



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 December 16, 2014

1. **Call to Order.** The meeting was called to order at 6:00 p.m. by Chairman Robert Fino.
2. **Pledge of Allegiance.** Interim Fire Chief Josh Steinberg led the attendees in the Pledge of Allegiance.
3. **Call to the Public.** Mr. Cletus Frei asked when the EEOC classes would be held for the district. He requested that the board be more specific on possible projects for the contractor. Mr. Frei also wanted to know if the books were fixed prior to completing the audit.
4. **Consent Agenda.**
 - A. **Approval of Warrants.** A discussion was had regarding the approval of items A. and B. of the consent agenda. Chairman Fino made a motion to table the approval of warrants and expenses, Clerk McClain seconds the motion. Vote: All in favor, motion carried.
 - B. **Approval of Expenses.** A discussion was had regarding the approval of items A. and B. of the consent agenda. Chairman Fino made a motion to table the approval of warrants and expenses, Clerk McClain seconds the motion. Vote: All in favor, motion carried.
 - C. **Approval of Minutes from the November 18, 2014 Regular Meeting and the December 1, 2014 Special Meeting.** Clerk McClain made a motion to approve the minutes; Board Member Simmons seconds the motion. Vote: All in favor, motion carried.
5. **Financial Reports.** Mrs. Suprenant reviewed the November 2014 financial reports with the board and the public. See the attached financial reports. Board members asked Mrs. Suprenant clarifying questions. Chairman Fino made a motion to accept the financials, Clerk McClain seconds the motion. Vote: All in favor, motion carried.
6. **Action Agenda.**

- A. 2013-2014 financial audit presented by CPA Monika Patience.** Ms. Patience reviewed the audit and went into further detail at the request of Chief Steinberg.
- B. Discuss, Vote, and possibly approve the acceptance of the 2013-2014 financial audit.** A discussion was had regarding some details in the audit. Clerk McClain made a motion to table the acceptance of the audit until further review and understanding; Board Member Simmons seconds the motion. Vote: All in favor, motion carried.
- C. Public comments regarding audit.** Mr. Cletus Frei stated that the audit was in disarray, hard for the public to understand, and he felt that some information was misleading. Mrs. Louise Lance asked if the audit would be on the districts website. Chief Steinberg replied that it would, once the audit was approved and accepted by the board. Mrs. Lance then asked if she could acquire a copy of the draft audit. Chief Steinberg replied that yes she may, with a records request. Mrs. Lance went on to state that they did lengthy research on the Volunteer firefighter's pension fund, through the Fire Marshalls and received no straight answer. She advised that the district be very careful when dealing with the fund. Chief Steinberg explained the statues and stipulations of the fund to his understanding and assured Mrs. Lance that the district would deal with the fund legally and by the law.
- D. Discuss, Vote, and possibly approve expenditures and attendees for the Arizona Fire Districts Association conference in January.** A discussion was had on possible expenditures and who should attend the training. Clerk McClain made a motion to approve controlled expenses. Clerk McClain made an amended motion to approve the expenditures, for all board members present and future members that may be appointed, to attend the AFDA conference in January 2015. Board Member Simmons seconds the motion. Vote: All in favor, motion carried.
- E. Discuss, Vote, and possibly approve the options for the selling of Tender 309.** A discussion was had on the current offer and the possible venues for selling Tender 309. Clerk McClain made a motion to table the current offer, and explore more options, Board Member Simmons seconds the motion. Vote: All in favor, motion carried.
- F. Discuss, Vote, and possibly approve changing the dates and times of future board meetings for the remaining of the fiscal year.** A discussion was had on the current set dates and times and options of changing them. Clerk McClain made a motion to keep the dates; however changing the times from 10:30 a.m. to 6:00 p.m. Board Member Simmons seconds the motion. Vote: All in favor, motion carried.
- G. Discuss, Vote, and possibly approve who will complete the duties of preparing agendas and minutes.** A discussion was had regarding the current and past preparation of agendas and minutes. Chairman Fino made a motion to have the staff complete the duties of preparing agendas and minutes, Board Member Simmons seconds the motion. Vote: All in favor, motion carried.

7. **Fire Chief's Report.** The Fire Chief's Report was presented by Interim Fire Chief, Josh Steinberg. See attached Fire Chief's Report. Board members asked clarifying questions about the report.

