



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 March 25, 2014

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

Mrs. Alice Haertsh inquired as to when the classes for individuals wanting to run for the Fire Board would be held. Mr. Schelling responded that after the meeting today he would be stopping by Mr. Brown's to schedule a time to have the classes at the Community Center at the beginning of June. Mrs. Haertsh also inquired as to how long the classes would take. Mr. Schelling responded that they should take no longer than an hour. Mr. Schelling will go over the paperwork and the dates the paperwork is to be filed. Mr. Whittington, the Fire District's Attorney, will go over the legal aspects of a board member.

Mr. Robert Fino then spoke regarding his communicating with a lot of people in Sunstites and they are real pleased with the way things are going. He stated that sometimes they don't show up because they feel confident that the Fire District is moving along, they see it saving lives and moving forward and that was their excuse for not showing up. They feel confident that Schelling is doing a great job and Fino wanted to relate that information to the District. He further stated that they are really pleased with the Fire District and the direction it is going in. The ambulance service is saving many lives and that just because people don't show up doesn't mean they don't support the Fire Department. A lot of the people he talked to wanted him to convey that message to the Fire Department and the Administrator.

Mrs. Louise Lance then spoke regarding the bullying that took place and that many people do not come to the meetings because they are scared to voice their opinion. If they do speak, their name is drug through the mud. This has affected a lot of people. Mrs. Lance is asking the Fire Department that if another board member comes on board and they are asked to campaign for them, that they look at all the facts before they go to be sure they are telling facts. This looks bad for the Fire Department and she has a lot of respect for them. But it doesn't do them any good and it will not look good on their resumes. She further stated that if they have this problem they should go to Bill Miller, Randy Redman, or Chief Dewolf. There are a lot of chiefs that the District could talk to if this situation comes up again.

Mrs. Lance went on to say that on Election Day 2012 we looked like little Chicago. Her neighbors exited from voting and had their picture taken. The person taking the picture said it was voter intimidation. Her neighbors were talking about church with another couple. When the Sheriff got called to see why their pictures were being taken, the individual taking the pictures jumped in his truck and left and left the Firefighters there to talk to the Sheriff. Mrs. Lance believes that things like that are not helping the District. She further stated that all of the bullying started back when the Community Tax District started. She can voice her opinion on that topic on how they were all bullied at that time. It was strictly illegal. She does hope the Firefighters take that extra step if that happens again because she does not want to see them being disrespected.

Mr. Cletus Frei then spoke stating that he felt the direction of the Fire District has drastically improved. He doesn't feel that it would have been accomplished had the Board that was elected taken the steps that it did while they were in office to correct the things that happened from the previous Administration. The District is still dealing with a lawsuit from Ms. Tucker which was completely and utterly ignored by the Chairman, the Treasurer, the Secretary and Board Member and it is still not settled. The Chairman at that time indicated that the tax lien was a learning experience. The Chairman of the Board should have directed the Treasurer of the Board to see how we got into that situation. The Reserve Account was literally drained from the free spending. Had the Board not terminated the contract of the chief at that time, no one knows what the financial situation of the District would be.

Mr. Frei believes that the condition of the Fire District is credited to those that continue to attend the meetings, point out the financial situation of the District, and encourage Mr. Schelling to continue on the course that the resigning Board started, which he did. Mr. Frei feels that the most credit goes to Interim Chief Steinberg, Office Administrator Schultz and the Firefighters who came to the realization, when they were basically kept in the dark by the previous board; that their District was in peril. Mr. Frei went on to state that he felt the ship had been sounded, but still had a ways to go. Also the Board, basically Chairman Fino, Treasurer Heine, Secretary McCarter, and Board Member Candy Roll basically kept Ms. Schultz's hands tied with the finances by not giving her the assistance she needed, by not doing good investigations in the chief's that they hired that were replaced. Basically the credit goes to the current Interim Chief, Schultz and the Firefighters.

