



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

Sunsites-Pearce Fire District Regular Meeting February 25, 2014

1. **Call to Order.** The meeting was called to order at 10:31 a.m. by Administrator Schelling.
2. **Pledge of Allegiance.** Mrs. Louise Lance led the attendees in the Pledge of Allegiance.
3. **Call to the Public.**

Cletus Frei spoke regarding the Minutes and the comments from the last meeting in regards to the definition of "Bullying" that was brought up. Mr. Frei stated that the definitions of harassment, intimidation and slander should also be added to the list along with "Bullying". Mr. Frei stated that he was very concerned about that as it pertained to one board member that served on the board for nearly two years without a problem. However, when another board member wasn't getting what he wanted and things weren't going his way he felt it necessary to start a recall petition. Mr. Frei stated that sometimes we speak out quicker than we should. In addition, maybe the word "cowardice" should be added to the list of definitions. The resigning Board always stood by what it said, presented itself in a professional manner, informed the public of the truth of what was going on, and Mr. Frei honestly believes that the resigning Board took the actions to right the course. The only people that Mr. Frei sees from the District; that are employed by the District, that have realized that the resigning Board was correct in what they were doing are Chief Steinberg and Jill Schultz. Mr. Frei has not seen that from anyone else.

Mr. Frei went on to say that the previous board member that spoke also said that the resigning board members abandoned the District and the electors. Mr. Frei stated that it was quite the contrary. That particular board member that made that accusation was the one that instigated a lot of personal attacks against the resigning board. Mr. Frei inquired as to where those electors are now and where have they been after one or two of the meetings. The resigning board members put in hundreds and hundreds of hours of study, of research, or dedication, and of certification. They did not get on the Board to turn it over to someone else. They got on the Board because they knew where the District was headed. There are perilous times coming in the future. They did what had to be done. Mr. Frei feels the electors, contrary to what was said, abandoned the District. Where are the electors now? Mr. Frei went on to state that no one comes to the meetings and no one cares. He went on to state that quite frankly, he doesn't care either. He indicated he has more than enough training and the ability to take care of himself and his family. If there was a fire at his house he would be

more than capable of putting it out quickly than waiting on the Fire District. Not that the Fire District isn't experienced, but by the time that they got there the fire would spread and he believes he has a better chance of saving his home. He would really like to see the people come back and support the District, but they don't. Mr. Frei further stated that Steinberg and Schultz have shown that they see the writing on the wall and are desperately trying to bring the finances under control, which he thinks they have. In addition they realize that the tax base isn't coming in as it used to. People are getting a ride to the hospital if they can just to save money.

Mr. Frei feels that the gentlemen that made the accusations against the resigning board abandoning the District should actually apologize to them because they didn't. They are still coming to the meetings, still talking and digging into who was stealing from the District, in his opinion, for years, going back before Bob Howard, or at least misappropriating funds. At least, some of which had to be paid back. Mr. Frei stated he didn't know if he would be attending anymore meetings. He stated he sees a lot more trouble coming down the road and he is going to start focusing his energy more in that direction.

Mr. Frei went on to state that he felt that Mr. Schelling probably could have done a whole lot better job than he has done. It isn't just about balancing budgets and making sure the paperwork is done.

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 January 28, 2014 Meeting. Mr. Schelling approved the Minutes from the January 28, 2014 Meeting.

5. **Financial Reports.** Schultz reviewed January 2014 Financial Reports with Mr. Schelling and the public. See the attached Financial Reports. Mr. Schelling indicated that the District is currently owed 150,078.43 in FDAT tax and real and personal property taxes. Mr. Schelling approved the financial report.

6. **Action Agenda:**

A. Discuss and possibly vote on the following Standard Operating Procedures: Background Checks, Grooming Standards, Arizona State Retirement, Holidays and PTO Leave Policies. Interim Chief Steinberg reviewed the changes that were completed on the SOP's as follows: The Grooming Policy was revised as it was initially geared toward one person in the District. Therefore, the District made it more encompassing and more of today's challenges especially with younger people coming into the field and today's trends. The revised policy will prevent injury with the policy preventing individuals from wearing dangling earrings, having beards or goatees, or mustaches that will prevent a good mask seal by following NFPA guidelines. Due to many people being sensitive or allergic to body sprays and perfumes, the District has set a policy on that as well.

Regarding the PTO policy, the District has made changes in the past; however a few changes were made to clarify the language to ensure that once the maximum accrual has been met that no further hours will be accrued. Once an individual drops below the maximum accrual limit, one may only accrue back up to the maximum limit.

