



# 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 November 18, 2014

1. **Call to Order.** The meeting was called to order at 6:01 p.m. by Administrator Schelling.
2. **Pledge of Allegiance.** Sileigh Levine led the attendees in the Pledge of Allegiance.
3. **Call to the Public.** No one addressed the board.
4. **Consent Agenda** Administrator Schelling briefly explained, to the new governing board members, items A-C.
  - A. **Approval of Warrants.** Mr. Schelling approved all Warrants.
  - B. **Approval of Expenses.** Mr. Schelling approved all expenses
  - C. **Approval of Minutes from the October 21, 2014 Meeting.** Mr. Schelling approved and signed the Minutes from the October 21, 2014 Meeting.
5. **Financial Reports.** Mrs. Suprenant reviewed the October 2014 Financial Reports with Mr. Schelling and the public. See the attached Financial Reports. Mr. Schelling approved the financial report.
6. **Action Agenda:**
  - A. **New Board Members Took Oath of Office.**  
Robert Fino, Jason Simmons, and Brian McClain raised their hand and appropriately took the oath of office, led by Administrator Schelling.
  - B. **Propose finding a general contractor for several projects.**  
Chief Steinberg suggested the district find a general contractor for completion of several projects around the station. Stating the employees on duty are over taxed with trying to complete everything in a timely manner. Mr. Schelling approved finding an annual contractor.
7. **Fire Chief's Report.** The Fire Chief's Report was presented by Interim Fire Chief, Josh Steinberg. See attached Fire Chief's Report. In conclusion, Chief Steinberg thanked Mr.

Schelling and presented him with a plaque in recognition of his hard work, professionalism, and integrity.

8. **Closing Comments from the Administrator as term as administrator ends November 30, 2014.** Mr. Schelling thanked the employees of Sunsites-Pearce Fire District for doing such a great job. The district is running very well and he hopes it continues to.
  
9. **Adjourn** – There being no further business, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Kelsi Suprenant

X

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Thomas Schelling  
Administrator



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## Fire Chief's Report for November 2014

1. **EMS Calls= 32**
  - A. In District Calls=23
  - B. Out of District Calls=9
  - C. Number of Patients Transported=21
  - D. Number of Patients Flown Out=2
  - E. Number of Patient Refusals or Public Assists=8
  - F. Number of rollover or Motor Vehicle Accidents=1
  - G. Number of Mutual Aide Given Calls= 0
  - H. Number of Mutual Aide Received Calls= 1, Elfrida Fire
  - I. Number of Dead on Arrival Calls=0
  
2. **Fire Calls=2**
  - A. In District Calls=1
  - B. Out of District Calls=1
  - C. Brush Fires=0
  - D. Structure Fires=2 (Van Ness Fire, Curry Farms Fire)
  - E. Car Fires=0
  - F. Hazardous Materials=0
  - G. Other=0
  - H. Mutual Aide Calls=0

**Total Fire and EMS Calls Year to Date= 487. Total calls since the October meeting is 34.**

### Training:

1. On duty crews have been completing weekly training sessions. These sessions included Start Triage, Map Book Drills.
2. We completed hose testing on November 15, 2014, for a majority of our fire hoses and have found 3 sections that failed so far.
3. We have had Base Hospital CE's from Sierra Vista Regional Health Center on November 6<sup>th</sup> and 17<sup>th</sup>. We reviewed documentation, Ebola recognition and treatment, and Pediatric emergencies.

### Wildland:

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



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1. We have been on no additional Wildland assignments since the last meeting. We currently have billed out to Arizona State Forestry Division \$ 75,233.39

## **Hazardous Materials:**

1. Captain Escarcega and I attended the Cochise County Regional HazMat team training on November 3, 2014. We trained on biological materials recognition and testing for biological materials.

## **Maintenance:**

1. E 306: Transmission has been rebuilt by Grants Transmissions in Willcox and is back in service. Total cost was \$ 2,644.82.
2. M 301 has been taken to Tucson Freightliner of Arizona for an electrical over charging problem, fuel gauge not working properly, and an air conditioning problem. We do not have an estimate yet.

