



# 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 May 20, 2014

1. **Call to Order.** The meeting was called to order at 10:30 a.m. by Administrator Schelling.

2. **Pledge of Allegiance.** Ms. Roll led the attendees in the Pledge of Allegiance.

3. **Call to the Public.**

Mr. Cletus Frei spoke regarding matters that occurred while the previous board was in office; as well as his concerns if any of the previous board members were to be elected in the next election. In addition he discussed the past audit.

Mrs. Louise Lance spoke regarding the previous board and the oath of office violations. In addition she referenced the Board of Supervisors Meeting on February 12, 2013 whereas Mr. Fino requested the Board of Supervisors to investigate or eliminate the entire Board. She has several questions that she does not feel have been answered regarding matters with the prior chief and the County.

Mrs. Candace Roll spoke regarding the comments that have been made against the previous board have not been true.

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 April 22, 2014 Meeting.** Mr. Schelling approved the Minutes from the April 22, 2014 Meeting.

5. **Financial Reports.** Schultz reviewed the April 2014 Financial Reports with Mr. Schelling and the public. See the attached Financial Reports. Mr. Schelling approved the financial report.

6. **Action Agenda:**

**A. Review, discuss and possible action regarding correspondence from the James Clayton Olson Trust petitioning the District to include his previously exempted parcels**

**into the District and assessed accordingly.** The documents were reviewed, a discussion was had and Mr. Schelling approved the Petition. A Resolution will be signed and forwarded to the County for the previously exempt parcels to be assessed and included in the District.

**B. Public Hearing, Discuss and vote on proposed 2014-2015 Fiscal Year Budget.** Mr. Schelling reviewed and explained the proposed 2014-2014 Budget. See Attached Documents. Schelling explained that the proposed increase of the tax rate of 2.55% to 3.0% will have little effect on the taxpayers due to the decreased assessed values within the District. The County reduced the secondary rate \$1.3 million for the 2014-2015 fiscal year. Further discussion was had and questions from the public were answered. Mr. Schelling approved the tentative budget for the 2014-2015 fiscal year.

**C. Discuss and possibly vote on entering into a contract with Aero Med Claims, Inc. for the District's EMS billing.** This matter was tabled until further information can be obtained.

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 June 2, 2014 at 5:30 p.m., he and Mr. Whittington will be at the Community Center for individuals wanting to run for either the Fire or School Boards can sign up and receive information. An Agenda will be available soon.
9. **Adjourn** – There being no further business, the meeting was adjourned at 11:18 a.m.

Respectfully submitted,

Jill Schultz

SUNSITES PEARCE FIRE DISTRICT APRIL 2014 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$50,931.93	
PAYROLL ACCT:	\$2,971.15	
RESERVE ACCT:	\$14,345.36	
PETTY CASH:	\$313.87	
TOTAL BANK ACCOUNTS:		\$68,562.31

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 2,954.27	
REAL & PERSONAL PROPERTY TAXES:	\$ 44,016.14	
AMBULANCE REVENUE:	\$ 24,041.21	
WILDLAND REVENUE	\$ 208.50	
DONATIONS	\$ 700.00	
MISC. OTHER (REFUNDS, ETC)	\$ 914.47	
TOTAL REVENUES		\$ 72,834.59

ACCOUNTS RECEIVABLE:

WILDLAND	\$ 9,719.33	
OUT OF DISTRICT	\$ 16,122.13	
AMBULANCE REVENUE		
April Charges	29,369.19	
RECEIVED	-1,885.51	
Med write off	-3,392.65	
APRIL AMB. RECEIVABLE:	\$ 24,091.03	