A policy was made for Background Checks pursuant to the DPS class that Captain Escarcega, Interim Chief Steinberg and Admin Schultz attended. This policy encompasses everything that is in the ARS, and is within the security and policy standards required. A CEO had to be appointed, which is Interim Chief Steinberg and an Agency Security Contact which is Admin Schultz. The Policy states everything that the District is statutorily required to do regarding fingerprinting and background checks. If the records are not handled in the correct manner as required by DPS it is a Class 6 felony, therefore this matter is taken very seriously.

A revision was made to the Holiday SOP to include that the employees working overtime would receive the benefit for working the holiday. Therefore the employee would receive credit for the holiday hours actually worked going toward their overtime pay, as well as receiving half pay in addition to their regular pay for the holiday worked.

The ASRS Policy was revised to only include non-operation employees, as it previously included operational and non-operational employees. In addition, ASRS has made it mandatory for non-operational employees who work 20 hours per week for 20 or more weeks within a one year period to participate in the ASRS system. Operational employees participate in PSPRS.

Administrator Schelling approved all SOPs.

B. Discuss and possibly vote on the Radio Maintenance Contract from Canyon State Wireless. Steinberg indicated that the District has been having multiple problems with the radios. This is becoming more of an issue due to the incident with the tragic death of the 19 firefighters. The District has contacted Durham Communications, Canyon States and Lone Mountain Communications for contract quotes. Durham gave a fairly good quote, however they are located in Mesa and the transition period of getting radios fixed and returned to the District would be too long. Canyon States is located in Sierra Vista and they will come to the Station and do most of the maintenance on site. Lone Mountain did not provide any information. Steinberg recommended using Canyon States who provided an annual quote for the 19 portable radios, 23 ambulance mounted and the radios in the station, the radios used in Wildland fires, and the repeaters located at the Station and the one in Dos Cabezas. Canyon States looked at the repeater on Dos Cabezas and it was found not to be tuned correctly when it was installed and that is causing a lot of our problems we are currently experiencing. The batteries for all of the District's radios are included in the quote. Each radio will get new batteries every two years. The quote includes Canyon States coming out and doing all typical repairs. The District would be charged extra, but at a discounted rate due to having a contract, for installation of new radios or a new repeater. The cost associated with the annual contract will be \$10,037.75. All captains have reviewed the contract and feel it is necessary to have all radios back in working order and will evaluate whether the District needs to have

a contract in the future. Due to the number of radios needing repair, it is cost effective to enter into the contract at this time. It will reduce the liability of the District and ensure the safety of the staff by entering into the contract as well.

Mr. Schelling indicated that radios have been a problem for all districts and he doesn't understand it in the current world of high tech in communications. Mr. Schelling further indicated he was at Canyon States on Monday and he discussed this matter with them. He stated that they were very helpful and complimented Steinberg on his knowledge and his work with Canyon States. Mr. Schelling approved the contract for \$10,037.75 with Canyon States for the radio maintenance.

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.** Mr. Schelling indicated that he met with the County Manager and the County Attorney over developing a contract or an agreement. He stated that the County sees a need for it in the future but they are not excited about doing one right now even though Schelling stated that he is willing to sign an agreement. The County is currently working on it; however Schelling doesn't know what their plans are or what their plans are for the future. They had questions on some of the legal language in the sample agreement that Mr. Frei provided to Schelling.
9. **Adjourn** – There being no further business, the meeting was adjourned at 11:06 a.m.

Respectfully submitted,

Jill Schultz

SUNSHITES PEARCE FIRE DISTRICT JANUARY 2014 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$88,571.93
PAYROLL ACCT:	\$2,723.23
RESERVE ACCT:	\$14,323.99
PETTY CASH:	\$256.24

TOTAL BANK ACCOUNTS: \$169,960.82

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 3,999.76
REAL & PERSONAL PROPERTY TAXES:	\$ 12,965.32
SUBSCRIPTION SERVICE REVENUES:	\$ 757.25
AMBULANCE REVENUE:	\$ 19,263.09
WILDLAND REVENUE	\$ 3,807.05
DONATIONS	\$ 170.27
COPY CHARGES FOR PUBLIC RECORDS	\$ 4.50
MISC. EQUIPMENT SOLD	\$ 181.00

TOTAL REVENUES \$ 41,148.24

ACCOUNTS RECEIVABLE:

