



# 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 August 26, 2014

1. **Call to Order.** The meeting was called to order at 10:30 a.m. by Administrator Schelling.
2. **Pledge of Allegiance.** Mrs. Judy Boyer led the attendees in the Pledge of Allegiance.
3. **Call to the Public.** No one addressed the board.
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 July 29, 2014 Meeting.** Mr. Schelling approved the Minutes from the July 29, 2014 Meeting.
5. **Financial Reports.** Mr. Schelling introduced Kelsi Suprenant as the part-time interim secretary. Mrs. Suprenant then reviewed the July 2014 Financial Reports with Mr. Schelling and the public. See the attached Financial Reports. Mr. Schelling approved the financial report.
6. **Action Agenda:** There was nothing to address on the action agenda.
7. **Fire Chief's Report.** The Fire Chief's Report was presented by Interim Fire Chief, Josh Steinberg. See attached Fire Chief's Report.
8. **Comments from the Administrator on past and current issues raised by public concerning the Administrator and Fire District.** Mr. Schelling informed the public that there would be a new board in December, which includes 3 people at this time.
9. **Adjourn** – There being no further business, the meeting was adjourned at 10:41 a.m.

Respectfully submitted,

Kelsi Suprenant

SUNSITES PEARCE FIRE DISTRCT JULY 2014 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$10.50
PAYROLL ACCT:	\$8,048.05
RESERVE ACCT:	\$14,366.09
PETTY CASH:	\$135.19
<b>TOTAL BANK ACCOUNTS:</b>	<b>\$22,559.83</b>

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$938.03
REAL & PERSONAL PROPERTY TAXES:	\$12,435.26
WILDLAND REVENUE	\$158.31
FIRE SUBSCRIPTIONS	\$1,630.38
DONATIONS	\$0.00
MISC. OTHER (REFUNDS, ETC)	\$0.00
AMBULANCE REVENUE:	\$15,632.40 (Actual July deposit)
JUNE	\$5,672.76
MAY	\$4,761.86
APRIL	\$3,356.05
90+ DAYS	\$726.00
<b>TOTAL REVENUES</b>	<b>\$30,794.38</b>

ACCOUNTS RECEIVABLE:

WILDLAND	\$46,791.74
OUT OF DISTRICT	\$16,960.62
AMBULANCE	
JULY CHARGES	\$30,665.61
RECEIVED	-\$4,452.67 (Actual received as of 8/20)
MED WRITE-OFF	-\$3,298.42
JULY AMB. RECEIVABLE:	\$22,914.52
JUNE	\$15,585.97
MAY	\$11,582.96
APRIL	\$7,798.56
<b>TOTAL AMBULANCE RECEIVABLES</b>	<b>\$57,882.01</b>

**TOTAL CURRENT RECEIVABLES: \$121,634.37**

ACCOUNTS PAYABLE: **\$10,086.52**

CREDIT LINE ADVANCE: **\$35,500.00**

# Sunsites-Pearce Fire District Profit & Loss

July 2014 Jul 14

Ordinary Income/Expense

Income

**INCOME**

**Taxes**

Fire District Assistance Tax 938.03  
Real & Personal Property Taxes 12,435.26

Total Taxes 13,373.29

**Charges for Service**

Ambulance Revenue 15,632.40  
Fire subscriptions 1,630.38  
Wildland Revenue 90.53

Total Charges for Service 17,353.31

Total INCOME 30,726.60

Total Income 30,726.60

Expense

**OPERATIONS**

Wildland Meals & Lodging 197.97

Uniforms 437.88

**Training**

Lodging 941.20

Meal Reimbursements 76.00

Total Training 1,017.20

**Property Maint**

Supplies 47.39

Crew Quarters Station #1 13.80

Sunsites Station #1 19.99

Total Property Maint 81.18

**Repair & Maint/vehicles**

T-303 2001 Freightliner Tender 303.09

M303 0.00

Total Repair & Maint/vehicles 303.09

**Small Tools/Equip**

Small Tools/Equip Misc. 0.00

Total Small Tools/Equip 0.00

**Utilities**

**Electricity**

Arts and Crafts Room Qtrs 208.38

# Sunsites-Pearce Fire District Profit & Loss

July 2014 Jul 14

	<u>314.59</u>
Main Station	314.59
Richland Station	86.85
Street Light #6115101	12.75
Street Light #6121101	<u>12.08</u>
Total Electricity	634.65
Garbage Collection	40.00
Natural Gas	51.90
Telephone	
Stations Telephone	343.90
Telephone Verizon Wireless	<u>110.11</u>
Total Telephone	454.01
Water	
Arts and Crafts Room	28.38
Hydrant/Park	41.04
Station Water	<u>87.88</u>
Total Water	<u>157.30</u>
Total Utilities	1,337.86
Medical Supplies	1,346.86
Fuel	1,675.88
Miscellaneous Expenses	
Meals	<u>49.64</u>
Total Miscellaneous Expenses	<u>49.64</u>
Total OPERATIONS	6,447.56
ADMINISTRATION COST	
Administrative Fees	629.40
Janitorial Expenses	168.57
Professional/Contract Services	
EMS Billing	1,000.00
Legal Notices	255.28
Legal Fees	4,812.11
Professional/Contract Services - Other	<u>49.98</u>
Total Professional/Contract Services	6,117.37
County Fees	
Warrant Costs	<u>4.25</u>
Total County Fees	4.25
Office/Misc Supplies	
Bank Fees	26.71

