



# 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

PHONE: (520) 826-3645; FAX: (520) 826-3586

[www.sunsitesfire.org](http://www.sunsitesfire.org)

## Sunsites-Pearce Fire District Regular Meeting April 22, 2014

1. **Call to Order.** The meeting was called to order at 10:30 a.m. by Administrator Schelling.
2. **Pledge of Allegiance.** Mr. Paterson led the attendees in the Pledge of Allegiance.
3. **Call to the Public.**

Mr. Cletus Frei spoke regarding matters that occurred to the previous resigning Board by another serving Board Member. In addition he wanted to give credit to the staff of the Fire District for the hard work they have done over the past year in improving the District as well as to Mr. & Mrs. Lance for their dedication to the Community.
4. **Consent Agenda**
  - A. **Approval of Warrants.** Mr. Schelling approved all Warrants.
  - B. **Approval of Expenses.** Mr. Schelling approved all expenses
  - C. **Approval of Minutes from the March 25, 2014 Meeting.** Mr. Schelling approved the Minutes from the March 25, 2014 Meeting.
5. **Financial Reports.** Schultz reviewed the March 2014 Financial Reports with Mr. Schelling and the public. See the attached Financial Reports. Mr. Schelling approved the financial report.
6. **Action Agenda:**
  - A. **Discuss and possibly vote on the Uniform and General Conduct Standard Operating Procedure.** Interim Chief Steinberg reviewed the Uniform and General Conduct Policies with Mr. Schelling. Steinberg explained that when the District needed to update the Uniform Policy to state the amount of uniform allowance each type of employee will receive. In addition, the Policy states the requirements of the staff as to their appearance when on duty.

Steinberg then reviewed the General Conduct Policy indicating that the District will be diligently working in overseeing the staff's compliance in maintaining a clean driving record, as well as maintaining all certifications required for their specific job description as required by the District. The District will be performing annual inquiries into the staff's driving

record and certifications. The Policy also states that an employee must respond to the Chief within 72 hours of any negative encounter with law enforcement.

Administrator Schelling approved both the Uniform and the General Conduct SOP's.

**B. Possible discussion and action with William Whittington, Attorney at Law, regarding Board/Administrator Responsibilities; Open Meeting requirements; Public Participation, Minutes, Agenda, and related requirements.** Mr. Schelling introduced Mr. Whittington and explained that he specialized in Fire Districts. The District had questions regarding the requirements of Open Meeting Law, as well as the duties of the District and the Administrator and requested Mr. Whittington to speak to clarify what the District must do to stay in compliance.

Mr. Whittington spoke in great depth regarding the Appointment of an Administrator by the County Board of Supervisors and what the duties of the Administrator consist of and how they differ from a fire board.

Whittington then discussed the Fire District Law in reference to its powers and duties. In this capacity he spoke as to what a fire district must do pursuant to Statute and what a district may do but not statutorily obligated to do.

In addition, he reviewed Open Meeting Law as to Agendas and the posting of same, Minutes and the contents thereof, Executive Session requirements, Emergency Meetings, the procedures for ratification and the conducting of meetings.

Mr. Whittington reviewed briefly the Compliance Checklist for the members of the board to use to assure they are staying in compliance with Open Meeting Law. He then moved to explain the 7 purposes for which a board would need to go into executive session.

Lastly, he provided an implementation guide and checklist for the AFDA Fire District Financial Standards as adopted this past year and answered questions raised by the public and staff of the District.

7. **Fire Chief's Report.** The Fire Chief's Report was presented by Interim Fire Chief Josh Steinberg. Please see attached Chief's Report.
8. **Comments from the Administrator on past and current issues raised by public concerning the Administrator and Fire District.** Administrator Schelling indicated that he is still working with Mr. Whittington and the Community Center to set a date in June for the Fire Board Candidates Workshop.
9. **Adjourn** – There being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Jill Schultz

SUNSITES PEARCE FIRE DISTRCT MARCH 2014 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$58,696.56	
PAYROLL ACCT:	\$4,567.76	
RESERVE ACCT:	\$14,345.36	
PETTY CASH:	\$313.87	
TOTAL BANK ACCOUNTS:		\$77,923.55

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 1,837.39	
REAL & PERSONAL PROPERTY TAXES:	\$ 17,678.71	
AMBULANCE REVENUE:	\$ 18,804.57	
TOTAL REVENUES		\$ 38,320.67

ACCOUNTS RECEIVABLE:

