



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 October 22, 2013

1. **Call to Order** – The meeting was called to order at 10:30 a.m. by Mr. Schelling.
2. **Pledge of Allegiance** – Mrs. Ford led the attendees in the Pledge of Allegiance.
3. **Call to the Public** – Mrs. Louise Lance indicated she had a letter from Cletus Frei she was submitting on his behalf. She then read a letter regarding her concerns. Please see the attached document.

In response to her request for another Firewise Meeting, Mr. Schelling indicated that a meeting had been scheduled at the Community Center at the beginning of November. Jill Schultz stated that the District was only assisting the residents in the District in setting up and providing information for a Firewise Program, and Mr. Schelling agreed.

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 District had received Real and Personal Property Taxes in the amount of \$69,421.06; \$50,000 has been applied to the District's Line of Credit, leaving \$23,480.00 owing. The District's balance in the M&O account as of October 21 was \$21,211.33. It is anticipated that the District will have the Line of Credit paid off at the end of October or early November.

Schultz further indicated that Mrs. Monika Patience, the District's Auditor had completed the Worker's Compensation calculation on the Balance Sheet and it is now true to form.

Mr. Schelling indicated that he had been at the County prior to the meeting and he was told that the County still had 11 trays of tax payments to post. He further stated that the taxes are being paid by mortgage companies at the end of the month and most mortgage companies were paying the entire year's taxes, therefore our spring tax revenue will be less than the fall tax revenue. The District will need to budget accordingly.

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Mr. Schelling approved the Financial Report.

C. Approval of Expenses. Mr. Schelling approved all Expenses.

D. Approval of Minutes Mr. Schelling approved the Minutes from the September 24, 2013 Regular Meeting.

5. Action Agenda.

A. Discuss and possibly vote on the approval of the Medical Records Release outline, the Public Records Release Form and Policy, list of protected documents and HIPPA Release Form as provided by Attorney Bill Whittington. Mr. Schelling stated that the District did not have a SOP on the current requirements for Medical Records Release and there was some confusion on what the District can provide to law officials and still be in compliance with HIPPA.

Interim Chief Steinberg went on to explain that the District requested Mr. Whittington's services on this matter due to him specializing in Fire District law. The District was in need of updated Release Forms as they related to the new ARS and HIPPA requirements, in addition to protecting the patients. Mr. Whittington also provided an outline listing all ARS requirements, as they relate to medical incidents, such as farming accidents. The outline provides the District with the information they need to look up and find what documentation is needed when releasing records, whether Medical or Public Records. Steinberg requested that Administrator Schelling approve the use of the updated Medical and Public Record Releases as well as the Policy. Mr. Schelling approved the Medical Records Release Form Outline and Policy, the Public Records Release Form and Policy, as well as the list of protected documents and HIPPA Release Form.

B. Review of the HVAC Bids received. Discuss and possibly vote on the approval of a Contractor from the Bids received to install an HVAC Unit in the Station. Mr. Schelling indicated that this matter had been discussed at the last meeting to obtain bids for the District's Station for installation when the District had the finances to do so. Bids were received and the Contractor's were notified that the installation would not be until late November.

Steinberg indicated that 6 contractors came into the Station to perform bids and give their opinions. Two contractors provided a bid for a split system, being the furnace inside the Station and the condenser being outside of the Station. Steinberg did not agree with that type of system due to many reasons, most importantly being the lack of space within the Station to accommodate the furnace. Three Contractors provided bids for the combined unit to be installed outside where the current cooler stands. They can lift it off the ground to prevent damage to the unit. Steinberg indicated that the District had narrowed the bids down to two, being Grasp Heating & Cooling and Mountain View Heating & Cooling. Both have an A+ rating with the Better Business Bureau. Mountain View came in with a bid at \$10,950 and Grasp came in with a bid of \$12,980. The current duct work within the Station is not set up for heat and air conditioning, therefore it must be removed and replaced with insulated ductwork and vents have to be placed in the appropriate areas to distribute the heat throughout the building, not in just one area. Return air vents will also have to be installed. Mountain View's bid was not very detailed, there was no mention as
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to where they would place the unit, or if they were going to suspend it. In addition, there was very little information regarding the duct work. That gave us some concern.

