2011-2012 fiscal year, the Districts rate was 46.24%. Palominas rates were as follows: For the upcoming 2013-2014 fiscal year they are proposing 62.18%; for the current 2012-2013 fiscal year their rate was 60.53% and for the 2011-2012 fiscal year it was set at 66.21%. Mr. Schelling went on to say that we do need to run the District as a business; however we do not have shareholders and are not attempting to make a profit. We are not out of the ballpark with the payroll percentages we have comparing our percentages with other Fire Districts in the area with EMS services.

Interim Chief Steinberg stated that the District strongly wanted to stay with the 2.5% budget rate, however ladder testing and other required equipment testing was required. It is not mandated by the NFPA, but our District follows NFPA regulations. We have to ensure the equipment will not fail. They must be inspected annually. We have increased the expenses for ambulance supplies as the supplies we purchase have increased in price. Steinberg continued on indicating that the District is hoping to initiate medical procedures that will increase the level of care for our patients.

Mr. Schelling then proceeded to take comments from the public. Mr. Frei inquired as to the amount of funds the District received in grants last year. Schultz stated that the grant revenue and expenses we had for the 2012-2013 year was a carry forward for a grant that was received in 2011 and have to be used prior to December 31, 2012. She further stated that the District did not receive any grant revenues for the 2012-2013 fiscal year as the previous board did not approve the District to apply for grants. Mr. Frei inquired as to why we budgeted for \$50,000 in grants for the upcoming fiscal year if we had no grant revenue for the current fiscal year. Again Schultz stated that the District did not apply for grants for the 2012-2013 fiscal year. Mr. Schelling indicated that the District hoped to obtain grants for the 2013-2014 fiscal year for extrication equipment. Mr. Frei asked what would happen if the District did not receive a grant. Mr. Schelling responded by saying that the District may not be able to set aside the funds to deposit to the Reserve Account. Mr. Frei stated that the District is a business and business principles apply. Mr. Frei inquired as to who would be doing the grant writing and if it was the same individual as wrote the previous grants. Mr. Schelling indicated that the District would be writing the grants in-house to save money.

Mr. Frei further inquired as to how much the District received in medical emergency services. Steinberg responded by saying the District has received over \$130,000 in EMS revenue. Schultz responded by saying that the District as of April 30, 2013 has received \$221,442 in EMS revenues. \$130,000 was budgeted for the 2012-2013 fiscal year. The additional monies the District has received and indicated by Mr. Saunders, the District's CPA is the funds the District did not receive due to the 2010 and 2011 back Medicare payments received in the first week of the 2012-2013 Fiscal Year. Mr. Frei then inquired as to how much Wildland Revenue the District has received. Schultz responded by saying \$62,807 as of April 30, 2013. Frei then inquired as to how much was owed. Steinberg commented that he would address that in his Chief's Report.

Mr. Frei inquired if any changes were made to the employee's health insurance benefits. Mr. Schelling responded by saying that no changes were made. The six full time employees receive health benefits.

Mr. Fino inquired if there was a grant offset in case the District did not receive a grant. Schultz responded that if grant income is received the amount must be expensed off for the purpose it was intended. The District cannot keep the grant revenues as income. Mr. Fino further inquired that if the District did not receive any grants that the District really didn't lose anything. Mr. Schelling indicated that if a grant is received it may not be available until the next fiscal year. It is a way of planning ahead.

Mr. Schelling then closed the public portion of the meeting and approved the adoption of the proposed budget. The adoption of the budget will be done at the June Regular Meeting.

B. Discuss and possibly vote on the proposed fee increases for Out-of-District billings and Public Hearing on Same.

Mr. Schelling explained that the fee schedule would not impact any of the residents living within the District.

Steinberg explained that the Out-of-District Fees and SOPS were actually giving the District rules to live by when responding to incidents outside of the District boundaries. Residents outside of the District who receive our services will be charged a fee. In District residents are not charged for fire services due to their tax levy.

Mr. Schelling opened the meeting for public input and questions. Due to no questions or comments, Mr. Schelling closed the public portion and he approved the adoption of the proposed Fee Schedule. The Fee Schedule will be formally adopted in June and will take effect on July 1, 2013. The Fee Schedule will be published.

C. Discuss and possibly vote on the Family Medical Leave Act (FMLA) to be included in the SOP's effective July 1, 2013.

Steinberg explained that the FMLA is mandatory and it has not been incorporated into the District due to a miscommunication, however he is not sure with whom. A private company must have 50 employees to be required to abide by FMLA policy. However, due to the District being a governmental entity, we must abide by the FMLA policy. The FMLA SOP is written pursuant to the language required by statute.

Mr. Schelling approved the adoption of the FMLA SOP to become effective July 1, 2013.

6. Fire Chief's Report. Interim Chief Steinberg presented the Fire Chief's Report. He explained the training programs of the District as well as the number of calls, maintenance of the vehicles, vehicle mileage, Haz Mat matters as well as communications.

Training. Steinberg indicated that the on-duty crews have been completing weekly training sessions and the District has developed a monthly training session schedule that will be implemented in June. He further stated that EMS training with Sierra Vista Regional Hospital is scheduled for June 5, 2013 at the Sunsites Station.

Wildland. Steinberg went over all of the Wildland Assignments the District has completed since the prior meeting. Eight Assignments have been completed and billed to State Forestry since April 29, 2013. The District received revenues from the State Forester for the Wildland Assignments completed in March and early April. In addition, the Region 23 Complex Fire revenues for the Nebraska Assignment last year were finally received.

Haz-Mat. On the Haz-Mat Topic, Steinberg stated that he and Captain Escarcega will be attending a class in Sierra Vista on June 3 and 4.

Maintenance. Regarding the maintenance of the vehicles, Steinberg stated that Medic 302 was still on limited use due to an oil leak but will be fixed after the regular maintenance on the other vehicles is completed. Command 30 is still on limited use as well, but Steinberg will be taking it to Tucson-Dodge as they have agreed to diagnose the problem for no cost.

Western States has been working on Engine 305 on-site since yesterday. After the repairs are made on 305, they will pump test both 304 and 305.

Medic 301 has passed DHS inspection with no deficiencies. All further vehicle maintenance is still ongoing and expected to be completed by the end of the month.

Communications. Steinberg indicated that the Gem and Mineral Club could not meet the requirements of the contract; therefore they removed their equipment and vacated the premises on May 13.

The Sunsites-Pearce Fire Firefighters will be attending the Memorial Day Ceremony at the Pearce Cemetery at 11:00 a.m.

7. **Adjourn** – There being no further business, the meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Jill Schultz

“Sunsites-Pearce Fire District is an Equal Opportunity Provider and Employer.”