WILDLAND	\$ 512.21	
OUT OF DISTRICT	\$ 16,122.13	
AMBULANCE REVENUE		
March Charges	\$ 35,776.58	
RECEIVED	\$ (2,290.49)	
Med write off	\$ (2,107.07)	
AMBULANCE REVENUE: February	\$ 30,106.24	
January	\$ 11,655.40	
December	\$ 7,455.49	

Total 30+ DAYS \$49,217.13

TOTAL CURRENT RECEIVABLES: \$ 97,230.49

ACCOUNTS PAYABLE: \$ -

CREDIT LINE ADVANCE: \$ -

**Sunsites-Pearce Fire District**  
**Profit & Loss**  
**March 2014**

Mar 14

Ordinary Income/Expense	
Income	
<b>INCOME</b>	
Taxes	
Fire District Assistance Tax	1,837.39
Real & Personal Property Taxes	17,678.71
Total Taxes	19,516.10
Charges for Service	
Copy Charges for Public Records	1.50
Ambulance Revenue	18,804.57
Donations for a service provide	20.00
Wildland Revenue	266.58
Total Charges for Service	19,092.65
Misc Revenue	
Donations	240.00
Total Misc Revenue	240.00
Investment Revenue	
Interest Cap Reserve	21.37
Interest Income GF	153.30
Total Investment Revenue	174.67
Total INCOME	39,023.42
Total Income	39,023.42
Expense	
<b>OPERATIONS</b>	
Training	398.55
PPE	6.00
Property Maint	
Richland Station #2	19.62
Sunsites Station #1	21.80
Total Property Maint	41.42
Repair & Maint/vehicles	
E-306 2004 Dodge	4,249.11
C-30 2003 Dodge Pick-up	20.00
M-303 2002 Ford 150	75.76
M-301 2005 Chevy Ambulance	70.00
M-302 1996 Ford Ambulance	-265.21
Repair & Maint/vehicles - Other	1,023.00
Total Repair & Maint/vehicles	5,172.66
Small Tools/Equip	
Repair/Maint. EMS Equip	513.00
Total Small Tools/Equip	513.00
Utilities	
Electricity	
Arts and Crafts Room Qtrs	154.85
Main Station	280.84
Richland Station	24.90
Street Light #6115101	12.86
Street Light #6121101	12.26
Total Electricity	485.71
Garbage Collection	40.00
Natural Gas	119.40
Telephone	
Stations Telephone	210.47
Telephone Verizon Wireless	110.06
Total Telephone	320.53
Total Utilities	965.64
Medical Supplies	

**Sunsites-Pearce Fire District**  
**Profit & Loss**  
**March 2014**

	<b>Mar 14</b>
Medical Supplies-Disposable	250.00
Medical Supplies - Other	11.96
<b>Total Medical Supplies</b>	<b>261.96</b>
Fuel	1,745.59
Equip Communication	10,037.75
General Expense	
Meals	31.78
<b>Total General Expense</b>	<b>31.78</b>
<b>Total OPERATIONS</b>	<b>19,174.35</b>
<b>ADMINISTRATION COST</b>	
Administrative Fees	340.28
Janitorial Expenses	7.96
Professional/Contract Services	
EMS Billing	1,000.00
Professional/Contract Services - Other	797.25
<b>Total Professional/Contract Services</b>	<b>1,797.25</b>
Office/Misc Supplies	
Bank Fees	22.42
Annual Fees	467.64
Lic/Taxes-Dues & subscriptions	453.19
Office Supplies/Postage	135.24
<b>Total Office/Misc Supplies</b>	<b>1,078.49</b>
<b>Total ADMINISTRATION COST</b>	<b>3,223.98</b>
Interest Expense	20.23
<b>PERSONNEL</b>	
Benefit Costs	
Retirements 457/PSPRS	3,780.00
Workers Compensation Insurance	175.39
Health Insurance Self Paid	0.00
Benefit Costs - Other	1,597.64
<b>Total Benefit Costs</b>	<b>5,553.03</b>
Payroll Tax Cost	
Payroll Taxes	3,046.33
<b>Total Payroll Tax Cost</b>	<b>3,046.33</b>
Wages & Salary Cost	
PTO	3,700.65
Wages	
Captain	4,714.00
Paramedic	6,039.44
EMT	9,927.72
Fire Fighters	1,952.67
Wildland Fire	264.00
Administrative	1,790.63
Fire Chief	
Salary	4,230.76
<b>Total Fire Chief</b>	<b>4,230.76</b>
<b>Total Wages</b>	<b>28,919.22</b>
Overtime	
Administrative Overtime	0.00
Wildland Fire Overtime	0.00
Fire Fighters Overtime	0.00
EMT Overtime	795.90
Paramedic Overtime	255.00
Captain Overtime	0.00
<b>Total Overtime</b>	<b>1,050.90</b>
Holiday	0.00
Wages & Salary Cost - Other	332.48

