



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 August 27, 2013

1. **Call to Order** – The meeting was called to order at 10:30 a.m. by Mr. Schelling.
2. **Pledge of Allegiance** – Cletus Frei led the attendees in the Pledge of Allegiance.
3. **Call to the Public** – See attached letter drafted and read by Mrs. Louise Lance
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 explained the changes required for financial reporting. Many of the requested financial documents were being done, however due to the discrepancies in Quickbooks, a correct financial statement could not be completed. The new Auditor has corrected the Chart of Accounts, therefore the financials are correct and in compliance with the new regulations. A new program has been worked out with Fry Fire who processes the District's ambulance billings, whereby both Fry and the District will be tracking the Accounts Receivable for Ambulance Revenue. In addition, while working with the Auditor it was found that several accounts had been turned over to Cochise Collections as far back as 2008. Interim Chief Steinberg nor Schultz were aware that the District had accounts in collection with them. Furthermore, many of the accounts in collection are collectible. Cochise Collection was lacking information to process the account. Schultz provided all the new required financials to Mr. Schelling.
 - C. **Approval of Expenses.** Mr. Schelling approved all Expenses.
 - D. **Approval of Minutes** Mr. Schelling approved the Minutes from the July 16, 2013 Regular Meeting and Budget Adoption Public Hearing.
5. **Action Agenda.**
 - A. **Discuss and possibly vote on posting a Notice for Bid for an HVAC Unit and Installation of same for the Station.**

Mr. Schelling approved posting Notice of Bids at the current time, however indicated that the job could not be done until November when the tax revenue comes in. It was indicated it must be installed by a licensed and bonded contractors and a permit would be pulled.

6. **Fire Chief's Report.** Interim Chief Steinberg presented the Fire Chief's Report. He reported the number of EMS and Fire calls the District had over the past month. Over the past month there were 38 EMS calls and 13 Fire Calls. The total EMS and Fire calls year to date are 372.

Training: Interim Chief Steinberg reviewed with the Public the training sessions the firefighters have been completing for the week, including PPV scenarios, Altair gas meters, forcible entry, portable tanks and drafting. Monthly training was postponed due to assignments.

EMS training through SVRHC was conducted on August 10, 2013. The training was conducted at Sierra Vista Regional Hospital and entailed BLS airways. The District is also working with LifeNet to offer additional continuing education.

As previously mentioned at the last Regular Meeting, Admin/Secretary Schultz, Captain Escarcega and Interim Chief Steinberg attended the free fingerprint and background inspections class in Tucson on July 23, 2013. There were many changes to made to be in compliance with the new statutes.

Admin Schultz will be attending the ASRS mandatory meeting in Sierra Vista on August 29, 2013 for a review of ASRS pension and health care changes for the District.

Captain Escarcega will be attending the Arizona State Fire School in Phoenix beginning on Sept. 4th thru the 8th. He is completing the Fire Instructor 2 Class.

Wildland: We have been on additional Wildland assignments since the last meeting. The assignments were; August 10, 2013, the Butler fire in California. E301 is still on that assignment. We currently have \$ 25,275.12 billed out for the Carpenter 1, Rough, Bisbee, and Texas summit fires. That does not include the Butler fire. Doce fire, Manzora, Dragoon, and the Greatland Fire, have been paid. Wildland overtime as of July 30, 2013 was \$6,000; we will be reimbursed this cost.

Hazardous Materials:

Regional Haz Mat team training is today, August 27, 2013 at Sierra Vista Fire. Due to scheduling and this meeting, neither Captain Escarcega nor I were able to attend.

Maintenance:

- A. Medic 302 is still on limited use due to oil leak. We will be repairing soon.
- B. Command 30 has been repaired at Tucson Dodge. The total repair costs were \$3,321.96. The front track bar, bushings, tie rod ends, steering linkage, rear shocks, air filter, radiator hoses, radiator flush, fuel service and filter, transmission flush and service, front end alignment, rear pinion seal, rear u-joints,

C. Engine 301 is in service and running well.

D. T 309 is out of service, fuel leak, carburetor needs to be rebuilt. Also someone has been tampering with it at Ash Creek School, fuel siphoned.

Communications:

A. Back flow preventers have had annual inspection and passed.

B. CPR program is off the ground and classes will be scheduled soon. This program is through the Sunsites-Pearce Fire Fighters Association L2146.

C. It has been brought to our attention that there is a person calling citizens in the area and requesting money. We believe this is a scam. Please be careful.

