



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 July 16, 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.

A Moment of Silence was held for the 19 Granite Mountain Interagency Hot Shots.

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 went over the bank account balances and discussed the revenues the District had received for the Month of June. Accounts Receivable for Ambulance Revenue as of June 30, 2013 is \$34,577.33 for 0-30 days; \$21,038.65 for accounts in arrears of 31-60 days and finally \$7,264.43 for accounts over 60 to 90 days. Any amounts over 90 days are difficult to collect. The District's billing office, Fry Fire District, turns accounts past due over 90 days over for collection. The District showed a loss for the month of June, however due to June 30 being the end of the Fiscal Year and a budget line item not being made for a carry forward of funds, deposits were not made until July 1. If a carry forward is not budgeted, the District must not have a large sum in the M&O account.

Mr. Frei inquired as to the accounts receivable. Schultz responded by stating the current accounts receivable for ambulance revenue is currently \$34,577.33 for accounts 0-30 days. Mr. Frei inquired as to how much of that amount is collectible. Schultz indicated that the District estimates that \$30,000 will be collected. Wildland Receivables are currently \$17,669.73 not including the most recent Carpenter 1 Fire. The Carpenter Fire revenue will net a profit of approximately \$9,500. Schultz further stated that revenues are coming in from Subscription Agreements and out of district billings. The District will not be seeing a large amount of taxes until October. The District is owed over \$100,000 in back taxes that will more than likely never be received.

Mr. Hooker inquired if the District could collect from the financial institutions for the taxes owed on foreclosed homes. Schultz indicated that the County is the collection agent for the

District for real and personal property taxes. The District can only receive the tax revenues from the County as they collect them.

Mrs. Victoria Thacker indicated she did not understand how the District's payroll was 60% of the income for the District. Schultz indicated that in the case of Wildland billings, the District has to pay all of the wages of the Firefighters', however the State reimburses 100% of all payroll expenses, including the taxes, workman's comp and retirement expenses incurred on behalf of the firefighter, taking the liability off the District. Mr. Schelling indicated that the taxes collected by the District are on a cycle so there are a few months of the year that the District collects much more money than the expenses incurred.

Mrs. Lance inquired if the State paid the District directly or if the payments were made to the firefighters. Schultz responded that the State reimburses the District directly.

Mr. Frei inquired as to the amount of the deposits made in July. Schultz indicated there had been 3 deposits in July and would provide the amounts to Mr. Frei after the meeting.

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

D. Approval of Minutes Mr. Schelling approved the Minutes from the June 18, 2013 Regular Meeting and Budget Hearing.

Mr. Schelling shared with the Public the letter and the \$3,000 donation received from the VondenBrink Trust

5. Action Agenda.

A. Review the Auditor Sealed Bids and discuss same.

The District received three (3) sealed bids from the District's second request from Beach-Fleischman, Gary Mattocks and Monica Patience. Beach-Fleischman declined the offer to bid. Gary Mattocks provided a quote for a financial review for \$7,000 as opposed to a full audit. He is unable to perform a full audit as only CPA's can provide that service. Monica Patience provided a quote of \$10,500 for a full audit including expenses and financial continuing support.

Mr. Schelling reviewed all three bids and chose Monica Patience, CPA to prepare the 2012/2013 Fiscal Year Audit for the District. We can expect to have the audit completed on or before November 18, 2013.

Mr. Frei inquired as to how many CPA's we submitted requests from. Schultz responded that the first submission was sent to 15 CPA's and the second submission included 20 firms as well as posting the bid in the Sierra Vista Herald. Mr. Frei made a comment on the number of responses. Schultz and Steinberg responded that many did not want to be involved due to the climate and the recent publicity with the District.

B. Discuss and possibly vote to approve retaining William Whittington of Boyle, Pecharich, Cline, Whittington and Stallings, PLC. as the District's attorney.

A discussion was had and Interim Chief Steinberg provided Mr. Schelling the documents received by Mr. Whittington for his review. Steinberg read the Resolution from Mr. Whittington to the Public. Mr. Schelling signed the Formal Resolution approving the retention of William Whittington as the District's attorney on an as needed basis. Mr. Schelling stated that the District will continue to use Ann Carl on contract agreements, but use Mr. Whittington for IRS, payroll, retirement and Fire District matters.

Steinberg indicated he had met Mr. Whittington at the AFDA conferences and teaches many of the classes. He has also been highly recommended by other Districts in the area. His rates are competitive, being \$175 per hour plus expenses.

C. Review, discuss and vote to approve the purchase of two (2) stair chairs.

Interim Chief Steinberg requested Mr. Schelling to approve the purchase of two (2) stair chairs for the District using the funds from the donation the District received from the VondenBrink Trust. Due to the condition of the stair chairs we currently have are not up to date and are not functioning correctly. After a discussion regarding the District's need for the equipment, Mr. Schelling approved the purchase.

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 44 EMS calls and 14 Fire Calls. The total EMS and Fire calls year to date are 320.