**Sunsites-Pearce Fire District**  
**Profit & Loss**  
March 2014

	<u>Mar 14</u>
Total Wages & Salary Cost	34,003.25
Total PERSONNEL	42,602.61
Total Expense	65,021.17
Net Ordinary Income	-25,997.75
Other Income/Expense	
Other Income	
Fire Ins. Premium Tax	317.60
Total Other Income	317.60
Net Other Income	317.60
Net Income	<u>-25,680.15</u>



# 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  
PHONE: (520) 826-3645 FAX: (520) 826-3586

---

## Fire Chief's Report for April 2014

1. **EMS Calls= 28**
  - A. In District Calls=21
  - B. Out of District Calls=7
  - C. Number of Patients Transported=17
  - D. Number of Patients Flown Out=1
  - E. Number of Patient Refusals or Public Assists=8
  - F. Number of rollover or Motor Vehicle Accidents=0
  - G. Number of Mutual Aide Calls= 1 received
  - H. Number of Dead on Arrival Calls=1
  
2. **Fire Calls=16**
  - A. In District Calls=7
  - B. Out of District Calls=9
  - C. Brush Fires=3 (Baker, Arivipa, Feather, Brown, Repair fires)
  - D. Structure Fires=0
  - E. Car Fires=0
  - F. Hazardous Materials=0
  - G. Other=8
  - H. Mutual Aide Calls=0

**Total Fire and EMS Calls Year to Date= 183. Total calls since the March meeting is 44.**

### Training:

1. On duty crews have been completing weekly training sessions. These sessions included Mayday procedures, PPE and SCBA drills, and Quick attack drills.
2. Life Net 8 from Willcox began the monthly CE EMS training on March 26<sup>th</sup>. The next scheduled training is May 6. We thank Life Net 8 and the Air Methods Corporation
3. I attended the Desert Southwest Fire and EMS Leadership Conference in Glendale March 25-29<sup>th</sup>. I received a grant from the Cochise County Fire Chiefs Association to help pay for the cost of the conference. Thank you to the Fire Chiefs Association. It was a great conference and I learned some very valuable information.

**“Sunsites-Pearce Fire District is an Equal Opportunity Provider and Employer.”**



# 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  
PHONE: (520) 826-3645 FAX: (520) 826-3586

---

4. I attended a highway traffic incident management class in Tucson on April 16, 2014. Great class.
5. Admin/Secretary Schultz has completed 4 of the seven webinars on records retention. Fifth is scheduled for tomorrow.

## **Wildland:**

1. We have been on four additional Wildland assignments since the last meeting. The Kansas Settlement, Hill, Feather, Brown and Repair Fires. We currently have \$2,266.56 billed out for the Bisbee, Texas summit, Hill, Feather, Severity and Moore Fires. Admin Schultz will be billing for the Brown and Repair Fires this week. We received \$208.50 for the Shelton Fire.

## **Hazardous Materials:**

Nothing to report

## **Maintenance:**

1. E 305 has steering box leak. We will be repairing that soon.
2. E 306 has been picked up from WW Williams Company in Tucson. All repairs were completed as well as new tires. Total cost of repairs \$4939.11

## **Communication:**

1. Our VFA grant has been accepted. The total grant is \$ 11,920. Our portion of the grant is \$5,960. All orders have been placed for this grant and we are starting to receive the equipment.
2. We completed an EMS standby at the Amerind Foundation's 10K run/ food fest on April 5, 2014. It was a great day and we look forward.
3. We will be conducting an EMS Standby at the Ash Creek School on Thursday, April 24, 2014.

**“Sunsites-Pearce Fire District is an Equal Opportunity Provider and Employer.”**





# 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

PHONE: (520) 826-3645 FAX: (520) 826-3586

---

4. The expired medication drop box will be installed today. Thank you very much to the Cochise County Health Department, Facilities staff, and Sheriff's Office for their assistance. The box will be able to be accessed during business hours.