WILDLAND	\$ 137.94
OUT OF DISTRICT	\$ 14,758.68
AMBULANCE REVENUE	
January Charges	\$ 39,417.61
RECEIVED	\$ 2,594.38
Med write off	\$ 3,381.21
AMBULANCE REVENUE: December	\$ 10,861.00
November	\$ 3,554.57
October	\$ 8,875.60

Total 30+ DAYS \$23,291.17

TOTAL CURRENT RECEIVABLES: \$ 71,629.81

ACCOUNTS PAYABLE: \$ -

CREDIT LINE ADVANCE: \$ -

Sunsites-Pearce Fire District
Profit & Loss
 January 2014

Jan 14

Ordinary Income/Expense

Income

INCOME

Taxes

Fire District Assistance Tax	3,999.76
Real & Personal Property Taxes	12,965.32
Total Taxes	16,965.08

Charges for Service

Copy Charges for Public Records	4.50
Ambulance Revenue	19,263.09
Fire subscriptions	757.25
Wildland Revenue	3,807.05
Total Charges for Service	23,831.89

Misc Revenue

Donations	170.27
Equipment Sold	181.00
Total Misc Revenue	351.27

Total INCOME	41,148.24
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Total Income	41,148.24
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Expense

CAPITAL OUTLAY

CAPITAL OUTLAY - Building	7,859.66
Total CAPITAL OUTLAY	7,859.66

OPERATIONS

Supplies & Materials	214.43
Uniforms	780.57
Training	
Lodging	69.44
Meal Reimbursements	276.00

Total Training	345.44
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PPE	341.13
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Property Maint

Supplies	4.00
Richland Station #2	348.31
Sunsites Station #1	450.12

Total Property Maint	802.43
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Repair & Maint/vehicles

T-304 2007 International Tender	2,037.34
C-30 2003 Dodge Pick-up	1,058.27
M-303 2002 Ford 150	10.00

Total Repair & Maint/vehicles	3,105.61
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Small Tools/Equip	1,432.52
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Utilities

Electricity	
Arts and Crafts Room Qtrs	248.43
Main Station	385.99
Richland Station	30.82
Street Light #6115101	13.14
Street Light #6121101	12.57

Total Electricity	690.95
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Garbage Collection	40.00
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Natural Gas	211.26
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Telephone

Stations Telephone	436.90
Telephone Verizon Wireless	110.06

Total Telephone	546.96
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Water

Arts and Crafts Room	43.06
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Profit & Loss

January 2014

	Jan 14
Station Water	79.08
Total Water	122.14
Total Utilities	1,611.31
Medical Supplies	
Medical Supplies-Disposable	382.00
Medical Supplies - Other	1,766.64
Total Medical Supplies	2,148.64
Fuel	1,150.17
Total OPERATIONS	11,932.25
ADMINISTRATION COST	
Administrative Fees	330.28
Department Functions	129.04
Janitorial Expenses	75.78
Professional/Contract Services	
EMS Billing	141.00
Legal Fees	1,252.25
Professional/Contract Services - Other	4.15
Total Professional/Contract Services	1,397.40
Office/Misc Supplies	
Bank Fees	23.76
Annual Fees	58.00
Lic/Taxes-Dues & subscriptions	274.99
Office Supplies/Postage	335.22
Total Office/Misc Supplies	691.97
Total ADMINISTRATION COST	2,624.47
PERSONNEL	
Benefit Costs	
Retirements 457/PSPRS	5,684.13
Workers Compensation Insurance	4,685.34
Employee Health & Safety	44.00
Health Insurance Self Paid	0.00
Total Benefit Costs	10,413.47
Payroll Tax Cost	
Payroll Taxes	5,423.94
Total Payroll Tax Cost	5,423.94
Wages & Salary Cost	
PTO	1,091.70
Stipend	-3.54
Wages	
Captain	4,650.00
Paramedic	11,434.40
EMT	13,448.68
Fire Fighters	2,269.01
Administrative	1,784.38
Fire Chief	
Salary	6,346.14
Total Fire Chief	6,346.14
Total Wages	39,932.61
Wages & Benefits	2,759.64
Overtime	
Administrative Overtime	0.00
Fire Fighters Overtime	0.00
EMT Overtime	256.30
Paramedic Overtime	2,455.50
Captain Overtime	540.00
Total Overtime	3,253.80
Holiday	3,833.68

Profit & Loss

January 2014

2/12/14

Cash Basis

	Jan 14
Wages & Salary Cost - Other	516.94
Total Wages & Salary Cost	51,384.83
Total PERSONNEL	67,222.24
Reconciliation Discrepancies	
voided checks	0.00
Reconciliation Discrepancies - Other	-19.96
Total Reconciliation Discrepancies	-19.96
Total Expense	89,618.66
Net Ordinary Income	-48,470.42
Other Income/Expense	
Other Income	
Fire Ins. Premium Tax	317.60
Total Other Income	317.60
Net Other Income	317.60
Net Income	<u>-48,152.82</u>