AMBULANCE REVENUE: March	\$ 14,517.87
February	\$ 15,349.44
January	\$ 6,891.70

Total 30+ DAYS \$36,759.01

TOTAL CURRENT RECEIVABLES: \$ 86,691.50

ACCOUNTS PAYABLE: \$ -

CREDIT LINE ADVANCE: \$ -

11:58 AM  
 05/13/14  
 Cash Basis

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

Apr 14

Ordinary Income/Expense	
Income	
<b>INCOME</b>	
<b>Taxes</b>	
Fire District Assistance Tax	2,954.27
Real & Personal Property Taxes	44,016.14
<b>Total Taxes</b>	46,970.41
<b>Charges for Service</b>	
Ambulance Revenue	24,041.21
Donations for a service provide	200.00
Wildland Revenue	208.50
<b>Total Charges for Service</b>	24,449.71
<b>Misc Revenue</b>	
Reimbursements	90.00
Donations	500.00
Equipment Sold	320.87
Refunds	180.05
<b>Total Misc Revenue</b>	1,090.92
<b>Total INCOME</b>	72,511.04
<b>Total Income</b>	72,511.04
Expense	
<b>CAPITAL OUTLAY</b>	
Furnishings	3,077.51
<b>Total CAPITAL OUTLAY</b>	3,077.51
<b>OPERATIONS</b>	
<b>Training</b>	
Lodging	973.20
Meal Reimbursements	134.71
Training - Other	158.00
<b>Total Training</b>	1,265.91
<b>Property Maint</b>	
Supplies	345.43
Richland Station #2	9.80
Sunsites Station #1	732.80
<b>Total Property Maint</b>	1,088.03
<b>Repair &amp; Maint/vehicles</b>	
T-309 1973 Ford	11.60
E-307 2006 Ford	28.55
E-306 2004 Dodge	690.46
C-30 2003 Dodge Pick-up	61.80
M-301 2005 Chevy Ambulance	5.44
Repair & Maint/vehicles - Other	790.01
<b>Total Repair &amp; Maint/vehicles</b>	1,587.86
<b>Small Tools/Equip</b>	
Repair/Maint. EMS Equip	4.36
<b>Total Small Tools/Equip</b>	4.36
<b>Utilities</b>	
<b>Electricity</b>	
Arts and Crafts Room Qtrs	111.29
Main Station	232.59
Richland Station	25.54
Street Light #6115101	13.29
Street Light #6121101	12.73
<b>Total Electricity</b>	395.44

11:58 AM  
05/13/14  
Cash Basis

Sunsites-Pearce Fire District  
Profit & Loss  
April 2014

	Apr 14
Garbage Collection	40.00
Natural Gas	70.64
Telephone	
Stations Telephone	227.61
Telephone Verizon Wireless	110.06
Total Telephone	337.67
Water	
Arts and Crafts Room	60.24
Hydrant/Park	19.69
Station Water	168.14
Total Water	248.07
Total Utilities	1,091.82
Medical Supplies	2,832.76
Fuel	1,457.24
Grant Expense	2,396.15
Total OPERATIONS	11,724.13
ADMINISTRATION COST	
Administrative Fees	340.28
Janitorial Expenses	83.35
Professional/Contract Services	
EMS Billing	1,156.00
Legal Fees	140.00
Professional/Contract Services - Other	447.60
Total Professional/Contract Services	1,743.60
Office/Misc Supplies	
Bank Fees	25.40
Lic/Taxes-Dues & subscriptions	150.00
Office Supplies/Postage	167.25
Office/Misc Supplies - Other	10.90
Total Office/Misc Supplies	353.55
Total ADMINISTRATION COST	2,520.78
PERSONNEL	
Benefit Costs	
Retirements 457/PSPRS	4,196.14
Workers Compensation Insurance	5,614.70
Employee Health & Safety	92.00
Health Insurance Self Paid	0.00
Benefit Costs - Other	1,452.40
Total Benefit Costs	11,355.24
Payroll Tax Cost	
Payroll Taxes	3,227.62
Total Payroll Tax Cost	3,227.62
Wages & Salary Cost	
PTO	1,107.00
Wages	
Captain	5,824.00
Paramedic	5,638.38
EMT	9,383.05
Fire Fighters	2,806.61
Wildland Fire	2,247.96
Administrative	1,800.01
Fire Chief	
Salary	4,461.54
Total Fire Chief	4,461.54
Total Wages	32,161.55

