



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

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Sunsites-Pearce Fire District Regular Meeting April 23, 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 Contract between Sunsites-Pearce Fire District and Josh Steinberg as Interim Chief.** Mr. Schelling approved the Contract between Sunsites-Pearce Fire District and Josh Steinberg as Interim Chief.
 - B. Approval of Warrants.** Mr. Schelling approved all Warrants.
 - C. Financial Reports.** Jill Schultz went over the Financial Reports with Mr. Schelling. See Attached Report.
 - D. Approval of Minutes.** Mr. Schelling approved the Minutes from the March 19, 2013 Regular Meeting, as well as the March 26 and the April 9, 2013 Budget Work Sessions.
5. **Action Agenda.**
 - A. Fiscal Year 2013-2014 Budget. Report by Administrator on work sessions held in planning the Fiscal Year 2013-2014 Budget.** Administrator, Mr. Schelling, stated that the District has been holding Budget Work Sessions for the upcoming Fiscal Year 2013-2014 Budget. The District has reviewed the Revenue section of the Budget at the March 26 and the April 9, 2013 Budget Work Sessions. The next Budget Work Session is scheduled for May 7, 2013 at which time the Expenditures of the District will be discussed. Mr. Schelling encouraged the public to attend and provide their input. Mr. Schelling further explained the steps required in completing a Budget, including the approval and publishing requirements.
 - B. Discussion regarding revisions made to SOPS's regarding PTO Matters.** Chief Steinberg reviewed the revisions made to PTO (Personal Time Off) Procedures. The District uses PTO in lieu of vacation or sick time. It is proposed that the monthly accumulations as well as the maximum accrual amounts be lowered for the Exempt and

Non-Exempt full time employees of the District. The new amounts will not only reduce the rate that an employee accrues the time, but also limits the number of hours an employee can “bank”. This will lower the liability of the District.

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.

Steinberg indicated Medic 301 had several maintenance issues including a rear end seal leak as well as a cracked rear axle. In addition it was found that the tires on the rear were cracked and unsafe for use. On duty personnel replaced the rear seal, the brakes and welded the rear axle. The tires were replaced and the rear sway bar was tightened. The exhaust pipe was replaced as well. Total parts cost was approximately \$1,600. The vehicle has been returned to service and is due for the AZDHS inspection.

Steinberg also indicated that T309 had a fuel and antifreeze leak, in addition to a carburetor leak requiring it to be rebuilt. The vehicle also required spark plugs, wires, thermostat, upper radiator hose, exhaust clamp and belt. All repairs were made with a part cost of approximately \$215 and the vehicle has been returned to service.

Medic 302 still has an oil leak from the oil cooler, which needs to be rebuilt. It also was found that fuel was leaking behind the fuel filter. The hoses were replaced at a cost of \$1 for parts. The vehicle is used for emergencies only at this time.

E305 is still in desperate need of repair; however the repair has been set back and should be scheduled for the first week in May.

Chief Steinberg indicated that the District is beginning the services on all vehicles, hoping to have all vehicles services with future repair recommendations completed within the next month.

Command 30 is still on a limited use basis. There is still a front end problem which is believed to be a wheel bearing.

All estimates provided for the repair are still up to date. Mr. Schelling approved the repair of E305. Steinberg indicated T304 needed a pump test. It would cost the District \$333.87 to pump test T304.

Chief Steinberg discussed matters within the District in his Communications report including the SOP’s, Training Center Donations, and Ambulance Billing write-offs.

Steinberg has implemented an Out of District Billing Procedure which is awaiting approval. Mr. Schelling indicated that the SOP would have to be approved and posted prior to the SOP being implemented at the beginning of the 2013-2014 Fiscal Year. In addition the District has reinstated the Family Medical Leave Act, which is also awaiting approval.

There was a question regarding the District having two PO Boxes at the Post Office. This is due to insurance companies continuing to send checks to PO Box 412, which was replaced over 2 years ago with 507. The insurance companies have been notified and it is hopeful that they will have it corrected prior to the expiration of PO Box 412. The District only renewed 412 for 6 months to rectify the address matters with the insurance companies.

There was also a question regarding the District receiving donations from AEPCO and VTC for training center donations. Chief Steinberg contacted both entities and it was found that the donations were for props for a training center.