8. **Comments of the fire board on past and current issues raised by the public concerning the Board and Fire District.** Chairman Fino stated that he would like to continue answering the public comments as Mr. Schelling did. He also commended Mr. Schelling on his excellent work. Chairman Fino reiterated the fire district's commitment to transparency when answering comments and questions from the public.

9. **Adjourn.** There being no further business, the meeting was adjourned at 7:13 p.m.

Respectfully submitted,
Kelsi Suprenant

X

Brian McClain
Board Clerk

SUNSITES PEARCE FIRE DISTRICT NOVEMBER 2014 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$94,547.88
PAYROLL ACCT:	\$8,954.94
RESERVE ACCT:	\$14,389.03
PETTY CASH:	\$250.00
TOTAL BANK ACCOUNTS:	\$118,141.85

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 21,900.48
REAL & PERSONAL PROPERTY TAXES:	\$ 59,927.20
WILDLAND REVENUE	\$ 26,193.95
OUT OF DISTRICT FIRE	\$ 936.57
DONATIONS	\$ 100.00
MISC. OTHER (REFUNDS, ETC)	
AMBULANCE REVENUE	\$ 14,772.07
NOVEMBER	\$ 7,703.22
OCTOBER	\$ 7,685.92
SEPTEMBER	\$ 4,754.91
90+ DAYS	\$ 1,624.79
TOTAL REVENUES	\$ 123,830.27

ACCOUNTS RECEIVABLE:

WILDLAND	\$ 50,566.79
OUT OF DISTRICT	\$ 16,801.69
AMBULANCE	
NOVEMBER	\$ 32,497.11
RECEIVED	\$ 7,703.22
MED WRITE-OFF	\$ 6,922.72
NOVEMBER OWED	\$ 17,844.23
OCTOBER	\$ 14,928.17
SEPTEMBER	\$ 9,770.45
AUGUST	\$ 5,202.48
TOTAL AMBULANCE RECEIVABLES	\$ 47,745.33

TOTAL CURRENT RECEIVABLES: \$ 115,113.81

ACCOUNTS PAYABLE: \$ -

CREDIT LINE ADVANCE: \$ -

Sunsites-Pearce Fire District
Profit & Loss
November 2014
Nov 14

Ordinary Income/Expense

Income

INCOME

Taxes

Fire District Assistance Tax 21,900.48

Real & Personal Property Taxes 59,927.20

Total Taxes 81,827.68

Charges for Service

Ambulance Revenue 14,772.07

Out of Dist Revenue 936.57

Wildland Revenue 25,257.38

Total Charges for Service 40,966.02

Misc Revenue

Discounts 12.00

Donations 128.80

Equipment Sold 605.62

Refunds 359.85

Total Misc Revenue 1,106.27

Total INCOME 123,899.97

Total Income 123,899.97

Expense

CAPITAL OUTLAY 6,444.37

OPERATIONS

Uniforms 296.59

Property Maint

Crew Quarters Station #1 37.61

Total Property Maint 37.61

Repair & Maint/vehicles

E-306 2004 Dodge 2,644.82

Total Repair & Maint/vehicles 2,644.82

Small Tools/Equip

Small Tools/Equip Fire 37.24

Small Tools/Equip - Other 411.18

Total Small Tools/Equip 448.42

Utilities

Electricity

Arts and Crafts Room Qtrs 112.97

Sunsites-Pearce Fire District Profit & Loss

November 2014
Nov 14

Main Station	256.18
Richland Station	47.23
Street Light #6115101	12.75
Street Light #6121101	12.08
Total Electricity	<u>441.21</u>
Garbage Collection	40.00
Telephone	
Stations Telephone	359.77
Telephone Verizon Wireless	109.93
Total Telephone	<u>469.70</u>
Utilities - Other	50.79
Total Utilities	<u>1,001.70</u>
Medical Supplies	505.59
Fuel	3,681.75
Fire Prevention	
Fire Prevention Expense	92.65
Total Fire Prevention	<u>92.65</u>
General Expense	
Meals	77.96
Total General Expense	<u>77.96</u>
Grant Expense	56,840.96
Miscellaneous Expenses	56.10
Total OPERATIONS	<u>65,684.15</u>
ADMINISTRATION COST	
Administrative Fees	50.00
Janitorial Expenses	46.85
VFIS	15,704.00
Office/Misc Supplies	
Bank Fees	23.60
Office Supplies/Postage	231.24
Office/Misc Supplies - Other	28.58
Total Office/Misc Supplies	<u>283.42</u>
Total ADMINISTRATION COST	16,084.27
PERSONNEL	
Benefit Costs	
Life Insurance	165.70
Retirements 457/PSPRS	3,238.26