Training: Interim Chief Steinberg reviewed with the Public the training sessions the firefighters have been completing for the week, including hose line advancement drills and Firefighter Safety survival. Monthly training was postponed due to Wildland assignments and the memorial services in Prescott however will be beginning them soon.

EMS training through SVRHC is scheduled for August 10, 2013. SPFD is also working with Life Net Arizona to offer additional monthly continuing education hours.

Chief Steinberg and Admin/Secretary, Jill Schultz, attended the AFDA Conference in Tucson on the 27th-29th. The Classes included Fire Districts 101, Financial Reporting, Record Keeping, and Healthcare Reform.

As previously mentioned at the last Regular Meeting, Admin/Secretary Schultz and Captain Escarcega will be attending a free fingerprint and background inspections class in Tucson on July 23, 2013. Steinberg explained that the District does its own fingerprinting in house. They are submitted to DPS and the FBI. Therefore we obtain 2 reports, one being on the Federal level and the other on the State level to verify they are able to work in a governmental agency. There are some felonies that the individual may have that the District cannot overlook when hiring. The individuals the District hires are to be trusted to assist the citizens in a safe and trusting manner.

Wildland: The District has been fairly busy with Wildland Assignments. On June 19, 2013 the District sent 5 firefighters to the Doce Fire with the Type 3 Engine. On July 4, 2013, there were two fires, the Rough fire near Bowie whereas we sent Tender 303 for 3 days and the Carpenter 1 fire in Las Vegas. The District sent 3 firefighters on Engine 301 to the Carpenter 1 Fire. They returned on July 14. They received an outstanding review from the Incident Commander. On July 9, 2013 the District was dispatched to the Glenn fire in the Dragoon Mountains. The District currently has \$17,669.73 billed out. That does not include the Carpenter 1 fire whereby the District anticipates profiting \$9,000 to \$9,500. Steinberg read the Incident Commanders outstanding review of the crew's performance on the fire.

We have received multiple applications for Wildland Firefighter and Reserve EMS/Firefighter. We have hired five employees, including 3 EMT's who are also Wildland certified and 2 that are Fire and Wildland certified. The District has already sent the new hires on assignments. The District has have received another three applicants that will be starting the hiring process.

Hazardous Materials: We have not yet attended regional training thru the Cochise County HazMat Team. Currently, we have no information as to when it will be held. The District will be doing inspections at the Fertizona Plant in Willcox and the new station on Birch Road that will be storing chemicals to get a preplan on how to handle an incident and evacuation should one arise. Steinberg indicated that the District would also like to do the same for Aepeco as we would be the first responders should an incident occur.

Maintenance: Medic 302 is still on limited use due to oil leak. It is on the schedule to be done this week.

Command 30 is still on limited use. Steinberg plans on going to Tucson-Dodge on Thursday to have the problem diagnosed.

Engine 301 returned from the Carpenter 1 fire and needs shocks, air conditioning maintenance, and electrical work.

Medic 301 service and inspection complete with no deficiencies.

Tender 303 front hub seals were leaking, replaced. Cost for parts \$53.00

Medic 303 shore line receptacle was bad, replaced by Mr. Makarewicz. Thank you for your help. Part's cost was \$20, no cost on labor.

Tender 304 water level gauge sensor was replaced and operational. Cost approx \$165.00

EMSAR completed annual maintenance on our gurneys and mounting brackets in the ambulances.

AZDHS inspection of Medic 303 completed this morning and passed inspection with no deficiencies.

Communications: The Staff is continuing to review of the SOP's and revising them as needed. We will bring any revised SOP's to the Board Meeting for Administrator approval.

Fosters air conditioning came to repair the air conditioner for quarters. Unit needed 3 pounds of refrigerant. The District has not yet received a bill however the serviceman indicated that it would be less than \$100. Due to the number of problems we have had with the Unit, we will be obtaining a quote from Fosters for replacement should the problems continue.

The roof of the station is leaking. We have tried patching the spots that we thought the leak was coming from with a roofing compound. However, the roof is still leaking in the station as well as in the bays. It appears that we may need to recoat the entire roof.

Thank you very much to the VondenBrink trust for their very generous donation.

We have received a donation of two pallets of Gatorade and water from PepsiCo. Captain Escarcega will be picking up the donation tomorrow in Tolleson at 1 p.m.

Steinberg completed the Chief's Report.

Mr. Ray Hooker inquired of the District how we stood in handling the aftermath of the death within the village this past week for the family and friends. Steinberg responded that the District did not have anything in place but the Lion's Club was initiating a program called "Are you Ok". The District is hoping to tie in with their program by calling and making sure they are not left alone. Steinberg indicated that the District is in a better position now with the additional personnel. Steinberg indicated that he didn't feel that the District could facilitate a program due to being a county government but would be more than able to assist with a program such as the type the Lions Club is starting.

7. **Adjourn** – There being no further business, the meeting was adjourned at 11:23 a.m.

Respectfully submitted,

Jill Schultz