Regarding the proposed contract with the Gem and Mineral Club, it was found that the District owns the building used as quarters and the Gem and Mineral Club pursuant to the Cochise County Assessor's Office. The Gem & Mineral Club has stated that they would like to continue to use the quarters and have verbally agreed to sign a contract and provide insurance and pay for electric usage. The Contract is currently being prepared by the District's attorney and should be completed soon. The Ceramic's Club has indicated they will be vacating the premises.

As to the Ambulance Billing "write off estimates" in the Fiscal Year End 2011-2012 audit, it was explained in an email by the auditor, James Saunders, as follows: "The District has historically estimated the uncollectable amount of the billed ambulance amounts as the amount remaining unpaid after 120 days. This amounts to approximately 50% of the gross outstanding bills. This estimate is comparable to many other districts and comprises the estimated amount of reduction for Medicare, ACCCHS, insurance companies, and uncollectable amounts. This amount is only Management's estimate of the actual adjustments but reflects management judgment and reasonably accurate historical date of the District. This estimate is in accordance with the standards set forth by the Governmental Accounting Standards Board and allows the financial reports to more accurately reflect the actual funds expected to be realized from the ambulance billings."

Mr. Edward Mulkey had a question regarding the equipment repairs needed. Chief Steinberg indicated that the vehicles had not been serviced in quite some time. Mr. Mulkey also questioned the PO Box matter. Chief Steinberg indicated that PO Box 412 was too small therefore the District obtained 507 due to it being a larger box. As soon as the insurance companies begin forwarding all the payments to 507, PO Box 412 will no longer be renewed, resulting in a savings to the District.

7. **Adjourn** – There being no further business, the meeting was adjourned at 11:19 a.m.

Respectfully submitted,

Jill Schultz

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

SUNSITES PEARCE FIRE DISTRCT MARCH 2013 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$4.04
PAYROLL ACCT:	\$11,110.43
RESERVE ACCT:	\$19,521.45

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 4,821.40
REAL & PERSONAL PROPERTY TAXES:	\$ 25,628.88
AMBULANCE REVENUE:	\$ 22,532.84
FIRE SUBSCRIPTIONS AND OUT OF DISTRICT REVENUE:	\$ 239.29
INTEREST	\$ 175.65

TOTAL REVENUES	\$ 53,398.06	53398.06
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EXPENSES:

FINAL PAYMENT ON MEDIC 301:	\$ 9,419.06
UTILITIES:	\$ 1,723.22
FUEL:	\$ 3,770.89
LEGAL FEES FOR MUNGER & CHADWICK	\$ 4,732.50
FRY FIRE DISTRICT FOR EMS BILLING FEE	\$ 1,000.00

ADMINISTRATIVE EXPENSES

BANK FEES	21.05
LIC/TAXES/DUES	105.7
OFFICE SUPPLIES, POSTAGE	292.37
TONER & DRUM FOR PRINTER	453.51
JANITORIAL SUPPLIES	47.74

TOTAL ADMIN EXPENSES:	\$ 920.37
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EMS EQUIPMENT QUARTERLY MAINTENANCE:	\$ 513.00
TRAINING, REIMB FOR HIPPA ONLINE CLASS	\$ 25.00
LANCE REIMBURSEMENT FOR REKEYING LOCKS	\$ 199.00
APACHE HARDWARE	\$ 2.57
DISPOSABLE MEDICAL SUPPLIES: PEDIATRIC ELECTRODES	\$ 42.51
MILEAGE REIMBURSEMENTS	\$ 142.02

TOTAL OPERATION EXPENSES	\$ 22,490.14	22490.14
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PAYROLL EXPENSES

MARCH 1 PAYROLL, (BOARD RESIGNATION; SHOULD HAVE BEEN FEB 25 PAYROLL	24400.59
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MARCH 11 PAYROLL GROSS PAY	22326.81
MARCH 25 PAYROLL GROSS PAY	23288.69
MARCH & APRIL HEALTH INS	7487.61
MARCH RETIREMENT CONTRIBUTIONS (3 PAYROLLS)	4315.89
EMPLOYEE SELF PAID CONTRIBUTIONS	2767.14

TOTAL PAYROLL		84586.73
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TOTAL EXPENSES		107076.9
		-53678.8