Mr. Frei went on to say that the demeanor of the Firefighters has been a 180 degree turn from when they were on the board. Mr. Frei doesn't believe they ever took retaliatory or vindictive actions against all the things that happened to them at the time. Frei further feels that by attending the meetings and going to the District has demonstrated their intentions were solely for the District, solely for the people who live here who cannot speak for themselves, won't speak for themselves or are unable to get out to the meetings to speak for themselves. He feels that the board that was replaced, being Fino, Heine, McCarter and Candace Roll was the best thing that could have happened for the District because the District became aware of where it was really headed. Mr. Frei also stated there were still a lot of rough times ahead and the administration and firefighters realize there is a lot of work to be done after seeing the tax rolls coming in.

Mr. Frei went on to comment in regards to the people Mr. Fino was here to represent. Frei stated that he felt those people should be ashamed of themselves for not coming and representing themselves.

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 February 25, 2014 Meeting. Mr. Schelling approved the Minutes from the February 25, 2014 Meeting.

5. **Financial Reports.** Schultz reviewed February 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 Rest & Recuperation Standard Operating Procedure. Captain Chris Escarcega reviewed the Rest and Recuperation Policy with Mr. Schelling. Escarcega explained that when the District sends a crew out on a Wildland assignment, whether 7 days or 14 days, upon the crew's return they do not have to immediately return to work. The District is mimicking almost verbatim the guidelines as set by the State Wildland Program so as to stay in compliance with their policies in regards to the crew getting the required recuperation time they need.

Administrator Schelling approved the Rest & Recuperation SOP.

7. **Fire Chief's Report.** The Fire Chief's Report was presented by Captain Chris Escarcega in Interim Fire Chief Josh Steinberg absence. Please see attached Chief's Report.

The District did get awarded the VFA Grant for the snap tanks, the 5000 gallon pumpkin, and steel to build a rack on top of tender 303 as well as the new generation fire shelters. Administrator Schelling approved the acceptance of the grant and the expenditure of the funds for the grant.

Mr. Schelling thanked Allen Hershey for writing the Grant.

8. **Comments from the Administrator on past and current issues raised by public concerning the Administrator and Fire District.** Administrator Schelling indicated that he had been contacted by the Attorney for the Insurance Company handling Ms. Tucker's case and a settlement has been reached. Mr. Schelling publicly apologized to Ms. Tucker for the whole matter.

Schelling indicated that he received bad news from the USDA regarding getting a grant for the fire hydrants because they are privately owned. The District will have to go to Plan B

to work with the water infrastructure. Currently Clear Springs only has the monetary ability to repair two hydrants a year.

- 9. Adjourn** – There being no further business, the meeting was adjourned at 10:58 a.m.

Respectfully submitted,

Jill Schultz

SUNSITES PEARCE FIRE DISTRICT FEBRUARY 2014 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

| | |
|---------------|-------------|
| M&O ACCOUNT | \$62,892.25 |
| PAYROLL ACCT: | \$7,339.84 |
| RESERVE ACCT: | \$14,323.99 |
| PETTY CASH: | \$256.24 |

| | |
|----------------------|-------------|
| TOTAL BANK ACCOUNTS: | \$84,812.32 |
|----------------------|-------------|

REVENUES:

| | |
|---------------------------------|--------------|
| FIRE DISTRICT ASSISTANCE TAX: | \$ 2,004.68 |
| REAL & PERSONAL PROPERTY TAXES: | \$ 10,241.71 |
| AMBULANCE REVENUE: | \$ 19,113.05 |

| | |
|----------------|--------------|
| TOTAL REVENUES | \$ 31,359.44 |
|----------------|--------------|

ACCOUNTS RECEIVABLE:

| | |
|-------------------|--------------|
| WILDLAND | \$ 613.02 |
| OUT OF DISTRICT | \$ 14,758.68 |
| AMBULANCE REVENUE | |
| February Charges | \$ 46,312.10 |
| RECEIVED | \$ 1,318.59 |
| Med write off | \$ 1,482.07 |

| | |
|----------------------------|--------------|
| AMBULANCE REVENUE: January | \$ 18,311.50 |
| December | \$ 7,655.49 |
| November | \$ 3,403.03 |

| | |
|----------------|-------------|
| Total 30+ DAYS | \$29,370.02 |
|----------------|-------------|

| | |
|----------------------------|--------------|
| TOTAL CURRENT RECEIVABLES: | \$ 72,702.46 |
|----------------------------|--------------|