Grasp Heating & Cooling was very detailed and provided a diagram of where the duct work and return air vents would be placed. Grasp's bid of \$12,980 included everything as to the type of unit, stand fabrication, installation of all insulated duct work, electrical upgrade and thermostat.

The District received other bids that were much more expensive than Grasp and Mountain View. One bid received was for \$15,800 which did not include the duct work. Steinberg's recommendation, based on the professionalism and the all inclusive package that Grasp Heating & Cooling has provided, that the District contract with them at the cost of \$12,980. Mr. Schelling made the statement that the unit that Grasp was using was a larger unit than that of Mountain View. Steinberg indicated that the unit Grasp proposed was a 5 ton unit and the Mountain View unit was only a 4 ton. A 4 ton unit would be sufficient for a family dwelling, but not for a commercial building. A 5 ton unit would be more efficient than a 4 ton unit.

Mrs. Haertsch inquired as if the building was insulated. Steinberg responded by saying it is somewhat insulated. Due to the drop ceiling, there is a lot of free space between the ceiling and the metal roof. He further stated there is insulation along the metal areas of the roof, but it needs to be thicker.

Mr. Schelling stated that depending on the availability of funds, he approved the bid from Grasp Heating & Cooling. He further stated to call them to find out how long the bid was good for and lock in the price.

- C. **Discuss and possibly vote on the approval to list and sell Surplus Equipment.** Mr. Schelling indicated there were many items within the Station that were not being used and could be sold. Steinberg explained that the District is looking to sell items that are clutter but not trash. Some items are from the old radio system that is no longer needed, the District has no plans to use and it is going to waste. In addition, the old heater that was in the Station is not being used. Many of the items do not work, such as the chest freezer, but may be able to be repaired. Additional items are a lawn mower, weed eater, washing machine, a chain saw that does not run, hubcaps, miscellaneous hardware including door knobs, residential porch light assembly, roofing shovels, marine batteries, amber and blue lenses for light bars, and an old port-a-power manual extrication tool.

Mr. Schelling approved the equipment to be declared as surplus and can be sold.

- D. **Discuss and possibly vote on the approval of the Training Request Form as it relates to Worker's Compensation Insurance.** Steinberg explained that at any time an employee attends a training class outside of the District, they fall under our Worker's Compensation policy. In the past, the District did not have any type of documentation as to training nor if it had been approved under our Worker's Compensation plan. The District considered it to be a deficiency and created the new form to protect the District and the individual going to the class. It also will determine whether or not the individual

would be covered under the District's Worker's Compensation Policy in the event they were hurt. Both the Employer and the Employee would complete the form and it would become a part of the Employee's file. The Form requests the date, time, location and cost. The District will determine if the training event is necessary and beneficial. If the District does not approve the training event, and the employee attends the event on their own time, they will not be covered under the Worker's Compensation Policy should an injury occur.

Mr. Schelling approved the Training Request Form.

- 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 32 EMS calls and 2 Fire Calls. The total EMS and Fire calls year to date are 452.

Training:

A. Interim Chief Steinberg reviewed with the Public the training sessions the firefighters have been completing for the week, including chain saw maintenance, operations and safety. Monthly Training was conducted on September 24 and included pumper operation and water shuttle operations and drafting.

B. EMS training through SVRHC was conducted on October 21 which included medically assisted intubation. Monthly EMS training is being scheduled with Life Net Arizona.

C. Two firefighters attended the training at AEPCO Apache Station. It was a great training session and the District thanks Henry and Rovanda for the invitation to attend.

Wildland:

A. We have not been on any additional Wildland assignments since the last meeting. We currently have \$ 62,242.23 billed out for the Butler, Carpenter 1, Rough, Bisbee, and Texas Summit Fires.

B. There were no Out of District Assignments. We currently have \$14,446.18 billed out for the Wood Ranch, Van Ness, Road Runner, and Fern Rd Fires. The Van Ness and Fern Rd. fires have been turned over to collections for nonpayment. Initial collections letters have been sent by Cochise Collections

Hazardous Materials: Nothing to Report

Maintenance:

A. Medic 302 is still on limited use due to oil leak. We will be repairing soon.

B. Engine 301 is out of service and needs ignition and air condition repair. Also needs rear main oil seal and transmission slitter repair.