D. Chris Smetana has resigned his full time Paramedic/Fire Fighter position and is now part time, we wish him well. Allen Hershey has accepted the vacant full time Paramedic/Fire Fighter position. We are very excited that Mr. Hershey has joined our district full time.

E. Fire District Open House will be held on October 12, 2013 from 1100-1400hrs. Fire district staff will be planning and coordinating this event.

F. Admin/Secretary Schultz and I have been meeting with the auditor here at the station and are making progress in correcting the QuickBooks issues and accounts receivable tracking.

G. Cookes Graphics has been in working on the district computers and repairing the network. Mr. Cookes will be submitting an estimate to rebuild the districts website.

H. P.O. Box 412 is being cancelled at the end of the month.

I. We are working with the Cochise County Sheriff's Office in an attempt to have an expired medication drop box installed at the station. We are hoping to have this in place soon.

Mr. Schelling inquired if Mr. Saunders was working with Monika Patience, the newly appointed Auditor. Steinberg indicated that Mr. Saunders was not cooperating very well.

7. **Adjourn** – There being no further business, the meeting was adjourned at 10:58 a.m.

Respectfully submitted,

Jill Schultz

August 27, 2013

I want to Thank Jill, Josh and Richard for opening up the Richland Fire Dept. on Aug. 17th. Want to Thank Tammie Siria from Cochise County Sheriffs Dept. she came and explained RUOK. We didn't have a large turn out but if we only touched one person the meeting will have been well worth the time. Two churches in the area have explained RUOK at their church service also. The video with Tammie explaining RUOK is on the sunsitesconcernedcitizens.com Web site.

On Sept. 25 @ 10:00 Johnson Healthcare Solutions will be at the **Sunsites Community Center** to explain Medicare-A&B along with Access. There are several benefits available that people are unaware of. This meeting is open to the public, **you don't have to live in the FIRE DISTRICT** to attend. Please tell your friends and neighbors, it's not often when you can get this kind of valuable information in small communities and **COST FREE!**

We started coming to SPFD Fire Board meetings in April 2012. I felt that they were only looking at the amount of money that was put in their budget from the Wild Land Fires. I asked if this Dept. had ever thought about starting up A STAND ALONE WILD LAND DIVISION RUN BY VOLUNTEERS at the Richland Station. That would be a perfect place for their training and equipment. Wild Land Fire Fighters are a different breed of fire fighters. You ask how do I know about Wild Land Volunteers. My son was a Volunteer Chief at J-6 Mescal Fire Dept. in the 1990's and had a Wild Land Fire Crew.

I have been reading everything I can find about the Prescott Hot Shot Crew that died. Some of the crew didn't have life insurance. I want to make sure that nothing is over looked here to give our people a false sense of security. In Prescott I believe their problems will go much deeper than a snafu with paper work.

I would like to know if Volunteers or Seasonal workers have an employment acknowledgment stating what they are / are not eligible for: employee benefits including health insurance, accident injury, paid sick leave, paid life insurance. This letter should be signed and notarized by the volunteer / seasonal worker, spouse and dependent's between age 18-26 (because of Obama care.) This should be kept in their personnel file.

Research should be done to find insurance companies that will insure Volunteer or Seasonal Workers. This information should be kept on hand to give to them so that they can follow through and purchase if they want it.

Louise Lance

SUNSITES PEARCE FIRE DISTRICT JULY 2013 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$16,479.07
PAYROLL ACCT:	\$17,579.34
RESERVE ACCT:	\$14,299.35
Petty Cash	\$151.08

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:		\$ 1,761.96
REAL & PERSONAL PROPERTY TAXES:		\$ 10,673.98
SUBSCRIPTION SERVICE REVENUES:		\$ 2,535.29
AMBULANCE REVENUE:		\$ 23,226.94
WILDLAND REVENUE		\$ 1,334.62
DONATINS		\$ 3,000.00
FIRE INS. PREMIUM TAX		\$ 476.41
OUT OF DISTRICT REVENUE		\$ 1,026.47
TOTAL REVENUES		\$ 44,035.67

ACCOUNTS RECEIVABLE:

WILDLAND		\$ 25,275.12
OUT OF DISTRICT		\$ 9,665.77
AMBULANCE REVENUE		
JULY CHARGES	31275.52	
RECEIVED	7297.29	\$ 23,978.23
AMBULANCE REVENUE 30-60 DAYS		\$9,643.04
60-90 DAYS		\$10,882.84
OVER 90 DAYS		\$24,419.00
		\$ 44,944.88