| | |
|-------------------|------|
| ACCOUNTS PAYABLE: | \$ - |
|-------------------|------|

| | |
|----------------------|------|
| CREDIT LINE ADVANCE: | \$ - |
|----------------------|------|

Sunsites-Pearce Fire District
Profit & Loss
 February 2014

Feb 14

| | |
|--------------------------------|-----------|
| Ordinary Income/Expense | |
| Income | |
| INCOME | |
| Taxes | |
| Fire District Assistance Tax | 2,004.68 |
| Real & Personal Property Taxes | 10,241.71 |
| Total Taxes | 12,246.39 |
| Charges for Service | |
| Ambulance Revenue | 19,113.05 |
| Total Charges for Service | 19,113.05 |
| Total INCOME | 31,359.44 |
| Total Income | 31,359.44 |
| Expense | |
| OPERATIONS | |
| Uniforms | 244.00 |
| Training | |
| Lodging | 136.64 |
| Total Training | 136.64 |
| PPE | 857.44 |
| Repair & Maint/vehicles | |
| T-309 1973 Ford | 72.60 |
| C-30 2003 Dodge Pick-up | 293.60 |
| M-302 1996 Ford Ambulance | 1,029.54 |
| Total Repair & Maint/vehicles | 1,395.74 |
| Small Tools/Equip | |
| Repair/Maint. EMS Equip | 176.97 |
| Repair/Maint. Fire Equip | 1,819.47 |
| Small Tools/Equip - Other | 70.92 |
| Total Small Tools/Equip | 2,067.36 |
| Utilities | |
| Electricity | |
| Arts and Crafts Room Qtrs | 266.11 |
| Main Station | 357.19 |
| Richland Station | 36.13 |
| Street Light #6115101 | 13.09 |
| Street Light #6121101 | 12.51 |
| Total Electricity | 685.03 |
| Garbage Collection | 40.00 |
| Natural Gas | 172.83 |
| Propane | 478.65 |
| Telephone | |
| Stations Telephone | 322.53 |
| Total Telephone | 322.53 |
| Water | |
| Arts and Crafts Room | 32.27 |
| Station Water | 76.83 |
| Total Water | 109.10 |
| Total Utilities | 1,808.14 |
| Medical Supplies | |
| Medical Supplies-Disposable | 123.91 |
| Total Medical Supplies | 123.91 |
| Fuel | 1,464.90 |
| Miscellaneous Expenses | |
| Meals | 17.79 |
| Bottled Water Purchased | 10.00 |
| Total Miscellaneous Expenses | 27.79 |

Sunsites-Pearce Fire District
Profit & Loss
February 2014

| | Feb 14 |
|--------------------------------------|------------|
| Total OPERATIONS | 8,125.92 |
| ADMINISTRATION COST | |
| Administrative Fees | -34.00 |
| Janitorial Expenses | 57.85 |
| Professional/Contract Services | |
| EMS Billing | 1,000.00 |
| Total Professional/Contract Services | 1,000.00 |
| Office/Misc Supplies | |
| Bank Fees | 25.84 |
| Annual Fees | 25.34 |
| Lic/Taxes-Dues & subscriptions | 49.88 |
| Office Supplies/Postage | 294.98 |
| Total Office/Misc Supplies | 396.04 |
| Total ADMINISTRATION COST | 1,419.89 |
| PERSONNEL | |
| Benefit Costs | |
| Retirements 457/PSPRS | 3,641.38 |
| Workers Compensation Insurance | 160.17 |
| Health Insurance Self Paid | 314.70 |
| Total Benefit Costs | 4,116.25 |
| Payroll Tax Cost | |
| Payroll Taxes | 3,065.96 |
| Total Payroll Tax Cost | 3,065.96 |
| Wages & Salary Cost | |
| PTO | 855.30 |
| Wages | |
| Captain | 4,607.00 |
| Paramedic | 6,483.28 |
| EMT | 9,838.60 |
| Fire Fighters | 1,385.95 |
| Administrative | 1,803.13 |
| Fire Chief | |
| Salary | 4,230.76 |
| Total Fire Chief | 4,230.76 |
| Total Wages | 28,348.72 |
| Wages & Benefits | 1,742.88 |
| Overtime | |
| Administrative Overtime | 0.00 |
| Fire Fighters Overtime | 0.00 |
| EMT Overtime | 769.50 |
| Paramedic Overtime | 484.50 |
| Captain Overtime | 69.00 |
| Total Overtime | 1,323.00 |
| Holiday | 598.22 |
| Wages & Salary Cost - Other | 330.98 |
| Total Wages & Salary Cost | 33,199.10 |
| Total PERSONNEL | 40,381.31 |
| Total Expense | 49,927.12 |
| Net Ordinary Income | -18,567.68 |
| Other Income/Expense | |
| Other Income | |
| Fire Ins. Premium Tax | 317.60 |
| Total Other Income | 317.60 |
| Net Other Income | 317.60 |