11:58 AM  
05/13/14  
Cash Basis

Sunsites-Pearce Fire District  
Profit & Loss  
April 2014

	Apr 14
Overtime	
Administrative Overtime	0.00
Wildland Fire Overtime	900.00
Fire Fighters Overtime	0.00
EMT Overtime	332.10
Paramedic Overtime	816.00
Captain Overtime	816.00
Total Overtime	2,864.10
Holiday	0.00
Wages & Salary Cost - Other	332.48
Total Wages & Salary Cost	36,465.13
Total PERSONNEL	51,047.99
Total Expense	68,370.41
Net Ordinary Income	4,140.63
Other Income/Expense	
Other Income	
Fire Ins. Premium Tax	317.60
Total Other Income	317.60
Net Other Income	317.60
Net Income	4,458.23



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## Fire Chief's Report for May 2014

1. **EMS Calls= 25**
  - A. In District Calls=17
  - B. Out of District Calls=8
  - C. Number of Patients Transported=15
  - D. Number of Patients Flown Out=0
  - E. Number of Patient Refusals or Public Assists=10
  - F. Number of rollover or Motor Vehicle Accidents=0
  - G. Number of Mutual Aide Calls= 1 received
  - H. Number of Dead on Arrival Calls=2
  
2. **Fire Calls=14**
  - A. In District Calls=6
  - B. Out of District Calls=8
  - C. Brush Fires=2 (Middle March and the Squaretop fires)
  - D. Structure Fires=0
  - E. Car Fires=0
  - F. Hazardous Materials=0
  - G. Other=11
  - H. Mutual Aide Calls=0

**Total Fire and EMS Calls Year to Date= 223. Total calls since the March meeting is 39.**

### Training:

1. On duty crews have been completing weekly training sessions. These sessions included pelvic stabilizer, securing utilities part 1 and 2.
2. Life Net 8 from Willcox conducted monthly CE EMS training on May 6<sup>th</sup>. The next scheduled training is May21. We thank Life Net 8 and the Air Methods Corporation.
3. Admin/Secretary Schultz and I attended the Safety Works expo in Tucson on May 15. Copper Point Mutual Insurance Company conducted the training. The classes were great and very informative.

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4. Admin/Secretary Schultz has completed five of the seven webinars on records retention.

## **Wildland:**

1. We have been on two additional Wildland assignments since the last meeting. The Middle March and the Squaretop Fires. We currently have \$13,236.18 billed out for the Bisbee, Texas Summitt, Moore, Brown, Repair, Aerostat, Squaretop, and the Middle March. We received \$1,700.49 for the Kansas Settlement, Hill, and Feather fires.

## **Hazardous Materials:**

Nothing to report

## **Maintenance:**

1. E 305 steering box leak was fixed.
2. Pump tests have been completed on E 305, T304, E 301, E 307.
3. M 302 oil leak has been fixed.

## **Communication:**

1. We conducted an EMS Standby at the Ash Creek School on Thursday, April 24, 2014.
2. The expired medication drop box was installed. Thank you very much to the Cochise County Health Department, Facilities staff, and Sheriff's Office for their assistance. The box is in front of the Sunsites station and can be accessed at any time. CCSO will be conducting disposal pickups every two weeks.
3. Admin/Secretary Schultz attended the ADOT meeting that referenced the I-10 and HWY 186 payment preservation projects. Starting on May 21, we will see some

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restrictions from Hwy 191 to Old Stewart Rd on I-10. Also ADOT will be starting the project on Hwy 186 in the beginning of June.

4. Fort Grant crew was staged at the Richland Station on May 5-6. The crew completed many projects and maintenance on the stations during that time. We can't thank the Fort Grant crew and ASFD enough for their assistance.
5. We have filed theft charges against a former employee for district items that have not been returned.
6. The EEOC complaint has been officially settled. We will comply with the agreement and conduct the required training.
7. We are in the process of completing the ISO rating system.

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