C. T 309 is at the Richland Station now for the winter.

Communications:

A. Fire Prevention went extremely well. Pearce, Cochise and Ash Creek Schools were very happy.

B. The District would like to thank Palominas Fire District for allowing us to borrow the Fire Prevention Trailer from them.

C. The Fire District Open House was held on October 2 from 11 a.m. to 2 p.m. Fire District personnel volunteered their time and we thank them all for their attendance. The District would also like to give a huge thank you to LifeNet Arizona and LifeNet 12 for their support in purchasing all of the food and attending the event. In addition, another huge thank you goes to the Border Patrol Borstar Team for attending our event. We greatly appreciate their support.

D. Admin/Secretary Schultz and I have continued to work with the auditor and the audit will be presented at the November 19, 2013 Regular Board Meeting at the Richland Station.

E. We are working with the Cochise County Sheriff's Office in an attempt to have an expired medication drop box installed at the station. CCSO reported to us that they are purchasing 10 to place across the County, we will be receiving one and it will hopefully be installed by the end of year.

F. A Fire Wise meeting was held at the Sunsites Station on October 8. Discussions we held about starting the Fire Wise Program in the Sunsites-Pearce and Richland area. Thank you to Flip Elliot from the AZ State Forestry Division for attending and assisting with information.

G. The District completed the EMS standby at the Amerind Foundation on October 5. All went well and we hope to continue working with them in the future.

H. Three Points Fire District will be here on Thursday, October 24, to inspect M304 for possible purchase. This has already been declared as surplus equipment.

I. Mr. Burns of owner of the property at 323 Ford Street has been very cooperative and eager to assist us in mitigating the fire danger at that property.

7. **Adjourn** – There being no further business, the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Jill Schultz

SUNSITES PEARCE FIRE DISTRCT SEPTEMBER 2013 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$14,203.70
PAYROLL ACCT:	\$5,115.69
RESERVE ACCT:	\$14,299.35
PETTY CASH:	\$151.08

TOTAL BANK ACCOUNTS:	\$33,769.82
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REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 263.49
REAL & PERSONAL PROPERTY TAXES:	\$ 18,571.51
SUBSCRIPTION SERVICE REVENUES:	\$ 52.45
AMBULANCE REVENUE:	\$ 6,972.58
WILDLAND REVENUE	
DONATIONS	
FIRE INS. PREMIUM TAX	\$ 317.60
OUT OF DISTRICT REVENUE	

TOTAL REVENUES	\$26,177.63
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ACCOUNTS RECEIVABLE:

WILDLAND	\$ 62,158.31
OUT OF DISTRICT	\$ 14,446.18
AMBULANCE REVENUE	
SEPTEMBER CHARGES	35721.78
RECEIVED	1064.58
	\$ 34,657.20
AMBULANCE REVENUE 30-60 DAYS	\$ 27,802.62
60-90 DAYS	\$ 5,683.96
OVER 90 DAYS	\$ 27,589.96
OVER 400 DAYS	\$ 7,433.23
Total 30+ DAYS	\$ 68,509.77

TOTAL CURRENT RECEIVABLES:	\$ 111,261.69
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ACCOUNTS PAYABLE:	\$ 9,364.19
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CREDIT LINE ADVANCE:	\$ 73,480.00
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Sunsites-Pearce Fire District
Profit & Loss
September 2013

