



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 June 17, 2014

1. **Call to Order.** The meeting was called to order at 10:30 a.m. by Administrator Schelling.
2. **Pledge of Allegiance.** Mr. Roger Lance led the attendees in the Pledge of Allegiance.
3. **Call to the Public.**
Mrs. Louise Lance spoke regarding the past board members' breach of fiduciary duty and conflict of interest.
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 May 20, 2014 and the June 2, 2014 Candidate's Informational Meeting.** Mr. Schelling approved the Minutes from the May 20, 2014 Regular Board Meeting and the June 2, 2014 Candidate's Informational Meeting
5. **Financial Reports.** Schultz reviewed the May 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 vote on the adoption of the 2014/2015 Budget.** Mr. Schelling stated that no changes had been made to the Budget and reviewed the Revenues and Expenses. Mr. Schelling approved the 2014/2015 Fiscal Year Budget. The Budget may be reviewed on the District's Website.
 - B. **Call of Election for the election of 5 governing board members at the November 4, 2014 Election.** Mr. Schelling stated that it is a statutory duty to call for the election; therefore he is calling for the election of 5 governing board members for the November 4, 2014 election. He reviewed the residency requirements for running for the board indicated packets may be obtained by calling Cochise County Special Districts. The Call of Election is also posted on the District's Website and the Notice will be published in the newspaper.

C. Review, discuss and possibly vote on the approval of the Sunsites-Pearce Governing Board Guidelines SOP. Mr. Schelling indicated that these were drafted on the advice of the District's attorney, Mr. Whittington. It will provide the new board a learning tool regarding the training required under the new law, meeting procedures, the powers and duties of the board, agendas, and other items helpful to the board. It is a flexible document that can be reviewed and amended biannually. This document is posted on the District's Website. Mr. Schelling adopted the Sunsites-Pearce Governing Board Guidelines SOP.

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 the public concerning the Administrator and Fire District.** Mr. Schelling reiterated the Call of Election and encouraged individuals to run for the board. Information can be obtained from the Fire District or Cochise County Special Elections.
9. **Adjourn** – There being no further business, the meeting was adjourned at 10:48 a.m.

Respectfully submitted,

Jill Schultz

SUNSITES PEARCE FIRE DISTRCT MAY 2014 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$51,640.67	
PAYROLL ACCT:	\$4,306.03	
RESERVE ACCT:	\$14,345.36	
PETTY CASH:	\$313.87	
TOTAL BANK ACCOUNTS:		\$70,605.93

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 17,497.31	
REAL & PERSONAL PROPERTY TAXES:	\$ 20,725.05	
AMBULANCE REVENUE:	\$ 16,369.32	
WILDLAND REVENUE	\$ 4,898.90	
DONATIONS	\$ 50.00	
MISC. OTHER (REFUNDS, ETC)	\$ 395.00	
TOTAL REVENUES		\$ 59,935.58

ACCOUNTS RECEIVABLE:

WILDLAND		\$ 11,011.22
OUT OF DISTRICT		\$ 27,492.59
AMBULANCE REVENUE		
May Charges	28,352.10	
RECEIVED	-1,299.33	
Med write off	-1,444.16	
MAY AMB. RECEIVABLE:		\$ 25,608.61

AMBULANCE REVENUE: April	\$ 17,193.70
March	\$ 6,590.01
February	\$ 8,423.52

Total 30+ DAYS \$32,207.23

TOTAL CURRENT RECEIVABLES: \$ 96,319.65

ACCOUNTS PAYABLE: \$ -

CREDIT LINE ADVANCE: \$ -

8:19 AM
 06/05/14
 Cash Basis

Sunsites-Pearce Fire District
Profit & Loss
 May 2014

	May 14
Ordinary Income/Expense	
Income	
INCOME	
Taxes	
Fire District Assistance Tax	17,497.31
Real & Personal Property Taxes	20,725.05
Total Taxes	38,222.36
Charges for Service	
Ambulance Revenue	16,369.32
Donations for a service provide	50.00
Wildland Revenue	4,898.90
Total Charges for Service	21,318.22
Misc Revenue	
Other Revenue	395.00
Total Misc Revenue	395.00
Total INCOME	59,935.58
Total Income	59,935.58
Expense	
CAPITAL OUTLAY	
Furnishings	50.00
- Office Equipment	475.19
Total CAPITAL OUTLAY	525.19
OPERATIONS	
Training	
Training Admin	125.00
Training Fire Chief	125.00
Training - Other	300.00
Total Training	550.00
PPE	208.05
Property Maint	
Richland Station #2	50.79
Sunsites Station #1	459.41
Total Property Maint	510.20
Repair & Maint/vehicles	
E-307 2006 Ford	94.71
E-306 2004 Dodge	32.51
Total Repair & Maint/vehicles	127.22
Small Tools/Equip	
Repair/Maint. EMS Equip	896.38
Small Tools/Equip Misc.	19.63
Small Tools/Equip - Other	50.00
Total Small Tools/Equip	966.01
Utilities	
Electricity	
Arts and Crafts Room Qtrs	90.12
Main Station	202.80
Richland Station	30.05
Street Light #6115101	12.81
Street Light #6121101	12.19
Total Electricity	347.97
Garbage Collection	40.00
Natural Gas	52.85
Telephone	
Stations Telephone	307.61
Telephone Verizon Wireless	110.11