ACCOUNTS PAYABLE

SCF AZ WORKMANS COMP	\$ 3,880.00
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Sunsites-Pearce Fire District
Profit & Loss
 July 2013

Jul 13

Ordinary Income/Expense
 Income

INCOME

Taxes

Fire District Assistance Tax	1,761.96
Real & Personal Property Taxes	10,673.98

Total Taxes	12,435.94
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Charges for Service

Ambulance Revenue	23,226.94
Fire subscriptions	2,535.29
Out of Dist Revenue	1,026.47
Wildland Revenue	1,334.62

Total Charges for Service	28,123.32
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Misc Revenue

Donations	3,000.00
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Total Misc Revenue	3,000.00
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Total INCOME	43,559.26
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Total Income	43,559.26
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Expense

OPERATIONS

Training

Training travel expense	276.60
Lodging	443.72

Total Training	720.32
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Property Maint

Supplies	4.24
Crew Quarters Station #1	323.24
Sunsites Station #1	26.90

Total Property Maint	354.38
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Repair & Maint/vehicles

T-303 2001 Freightliner Tender	51.76
E-307 2006 Ford	11.70
E-305 1992 International	252.99
E-301 1994 Ford	154.03
M-303 2002 Ford 150	20.94

Total Repair & Maint/vehicles	491.42
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Small Tools/Equip

Repair/Maint. EMS Equip	662.07
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Total Small Tools/Equip	662.07
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Utilities

Electricity

Arts and Crafts Room Qtrs	274.93
Main Station	263.31
Richland Station	25.80
Street Light #6115101	13.47
Street Light #6121101	12.92

Total Electricity	590.43
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Garbage Collection

Natural Gas	40.00
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Telephone

Stations Telephone	433.13
Telephone Verizon Wireless	219.29

Total Telephone	652.42
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Water

Arts and Crafts Room	16.43
Station Water	56.55

Total Water	72.98
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Sunsites-Pearce Fire District
Profit & Loss
 July 2013

	Jul 13
Total Utilities	1,404.04
Medical Supplies	
Medical Supplies-Disposable	632.20
Total Medical Supplies	632.20
Fuel	1,952.48
Equip Communication	
Dispatch	49.00
Total Equip Communication	49.00
Mileage Reimbursement	78.30
Miscellaneous Expenses	
Meals	53.64
Bottled Water Purchased	29.70
Total Miscellaneous Expenses	83.34
Total OPERATIONS	6,427.55
ADMINISTRATION COST	
Administrative Fees	0.60
Department Functions	24.99
Janitorial Expenses	147.06
Professional/Contract Services	
EMS Billing	1,286.50
Legal Notices	66.33
Legal Fees	74.00
Total Professional/Contract Services	1,426.83
Office/Misc Supplies	
Bank Fees	30.64
Lic/Taxes-Dues & subscriptions	250.00
Office Supplies/Postage	296.07
Total Office/Misc Supplies	576.71
Total ADMINISTRATION COST	2,176.19
Interest Expense	0.49
PERSONNEL	
Benefit Costs	
Health Insurance BCBS	-274.31
Retirements 457/PSPRS	4,480.43
Workers Compensation Insurance	205.20
Total Benefit Costs	4,411.32
Payroll Tax Cost	
Payroll Taxes	3,916.02
Total Payroll Tax Cost	3,916.02
Wages & Salary Cost	
PTO	2,979.40
Wages	
Captain	3,180.00
Paramedic	4,216.68
EMT	13,707.74
Fire Fighters	4,699.75
Wildland Fire	2,789.80
Administrative	1,803.13
Fire Chief	
Salary	4,230.76
Total Fire Chief	4,230.76
Total Wages	34,627.86
Wages & Benefits	2,202.90
Overtime	
Administrative Overtime	0.00
Wildland Fire Overtime	6,006.99
Fire Fighters Overtime	0.00

Sunsites-Pearce Fire District

Profit & Loss

July 2013

	Jul 13
EMT Overtime	856.80
Paramedic Overtime	0.00
Captain Overtime	0.00
Total Overtime	6,863.79
Holiday	1,457.95
Wages & Salary Cost - Other	39.15
Total Wages & Salary Cost	48,171.05
Total PERSONNEL	56,498.39
Reconciliation Discrepancies voided checks	0.00
Total Reconciliation Discrepancies	0.00
Total Expense	65,102.62
Net Ordinary Income	-21,543.36
Other Income/Expense	
Other Income	
Fire Ins. Premium Tax	476.41
Total Other Income	476.41
Net Other Income	476.41
Net Income	<u>-21,066.95</u>