



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 & Budget Adoption Public Hearing June 18, 2013

1. **Call to Order** – The meeting was called to order at 10:30 a.m. by Mr. Schelling.
2. **Pledge of Allegiance** – Interim Chief Steinberg 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 went over the bank account balances and discussed the revenues the District had received for the Month of May. In addition, she explained the payroll and operating expenses. The payroll is continuing to drop with the new schedule. See attached report.
 - C. **Approval of Minutes.** Mr. Schelling approved the Minutes from the May 21, 2013 Regular Meeting.
5. **Action Agenda.**
 - A. **Review the Auditor Sealed Bids and discuss same.**

The District received only one sealed bid from Saunders Accounting. Mr. Schelling indicated that the District would not be using their services for the upcoming fiscal year audit; therefore the bid was not reviewed. Mr. Schelling indicated that he would be checking with the District's attorney to see how the District needs to proceed.
 - B. **Adopt proposed 2013-2014 Fiscal Year Budget and Public Hearing on same.** Mr. Schelling approved and adopted the 2013-2014 Fiscal Year budget; and opened the Public Meeting on same. No comments were made. The Public Meeting was closed.
 - C. **Adopt proposed Fee Increases for Out-of-District billings and Public Hearing on same.**

Mr. Schelling approved and adopted the Fee Schedule for the Out-of-District billings to become effective on July 1, 2013. He then opened the Public Hearing on same. Interim Chief Steinberg explained the Fee Schedule and how Out-of-District billings were

handled within the District. Due to no questions or comments, Mr. Schelling closed the Public Hearing.

D. Adopt the Family Medical Leave Act (FMLA) to be included in the SOP's effective July 1, 2013 and Public Hearing on same.

Steinberg reviewed and explained the requirements of the FMLA as it pertains to the District. Mr. Schelling approved and adopted the Family Medical Leave Act to be incorporated into the SOP's effective on July 1, 2013 and opened the Public Hearing on same. No questions or comments were made. Mr. Schelling closed the Public Hearing.

E. Adopted proposed Fire Subscription SOP and Public Hearing on same.

Mr. Schelling approved and adopted the Fire Subscription SOP to become effective on July 1, 2013 and opened the Public Hearing on same. Again no comments or questions were made; therefore Mr. Schelling closed the Public Hearing.

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 30 EMS calls and 9 Fire Calls. The total EMS and Fire calls year to date are 261.

Chief Steinberg continued his report explaining the Training and Classes the District's personnel has been attending. On duty personnel have been participating in weekly training sessions which include hose line advancement drills and firefighter safety survival. On June 5, 2013 an EMS training session with SVRHC was held at the Station. Paramedics were trained on the intranasal medication administration device as well as training for a new medication, Cardizem. Additional training through SVRHC is scheduled for August 10, 2013. SPFD is also working with Life Net Arizona to offer additional continuing education hours.

Chief Steinberg and Admin/Secretary, Jill Schultz, will be attending the AFDA Conference in Tucson on the 27th-29th. Classes include record keeping, internal controls, healthcare reform, and fire districts 101. In addition, Admin/Secretary Schultz and Captain Escarcega will be attending a free fingerprint and background inspections class in Tucson on July 23, 2013.

Steinberg continued with his report explaining the additional Wildland Assignments the District has received since the last meeting. The District has responded to the Benson One, Quail and Greatland Fire. All State land billing is current. Steinberg also indicated that the District has received multiple applications for Wildland Firefighters and Reserve EMS/Firefighters. He has proceeded with the hiring process for five of the applicants.

Steinberg indicated that he and Captain Escarcega attended a Haz-Mat training session in Sierra Vista, the topic being illicit drug labs.

Chief Steinberg reviewed the vehicle maintenance status and indicated that Medic 302 is still on limited use due to oil leak. However, it will be repaired after completing the regular

maintenance on other vehicles. Command 30 continues to be on limited use. He will be going to Tucson-Dodge to have the problem diagnosed.

Steinberg indicated that all vehicles other than Medic 301 and 302 have been serviced and no major problems were found.

Steinberg discussed the Communications within the District. He indicated that the District has applied for the Tohono O’odham Nation Grant. The District applied for \$47,695.25 to purchase a Holmatro Pump, spreaders, cutters, ram, stabilizing struts and a thermal imaging camera. The Grant is a 100% grant therefore the District will not incur any expenses should our grant be approved.

Chief Steinberg indicated that the District has entered into a contract with Cochise Collections for any collection problems related to Out-of-District billings. Cochise Collections is the same company Fry Fire uses for our EMS collection matters.

Steinberg lastly explained that the Public Notice Board has been relocated from the Richland Fire Station to the High Desert Country Store in Richland.

Mr. Schelling requested that any individual who would like to assist with fundraisers for the District to contact him.

Mr. Schelling brought up the matter than previous board members are continuing to represent themselves as current board members. Mr. Schelling requested that citizens spread the word that there currently is no board for the District.

7. **Adjourn** – There being no further business, the meeting was adjourned at 11:03 a.m.

Respectfully submitted,

Jill Schultz