8:19 AM
 06/05/14
 Cash Basis

Sunsites-Pearce Fire District
Profit & Loss
 May 2014

	May 14
Total Telephone	417.72
Water	
Arts and Crafts Room	27.90
Hydrant/Park	23.93
Station Water	80.57
Total Water	132.40
Total Utilities	990.94
Fuel	1,978.36
General Expense	19.90
Grant Expense	1,268.06
Miscellaneous Expenses	
Meals	176.25
Total Miscellaneous Expenses	176.25
Total OPERATIONS	6,794.99
ADMINISTRATION COST	
Administrative Fees	314.70
Professional/Contract Services	
EMS Billing	1,000.00
Professional/Contract Services - Other	196.23
Total Professional/Contract Services	1,196.23
County Fees	2,784.09
Office/Misc Supplies	
Bank Fees	25.66
Office Supplies/Postage	280.84
Total Office/Misc Supplies	306.50
Total ADMINISTRATION COST	4,601.52
PERSONNEL	
Benefit Costs	
Retirements 457/PSPRS	4,264.36
Workers Compensation Insurance	165.60
Employee Health & Safety	22.00
Health Insurance Self Paid	-314.70
Benefit Costs - Other	1,462.40
Total Benefit Costs	5,599.66
Payroll Tax Cost	
Payroll Taxes	2,874.50
Total Payroll Tax Cost	2,874.50
Wages & Salary Cost	
PTO	92.25
Wages	
Captain	6,634.00
Paramedic	6,048.88
EMT	8,300.23
Fire Fighters	578.40
Wildland Fire	2,112.68
Administrative	1,918.75
Fire Chief	
Salary	4,461.54
Total Fire Chief	4,461.54
Total Wages	30,054.48
Overtime	
Administrative Overtime	0.00
Wildland Fire Overtime	213.75
Fire Fighters Overtime	0.00

8:19 AM
06/05/14
Cash Basis

Sunsites-Pearce Fire District
Profit & Loss
May 2014

	<u>May 14</u>
EMT Overtime	786.91
Paramedic Overtime	306.00
Captain Overtime	1,796.25
Total Overtime	3,102.91
Holiday	0.00
Wages & Salary Cost - Other	330.98
Total Wages & Salary Cost	33,580.62
Total PERSONNEL	42,054.78
Total Expense	53,976.48
Net Ordinary Income	5,959.10
Other Income/Expense	
Other Income	
Fire Ins. Premium Tax	317.60
Total Other Income	317.60
Net Other Income	317.60
Net Income	6,276.70



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Fire Chief's Report for June 2014

1. **EMS Calls= 39**
 - A. In District Calls=30
 - B. Out of District Calls=9
 - C. Number of Patients Transported=22
 - D. Number of Patients Flown Out=0
 - E. Number of Patient Refusals or Public Assists=17
 - F. Number of rollover or Motor Vehicle Accidents=1
 - G. Number of Mutual Aide Calls= 2 given Elfrida Fire
 - H. Number of Dead on Arrival Calls=0

2. **Fire Calls=11**
 - A. In District Calls=2
 - B. Out of District Calls=9
 - C. Brush Fires=4
 - D. Structure Fires=1
 - E. Car Fires=1
 - F. Hazardous Materials=0
 - G. Other=5
 - H. Mutual Aide Calls=1 give Willcox structure fire

Total Fire and EMS Calls Year to Date= 274. Total calls since the March meeting is 51.

Training:

1. On duty crews have been completing weekly training sessions. These sessions included patient lifts and carries and 2 min drills, bottle breath down.
2. Life Net 8 from Willcox conducted monthly CE EMS training on May 21st. The next scheduled training is June 23rd. We thank Life Net 8 and the Air Methods Corporation.
3. Capt. Escarcega, Firefighter Garner, and I have successfully completed the Nation Child Passenger Safety Certificate Training Program and are Technicians. We are now able to inspect and check for correct installation of child seats. We will be starting a Car seat program shortly

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4. Admin/Secretary Schultz has completed five of the seven webinars on records retention. She will be attending another webinar on Thursday June 19, 2014.
5. Captain Escarcega and I will be teaching a rural EMS class for the paramedicine program at the Cochise College on June 23, 2014.

Wildland:

1. We have been on two additional Wildland assignments since the last meeting. The Richland and Sunsites Fires. We currently have \$11,868.26 billed out for the Brown, Squaretop, Middle March, and severity patrol.

Hazardous Materials:

Cochise County Regional HazMat team training is scheduled for June 25th, 2014 in Douglas.

Maintenance:

None

Communication:

1. All documents have been provided and inspections completed by ISO. We should hear back from them in September or October
2. We attended and participated in the Memorial Day program at the Pearce Cemetery on May 26th, 2014. We would like to thank the Veterans of Foreign Wars Post 9977 for inviting us to that program.
3. We have updated account statement from Sierra Collections. We currently have 77 medical accounts with a total amount due of \$ 56,462.

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4. Our current Out of District fires total amount owed is \$27,492.59 for the Hay Bale fire, Whispering Pines vehicle fire and previously disclosed fires that have been turned over to Sierra Collections.
5. Admin/Secretary Schultz and I will be attending the AFDA conference in Tucson on June 26-28.

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