## Sunsites-Pearce Fire District Profit & Loss

July 2014

Jul 14

Annual Fees	1,084.00
Lic/Taxes-Dues & subscriptions	250.00
Office Supplies/Postage	538.25
<b>Total Office/Misc Supplies</b>	<b><u>1,898.96</u></b>
<b>Total ADMINISTRATION COST</b>	<b>8,818.55</b>
Interest Expense	4.90
<b>PERSONNEL</b>	
<b>Benefit Costs</b>	
Retirements 457/PSPRS	4,390.27
Workers Compensation Insurance	120.34
Employee Health & Safety	6.00
Health Insurance Self Paid	-314.70
Benefit Costs - Other	1,452.40
<b>Total Benefit Costs</b>	<b><u>5,654.31</u></b>
<b>Payroll Tax Cost</b>	
Payroll Taxes	3,920.82
<b>Total Payroll Tax Cost</b>	<b><u>3,920.82</u></b>
<b>Wages &amp; Salary Cost</b>	
PTO	2,226.25
<b>Wages</b>	
Captain	3,804.00
Paramedic	8,016.78
EMT	12,816.65
Fire Fighters	1,496.70
Wildland Fire	3,826.65
Administrative	1,912.50
Fire Chief	
Salary	4,461.54
<b>Total Fire Chief</b>	<b><u>4,461.54</u></b>
<b>Total Wages</b>	<b>36,334.82</b>
<b>Overtime</b>	
Administrative Overtime	192.19
Wildland Fire Overtime	3,932.25
Fire Fighters Overtime	0.00
EMT Overtime	499.58
Paramedic Overtime	816.00
Captain Overtime	0.00
<b>Total Overtime</b>	<b><u>5,440.02</u></b>

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

July 2014      Jul 14

Holiday	636.60
Wages & Salary Cost - Other	<u>795.89</u>
Total Wages & Salary Cost	<u>45,433.58</u>
Total PERSONNEL	<u>55,008.71</u>
Total Expense	<u>70,279.72</u>
Net Ordinary Income	-39,553.12
Other Income/Expense	
Other Income	
Cochise County Advance	35,500.00
Fire Ins. Premium Tax	<u>341.20</u>
Total Other Income	<u>35,841.20</u>
Net Other Income	<u>35,841.20</u>
Net Income	<u><u>-3,711.92</u></u>



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## Fire Chief's Report for August 2014

1. EMS Calls= 27
  - A. In District Calls=20
  - B. Out of District Calls=7
  - C. Number of Patients Transported=18
  - D. Number of Patients Flown Out=1
  - E. Number of Patient Refusals or Public Assists=9
  - F. Number of rollover or Motor Vehicle Accidents=0
  - G. Number of Mutual Aide Calls=1 given to HCI Willcox
  - H. Number of Dead on Arrival Calls=0
  
2. Fire Calls=5
  - A. In District Calls=0
  - B. Out of District Calls=5
  - C. Brush Fires=2 ( Red, July Complex)
  - D. Structure Fires=1 Mutual Aide Willcox
  - E. Car Fires=0
  - F. Hazardous Materials=0
  - G. Other=2
  - H. Mutual Aide Calls=2 (Baker, Willcox Structure)

**Total Fire and EMS Calls Year to Date= 374. Total calls since the July meeting is 32.**

### Training:

1. On duty crews have been completing weekly training sessions. These sessions included ventilation, ladders, and CAFS training.
2. I will be attending the Arizona State Fire School in Mesa Sept 4-7

### Wildland:

1. We have been on two additional Wildland assignments since the last meeting. The Red fire and the July Complex in California. We currently have billed out to Arizona State Forestry Division \$46,791.74

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





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## Hazardous Materials:

None.

## Maintenance:

1. E305 has steering box leak. Western States has been advised.
2. C 30 had rear brakes replaced in house, Cost \$250
3. E 307 needs rear brakes, they will be replaced today, in house, Cost \$ 300
4. E 306 is having transmission problems, we will be investigating.

## Communication:

1. We have submitted a \$100,000 grant proposal to a private donor. We hope to hear back from them soon.
2. We should hear from the Tohono O'odham grant in September
3. We have two employees attending EMT Class in Benson.

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