## **Communication:**

1. The first grade class from Pearce Elementary School came to the station on November 5, 2014 for a field trip and additional fire prevention training. We would like to thank Mrs. Hamilton and her class for coming and having a great time.
2. We participated in the Veterans Day car show and parade on November 8, 2014. It was a great day and we thank the organizers
3. Our gurneys have undergone a biannual maintenance and are all functioning appropriately.
4. We have received another donation of Gatorade from PepsiCo and we cannot thank them enough.
5. Our med room wall has been replaced due to mold. We just need some finishing touches.
6. Decals have been ordered for the wheelchair van and water supply trailer and will be on soon.
7. We auctioned some surplus items locally and received \$605.65
8. Tender is on Public Surplus and for sale. Auction ends November 28<sup>th</sup>, 2014
9. We took delivery of our Fire Prevention Trailer on November 11, 2014 from Surrey fire Safety. The trailer is amazing and we hope to educate as much of the community as we can.

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10. We would like to thank Administrator Tom Schelling for all of the hard work, professionalism, and integrity he has provided to the district. We wish him well.

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SUNSITES PEARCE FIRE DISTRCT OCTOBER 2014 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$98,354.09
PAYROLL ACCT:	\$8,845.10
RESERVE ACCT:	\$14,389.03
PETTY CASH:	\$209.20
<b>TOTAL BANK ACCOUNTS:</b>	<b>\$121,797.42</b>

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 5,080.62
REAL & PERSONAL PROPERTY TAXES:	\$ 101,228.22
WILDLAND REVENUE	\$ -
FIRE SUBSCRIPTIONS	\$ -
DONATIONS	\$ 500.00
MISC. OTHER (REFUNDS, ETC)	\$ -
AMBULANCE REVENUE	\$ 11,867.43
October	\$ -
September	\$ 2,593.40
August	\$ 3,869.86
90+ DAYS	\$ 5,902.52
<b>TOTAL REVENUES</b>	<b>\$ 118,676.27</b>

ACCOUNTS RECEIVABLE:

WILDLAND	\$ 75,233.39
OUT OF DISTRICT	\$ 17,738.26
AMBULANCE	
OCTOBER	\$ 28,465.31
RECEIVED	\$ 4,615.01
MED WRITE-OFF	\$ 1,178.74
OCTOBER BALANCE	\$ 22,671.56
SEPTEMBER	\$ 9,795.45
AUGUST	\$ 5,509.84
JULY	\$ 8,973.11
TOTAL AMBULANCE RECEIVABLES	\$ 46,949.96

**TOTAL CURRENT RECEIVABLES: \$ 139,921.61**

ACCOUNTS PAYABLE: \$ 880.26

CREDIT LINE ADVANCE: \$ -

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

October 2014 Oct 14

Ordinary Income/Expense

Income

**INCOME**

**Taxes**

Fire District Assistance Tax 5,080.62  
 Real & Personal Property Taxes 101,228.22

Total Taxes 106,308.84

**Charges for Service**

Copy Charges for Public Records -1.00  
 Ambulance Revenue 11,867.43  
 Donations for a service provide 510.00  
 Lockbox Program 35.00

Total Charges for Service 12,411.43

**Misc Revenue**

Donations 50.00  
 Refunds 597.93  
 Other Revenue 26.40

Total Misc Revenue 674.33

Total INCOME 119,394.60

**Uncategorized Income**

Gifts in Kind - Goods 300.00

Total Uncategorized Income 300.00

Total Income 119,694.60

Expense

**OPERATIONS**

Pump Tests 885.00  
 Uniforms 299.82  
 Training  
 Meal Reimbursements 70.90  
 Training - Other 586.09  
 Total Training 656.99

**Property Maint**

Crew Quarters Station #1 115.78  
 Sunsites Station #1 54.03  
 Property Maint - Other 1,862.90