Sep 13

Ordinary Income/Expense	
Income	
INCOME	
Taxes	
Fire District Assistance Tax	263.49
Real & Personal Property Taxes	18,571.51
Total Taxes	18,835.00
Charges for Service	
Ambulance Revenue	6,972.58
Fire subscriptions	52.45
Total Charges for Service	7,025.03
Total INCOME	25,860.03
Total Income	25,860.03
Expense	
OPERATIONS	
Wildland Meals & Lodging	1,153.47
Training	180.21
Property Maint	
Supplies	105.47
Sunsites Station #1	367.65
Total Property Maint	473.12
Repair & Maint/vehicles	
E-301 1994 Ford	429.13
Total Repair & Maint/vehicles	429.13
Small Tools/Equip	
Repair/Maint. EMS Equip	513.00
Total Small Tools/Equip	513.00
Utilities	
Electricity	
Arts and Crafts Room Qtrs	215.65
Main Station	315.24
Richland Station	19.92
Street Light #6115101	13.26
Street Light #6121101	12.70
Total Electricity	576.77
Garbage Collection	40.00
Natural Gas	48.54
Telephone	
Stations Telephone	439.40
Telephone Verizon Wireless	109.85
Total Telephone	549.25
Water	
Arts and Crafts Room	21.33
Hydrant/Park	2.19
Station Water	79.88
Total Water	103.40
Total Utilities	1,317.96
Fuel	1,906.98
Mileage Reimbursement	96.75
Total OPERATIONS	6,070.62
ADMINISTRATION COST	
Department Functions	114.75
Professional/Contract Services	
EMS Billing	1,000.00
Legal Fees	166.50
Total Professional/Contract Services	1,166.50

Sunsites-Pearce Fire District

Profit & Loss

September 2013

	Sep 13
Office/Misc Supplies	
Bank Fees	237.51
Lic/Taxes-Dues & subscriptions	442.88
Total Office/Misc Supplies	680.39
Total ADMINISTRATION COST	1,961.64
PERSONNEL	
Benefit Costs	
Retirements 457/PSPRS	3,507.05
Workers Compensation Insurance	19.94
Total Benefit Costs	3,526.99
Payroll Tax Cost	
Payroll Taxes	2,895.00
Total Payroll Tax Cost	2,895.00
Wages & Salary Cost	
PTO	1,675.20
Wages	
Captain	1,515.00
Paramedic	6,552.00
EMT	11,597.17
Fire Fighters	2,891.77
Wildland Fire	1,590.00
Administrative	1,709.38
Fire Chief	
Salary	4,230.76
Total Fire Chief	4,230.76
Total Wages	30,086.08
Wages & Benefits	1,888.20
Overtime	
Administrative Overtime	0.00
Wildland Fire Overtime	1,541.25
Fire Fighters Overtime	0.00
EMT Overtime	424.05
Paramedic Overtime	484.50
Captain Overtime	0.00
Total Overtime	2,449.80
Holiday	1,582.48
Wages & Salary Cost - Other	40.60
Total Wages & Salary Cost	37,722.36
Total PERSONNEL	44,144.35
Reconciliation Discrepancies	
voided checks	0.00
Total Reconciliation Discrepancies	0.00
Total Expense	52,176.61
Net Ordinary Income	-26,316.58
Other Income/Expense	
Other Income	
Fire Ins. Premium Tax	317.60
Total Other Income	317.60
Net Other Income	317.60
Net Income	-25,998.98

October 22, 2013

I have been to many functions at the J-6 Mescal Fire Dept. I found a different atmosphere here at our Open House.

If our the employees are as unhappy as they appeared, you need to let them come before you and the Public and voice there concerns. You talk about the Dept. moving forward, I do not see this happening anytime real soon at this Dept. I was watching one particular employee that I wanted Roger to meet. After observing him he looked like a beat dog. There was no way I would approach him to introduce Roger.

I did receive information about OMNI Advantage, I have been passing it out in the District. I have been looking for and asking questions about his type of insurance for our District for several months.

I'm asking for another meeting about Fire Wise. This program sounds great but we need to know how it will be funded before going to the Public. This will be the first questions how much will it cost? We have to decided how to fund this. How we can get donations from Corporations to help with the cost.

RICHLAND had a Fire in APRIL 2012, there should of been an investigation done. The local newspaper states One home destroyed, three damaged, 12 vehicles destroyed, 6 outbuildings destroyed. The man that had his home destroyed had second degree burns on his arm. The District had a Fire Truck Damaged also. Fire Truck Damage \$4589.78- Tow Bill to Willcox \$343.75 Tow bill to Tucson \$625.00- I looked at the Fire Board minutes. I can't even find where the Fire was talked about. Why wasn't an investigation done after this loss?

This would of been the appropriate time to talk to the District residents on how to keep their property maintained so that fires are more manageable. Now the public has forgotten about that awful day in April 2012.

Louise Lance