



# 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 January 27, 2015

1. **Call to Order.** The meeting was called to order at 6:00 p.m. by Chairman Robert Fino.
2. **Attendance and Declaration of Conflict of Interest.**
  - A. **Board Members in Attendance.** Chairman Robert Fino, Clerk Brian McClain, Board Member Jason Simmons, Board Member Brian Allen, Board Member Joanna Baker.
  - B. **Board Members Absent.** None
  - C. **Declarations of Conflicts of Interest.** No Board Members declare a conflict of interest.
3. **Pledge of Allegiance.** Interim Fire Chief Josh Steinberg led the attendees in the Pledge of Allegiance.
4. **Call to the Public.** Mrs. Louise Lance made comments on Chairman Fino's time spent on the prior board and asked what his motive is for being on the fire board again. Mr. Cletus Frei made comments about his experience with Chairman Fino on the previous fire board.
5. **Consent Agenda.**
  - A. **Approval of Warrants Report.** After discussion, Chairman Fino made a motion to approve the warrants from December 2014, and Clerk McClain seconded the motion. Vote: All in favor, motion carried.
  - B. **Approval of Expenses Report.** After discussion, Clerk McClain made a motion to approve the expenses from December 2014. Board Member Baker seconded the motion. Vote: All in favor, motion carried.
  - C. **Approval of Minutes from the December 16, 2014 Regular Meeting and the January 13, 2015 Special Meeting.** After discussion, Chairman Fino made a motion to approve both meeting minutes, Clerk McClain seconded the motion. Vote: All in favor.
6. **Financial Reports.** Mrs. Suprenant reviewed the December 2014 financial reports. See the attached financial reports. Board members asked Chief Steinberg clarifying questions.

Chairman Fino made a motion to accept the financials, Clerk McClain seconded the motion. Vote: All in favor, motion carried.

**7. Action Agenda.**

**A. Discuss, Vote and possibly approve the acceptance of bids for tires on Engine 307.**

After discussion. Clerk McClain made a motion to allow the chief and staff to search for bids and prices to replace the tires, Board Member Baker seconded the motion. Vote: All in favor, motion carried.

**B. Discuss, Vote and possibly approve the acceptance of bids for replacing the Sunsites station water plumbing.**

After discussion, Clerk McClain made a motion to recess the meeting for five minutes in order for the board members to look at the pipe issues. Chairman Fino seconded the motion. Vote: All in favor, meeting in recess at 6:37 p.m. Chairman Fino called the meeting to order again at 6:40 p.m. After further discussion, Board Member Baker made a motion to accept bids for replacing the station water plumbing. Chairman Fino seconded the motion, vote: all in favor, motion carried.

**C. Discuss, Vote, and possibly approve the acceptance of warrants and expenses from November 2014.**

After discussion, Chairman Fino made a motion to accept the warrants and expenses from November 2014, Clerk McClain seconded the motion. Vote: Board Member Allen and Board Member Baker abstain; Chairman Fino, Clerk McClain, and Board Member Simmons vote in favor. Motion carried.

**8. 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.

**9. Comments of the fire board on past and current issues raised by the public concerning the Board and Fire District.**

Chairman Fino stated that Board Members are not allowed to respond to statement made during the call to the public, during the same meeting. Open meeting laws prohibit the response to issues not on the agenda. Chairman Fino expressed his concern that issues be addressed with fact and accurate information.