Sunsites-Pearce Fire District
Profit & Loss

November 2014
Nov 14

Workers Compensation Insurance	16.00
Health Insurance - Other	66.96
Benefit Costs - Other	1,452.40
Total Benefit Costs	4,939.32
Payroll Tax Cost	
Payroll Taxes	2,682.45
Total Payroll Tax Cost	2,682.45
Wages & Salary Cost	
PTO	108.00
Wages	
Captain	10,268.00
Paramedic	4,468.50
EMT	6,094.50
Fire Fighters	862.56
Wildland Fire	533.50
Administrative	1,335.75
Fire Chief	
Salary	4,461.54
Total Fire Chief	4,461.54
Total Wages	28,024.35
Overtime	
Administrative Overtime	0.00
Wildland Fire Overtime	0.00
Fire Fighters Overtime	0.00
EMT Overtime	380.25
Paramedic Overtime	480.94
Captain Overtime	1,971.00
Total Overtime	2,832.19
Holiday	622.23
Wages & Salary Cost - Other	937.57
Total Wages & Salary Cost	32,524.34
Total PERSONNEL	40,146.11
Total Expense	128,358.90
Net Ordinary Income	-4,458.93
Net Income	-4,458.93



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Fire Chief's Report for December 2014

1. EMS Calls= 32
 - A. In District Calls=23
 - B. Out of District Calls=8
 - C. Number of Patients Transported=20
 - D. Number of Patients Flown Out=2
 - E. Number of Patient Refusals or Public Assists=9
 - F. Number of rollover or Motor Vehicle Accidents=2
 - G. Number of Mutual Aide Given Calls= 1, (HCI standby)
 - H. Number of Mutual Aide Received Calls=
 - I. Number of Dead on Arrival Calls=0

2. Fire Calls=7
 - A. In District Calls=5
 - B. Out of District Calls=2
 - C. Brush Fires=2
 - D. Structure Fires=0
 - E. Car Fires=0
 - F. Hazardous Materials=0
 - G. Other=5
 - H. Mutual Aide Calls=0

Total Fire and EMS Calls Year to Date= 525. Total calls since the November meeting is 38.

Training:

1. On duty crews have been completing weekly training sessions. These sessions included Two minute drills and towing trailer operations.

Wildland:

1. We have been on no additional Wildland assignments since the last meeting. We currently have billed out to Arizona State Forestry Division \$50,566.79. We have received \$ 25,257.38 since the last meeting.

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Hazardous Materials:

1. None

Maintenance:

1. 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. The estimated costs of repairs at this time are \$ 10,926.84.

Communication:

1. We did purchase a small vehicle to utilize during training classes and meetings. The vehicle is a 1999 Chevrolet Malibu four door. The vehicle had 57,336 miles on it and an excellent maintenance record. The car is in extremely great shape and the purchase price was \$6,444.36. That price was accurate with the Kelly Blue Book price. Administrator Schelling approved that action.
2. A water line that is located near the ceiling in the bay failed and caused water damage in the bays and station office areas. We have submitted the claim to insurance and CM Construction has begun the drying period and will be repairing soon.
3. The Howard G. Buffet Foundation donation that we received has been expended and receipts submitted. Again we cannot thank them enough for their generosity.
4. We will be participating in the Christmas Toy Drive on December 20th, 2014 at the community center. We will be accepting any new, unwrapped or clean, hand-made toy now until the 20th. We thank Life Net 8 for their assistance and Belle's café and catering for organizing this event.
5. We published the vacant board member announcement in the Range News on December 10th and 17th. The Ghost Town Trail News will be publishing that announcement also.
6. All pertinent banking signature documentation has been submitted and approved by our banking institutions.
7. We completed our annual Self Contained Breathing Apparatus inspection and testing on Wednesday December 10, 2014. We also completed our annual face mask fit testing on that day. We have 3 SCBA's that have been taken for

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repairs. L.N. Curtis again stated that we would have our replacement packs by March of 2015. We will keep everyone updated.

8. All valves on the propane tank at the Richland station have replaced and we are investigating a leak between the tank and the station.
9. We have renewed our Certificate of Necessity with the Arizona Department of Health Services. Thank you to Captain Hershey for his work in preparing the necessary documents.
10. Congratulations to Captain Allen Hershey in being named the 2014 Fire Fighter of the year. We thank him for all of his hard work and dedication.