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Fire Chief's Report for February 2014

1. EMS Calls= 46
 - A. In District Calls=36
 - B. Out of District Calls=10
 - C. Number of Patients Transported=26
 - D. Number of Patients Flown Out=2
 - E. Number of Patient Refusals or Public Assists=18
 - F. Number of rollover or Motor Vehicle Accidents=1
 - G. Number of Mutual Aide Calls=None
 - H. Number of Dead on Arrival Calls=None

2. Fire Calls=7
 - A. In District Calls=3
 - B. Out of District Calls=3
 - C. Brush Fires=3 (Pearce Hill, S.L. , and the Shelton Fires)
 - D. Structure Fires=0
 - E. Car Fires=0
 - F. Hazardous Materials=0
 - G. Other=4
 - H. Mutual Aide Calls=0

Total Fire and EMS Calls Year to Date= 97. Total calls since the January meeting is 53.

Training:

1. On duty crews have been completing weekly training sessions. These sessions included 2 minute drills (turnout drills), SCBA bottle consumption drills, and belt weather kit training.
2. Life Net 8 from Willcox will begin the monthly CE EMS training with the first date being March 26th. We thank Life Net 8 and the Air Methods Corporation.
3. Admin/Secretary Schultz and I attended a meeting at the ADOT facility in Willcox Thursday January 30, 2014. The meeting went over the impact on emergency vehicles during the repaving project on Hwy 191. We found that the operation will be conducted Monday through Friday and some Saturdays, 0700hrs to 1700hrs. The projects scheduled completion date is in middle of May.

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4. Base Hospital CE's were provided by SVRHC on February 18, 2014. We went over EKG interpretation.
5. Admin/Secretary Schultz has completed two of seven records retention webinars.

Wildland:

1. We have not been on any additional Wildland assignments since the last meeting. We currently have \$404.52, billed out for the Bisbee, and Texas summit fire. We received \$3,807.05 for the Rough Fire.
2. Annual Wildland refresher class was held here on February 15, 2014. We completed the pack test also.

Hazardous Materials:

1. Nothing to report

Maintenance:

1. Medic 302 is in service and passed ADHS inspection. The oil leak was the oil cooler and was repaired by Western States, the fuel leak was repaired in house and the fuel lift pump, fuel bowl wiring harness and temperature sensor were replaced. Cost for parts was \$ 300.24
2. Engine 301 was repaired by Western States. They replaced the rear main oil seal and the air conditioner compressor and dryer. Estimated cost for that repair was \$3,300.
3. E 305 has steering box leak. Western States will be in to repair that soon.
4. E 307 was repaired by Western States. The EGR cooler, and the oil cooler were replaced. The estimated cost of that repair was \$3,300.
5. Command 30 has another recall on the front end; Donovan Dodge will be conducting the repairs. We are still waiting for the parts to arrive for that recall

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6. E 306 needs front end alignment that will also be conducted at Donovan Dodge at an estimated cost of \$300.
7. The Mako cascade system that we use to refill our SCBA's was serviced on February 4, 2014. The cost for that service is \$1,145.
8. Annual maintenance on our gurney was conducted by EMSAR on February 6, 2014.

Communication:

1. Administrator Schilling, Admin/Secretary Schultz, and I made a presentation at the Lions Tales on February 20, 2014 at 1030hrs. The presentation was the current state of the Fire District.
2. SOP's have been temporarily taken down from the website. We are in the process of updating many of the SOP's and will replace them after the revisions are completed.
3. I have been elected to be the Chairman of the Local Emergency Planning Committee (LEPC). LEPC meetings are held the third Friday of every month, in Sierra Vista, at the Cochise College.
4. Chief Redmond and the Sierra Vista Fire Department are donating a set of extrication tools to us. They will also be providing extrication training the very near future. We are very grateful and thank Chief Redmond and the Sierra Vista Fire Department very much.
5. We found that we have been overcharged by AT&T who is long distance phone provider. Since 2009 we have been charged for 4 lines and 11cent per minute instead of the 7 cents per minute that the contract stated. We will be paying a monthly bill per AT&T until the credit is reached.
6. Shred It will be here on March 4, 2014 to shred documents from document storage that have exceeded their mandatory retention period. We have approximately 18 boxes to be shredded.

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