4:20 PM
03/10/14
Cash Basis

Sunsites-Pearce Fire District
Profit & Loss
February 2014

Feb 14

Net Income

-18,250.08



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Fire Chief's Report for March 2014

1. **EMS Calls= 40**
 - A. In District Calls=29
 - B. Out of District Calls=11
 - C. Number of Patients Transported=27
 - D. Number of Patients Flown Out=1
 - E. Number of Patient Refusals or Public Assists=11
 - F. Number of rollover or Motor Vehicle Accidents=1
 - G. Number of Mutual Aide Calls=3
 - H. Number of Dead on Arrival Calls=1

2. **Fire Calls=2**
 - A. In District Calls=2
 - B. Out of District Calls=0
 - C. Brush Fires=1 (Sunset Trail)
 - D. Structure Fires=0
 - E. Car Fires=0
 - F. Hazardous Materials=0
 - G. Other=1
 - H. Mutual Aide Calls=0

Total Fire and EMS Calls Year to Date= 139. Total calls since the February meeting is 42.

Training:

1. On duty crews have been completing weekly training sessions. These sessions included belt weather kit training, GPS operations training and CPAP.
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. Base Hospital CE's were provided by SVRHC on March 12, 2014. We went over mechanical CPR devices and new medications rollout.
4. I will be attending the Desert Southwest Fire and EMS Leadership Conference in Glendale March 25-29th. 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.

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Wildland:

1. We have been on one additional Wildland assignment since the last meeting. The Shelton Fire. We currently have \$346.44, billed out for the Bisbee, and Texas summit and Shelton Fires. We received \$266.58 for the Kester Fire.

Hazardous Materials:

1. We completed a walk through and preplan assessment of the Crop Production Services building on Birch Rd and Hwy 191. We are very grateful to Crop Production Services staff for allowing us to complete the walk through and the offer to train with them in the future. We are looking forward to creating a relationship with them and thank them very much for their hospitality.

Maintenance:

1. E 305 has steering box leak. We will be repairing that soon.
2. Command 30 front end recall was conducted on March 7th.
3. E 306 was repaired at WW Williams Company in Tucson. It required ball joints upper and lower, rotors, hubs with bearings, brakes both sides, AC compressor, dryer and lines, and water pump replacement. The total cost for this repair was \$4,249.11. E 306 is ready for pick up; we have ordered new tires for that truck also.

Communication:

1. Shred It was here on March 4, 2014 to shred documents from document storage that have exceeded their mandatory retention period. We shredded 20 boxes.
2. Our VFA grant has been accepted. The total grant is \$ 11,920. Our portion of the grant is \$5,960. We will be purchasing two 3000 gal snap tanks, 5000 gal pumpkin, steel to build a rack on top of our tender 303, and new generation fire shelters. I ask that Administrator Schelling approve the accepting of the grant and the expenditure of funds for the grant.
3. Admin Secretary Schultz and I met with Clay Cooke from Cookes designs on March 5. The website redesign is underway and should be completed soon. We are very happy with the new design thus far.

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4. Admin Secretary Schultz and I met with Sierra Collections and Consulting on March 13 and are very pleased with the positive and outgoing direction that they are now taking in our collections process.
5. Members from the Sierra Vista Fire Department's Youth Firesetting Prevention and Intervention program came to assist us with initiating this new program here and displayed the prevention and intervention process with a young person from our area who has started fires. We will have the program up and running here soon. We would like to thank Chief Redmond, Shawn, and David from the Sierra Vista Fire Department.
6. We participated in a Softball game at the Pearce School on March 22. It was a great event and we are looking forward to participating in school events in the future.

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