Total Property Maint 2,032.71

**Repair & Maint/vehicles**

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

October 2014 Oct 14

E-307 2006 Ford	1,644.73
E-305 1992 International	1,776.19
C-30 2003 Dodge Pick-up	297.69
M-303 2002 Ford 150	14.00
M-301 2005 Chevy Ambulance	126.63
Repair & Maint/vehicles - Other	67.27
<b>Total Repair &amp; Maint/vehicles</b>	<b>3,926.51</b>
<b>Small Tools/Equip</b>	
Repair/Maint. EMS Equip	513.00
Small Tools/Equip Fire	25.87
<b>Total Small Tools/Equip</b>	<b>538.87</b>
<b>Utilities</b>	
<b>Electricity</b>	
Arts and Crafts Room Qtrs	161.21
Main Station	288.63
Richland Station	43.99
Street Light #6115101	13.21
Street Light #6121101	12.58
<b>Total Electricity</b>	<b>519.62</b>
Garbage Collection	40.00
Natural Gas	52.27
<b>Telephone</b>	
Stations Telephone	527.58
Telephone Verizon Wireless	109.96
<b>Total Telephone</b>	<b>637.54</b>
<b>Water</b>	
Arts and Crafts Room	39.07
Station Water	158.37
<b>Total Water</b>	<b>197.44</b>
<b>Total Utilities</b>	<b>1,446.87</b>
<b>Medical Supplies</b>	<b>1,611.56</b>
<b>Fuel</b>	<b>2,443.14</b>
<b>Fire Prevention</b>	
Fire Prevention Expense	452.51
<b>Total Fire Prevention</b>	<b>452.51</b>
<b>General Expense</b>	<b>50.00</b>
<b>Grant Expense</b>	<b>28,912.15</b>
<b>Miscellaneous Expenses</b>	



## Sunsites-Pearce Fire District Profit & Loss

October 2014 Oct 14

Meals	17.11
Miscellaneous Expenses - Other	23.01
<b>Total Miscellaneous Expenses</b>	<u>40.12</u>
<b>Total OPERATIONS</b>	43,296.25
<b>ADMINISTRATION COST</b>	
Department Functions	66.00
Professional/Contract Services	
Computer Tech Support	605.98
Professional/Contract Services - Other	858.98
<b>Total Professional/Contract Services</b>	<u>1,464.96</u>
<b>County Fees</b>	
Warrant Costs	3.80
County Fees - Other	2,784.09
<b>Total County Fees</b>	<u>2,787.89</u>
<b>Office/Misc Supplies</b>	
Bank Fees	22.42
Office Supplies/Postage	19.38
Pest Control Expense	50.00
Office/Misc Supplies - Other	128.57
<b>Total Office/Misc Supplies</b>	<u>220.37</u>
<b>ADMINISTRATION COST - Other</b>	<u>0.00</u>
<b>Total ADMINISTRATION COST</b>	4,539.22
<b>PERSONNEL</b>	
<b>Benefit Costs</b>	
Life Insurance	165.70
Retirements 457/PSPRS	3,069.43
Workers Compensation Insurance	15.95
Health Insurance - Other	66.96
Benefit Costs - Other	1,452.40
<b>Total Benefit Costs</b>	<u>4,770.44</u>
<b>Payroll Tax Cost</b>	
Payroll Taxes	2,651.90
<b>Total Payroll Tax Cost</b>	<u>2,651.90</u>
<b>Wages &amp; Salary Cost</b>	
PTO	667.05
Wages	
Captain	6,682.00

# Sunsites-Pearce Fire District Profit & Loss

October 2014 <sup>Oct 14</sup>

Paramedic	6,668.10
EMT	9,107.13
Fire Fighters	249.62
Wildland Fire	354.75
Administrative	1,290.25
Fire Chief	
Salary	4,461.54
Total Fire Chief	<u>4,461.54</u>
 Total Wages	 28,813.39
 Overtime	
Administrative Overtime	0.00
Wildland Fire Overtime	0.00
Fire Fighters Overtime	0.00
EMT Overtime	434.03
Paramedic Overtime	433.50
Captain Overtime	1,159.50
Total Overtime	<u>2,027.03</u>
 Holiday	 0.00
Wages & Salary Cost - Other	550.79
Total Wages & Salary Cost	<u>32,058.26</u>
 Total PERSONNEL	 <u>39,480.60</u>
 Total Expense	 <u>87,316.07</u>
 Net Ordinary Income	 <u>32,378.53</u>
 Net Income	 <u><u>32,378.53</u></u>