**10. Adjourn.** There being no further business, the meeting was adjourned at 7:02 p.m.

Respectfully submitted,  
Kelsi Suprenant

X

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Brian McClain  
Board Clerk



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## Fire Chief's Report for January 2015

1. EMS Calls= 27
  - A. In District Calls=21
  - B. Out of District Calls=6
  - C. Number of Patients Transported=17
  - D. Number of Patients Flown Out=3
  - E. Number of Patient Refusals or Public Assists=10
  - F. Number of rollover or Motor Vehicle Accidents=2
  - G. Number of Mutual Aide Given Calls= 1, ( HCI MCI)
  - H. Number of Mutual Aide Received Calls= 0
  - I. Number of Dead on Arrival Calls=0
  
2. Fire Calls=7
  - A. In District Calls=3
  - B. Out of District Calls=4
  - C. Brush Fires=1 (Richland Fire)
  - D. Structure Fires=2
  - E. Car Fires=0
  - F. Hazardous Materials=0
  - G. Other=4
  - H. Mutual Aide Calls=0

Total Fire and EMS Calls for the Year of 2014= 547. Total calls since the January 1, 2015 meeting is 34.

### Training:

1. On duty crews have been completing weekly training sessions. These sessions included Traction splinting, vehicle fires, tender supply operations. Mrs. Suprenant, I, and four of the SPFD Board members attended the Arizona Fire Districts Association Conference in Laughlin, NV. It was a great conference and we all learned a great deal.

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## Wildland:

1. We have been on 1 additional Wildland assignments since the last meeting. We currently have billed out to Arizona State Forestry Division \$5,597.43. We have received \$45,295.84 since the last meeting. We completed the annual wildland refresher and pack test on January 24, 2015.

## 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 costs of repairs at this time are \$ 10,305.67. M 301 needed additional work through O'Rielly Chevrolet for brake booster and pump which totaled \$1,634.02
2. M 302 has been taken to Tucson Freightliner of Arizona for oil leak from front of motor, exhaust leak, automatic shift column adjustment. The estimated total for repairs is \$2,131.20
3. E 301 OOS due to lights and siren not working and noise in drive line. Diagnosis and estimate are not available at this time.

## Communication:

1. 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 repairs of the walls and will hopefully be completed by the end of the week.
2. We did participate in the Christmas Toy Drive on December 20<sup>th</sup>, 2014 at the community center. The event was a huge success. We thank Life Net 8 for their assistance and Belle's café and catering for organizing this event.
3. We will be participating in the Health Fair on February 7, 2015 at the Sunsites Community Center in conjunction with the Lions Club. Life Net and Northern Cochise Community Hospital will also be participating.
4. The Wheel Chair Van has been lettered and we would like to thank the Cochise County Fleet management team for assisting us and doing a great job.

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5. We are preparing the documents for the Volunteer Fire Assistance grant and will bring that proposal to the board in the very near future.
6. The repairs to the Richland station propane tank are still underway and we should have them completed soon.
7. We will be hosting a Health and Wellness Nutrition presentation, prepared by Well America. Mr. Yalen, a registered dietitian, from Well America will be the presenter. We have invited fire organization from around the county to attend this presentation also.
8. The EEOC training is scheduled for February 21<sup>st</sup>, 2015 and will be instructed by Mr. Jeff Matura, a labor law specialist attorney, from Phoenix. Mr. Matura assisted us with the initial EEOC complaint and has been in contact with the EEOC to ensure our compliance. Mr. Matura has also obtained an extension and clarification on the contents that need to be covered in the class. SPFD board members will be attending this class.
9. We are seeking a general contractor to quickly facilitate repairs that will allow us to continue to operate in an efficient manner. As in the case of an emergency we would have this contractor to mitigate the issues quickly. This contractor would also be tasked with minor projects that need attention that tend to exceed the abilities of the employees and staff. A few of the projects that have been pending are, installation of new key pad door locks to the stations and quarters, numerous minor wall repairs, lighting and minor electrical, and minor and emergency plumbing issues just to name a few. We fully intend to utilize the competitive bidding process for larger, less emergent projects.
10. District staff and I are diligently assisting the Sunsites-Pearce Fire Board to better understand and utilize the financial audit that was presented in the December Board meeting. We are requesting that Mrs. Patience be present at the February meeting to answer any questions or concerns that the fire board may have.
11. A question has been raised in regards to fire board bylaws. I am currently investigating to find the most current and approved fire board bylaws.

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SUNSITES PEARCE FIRE DISTRICT DECEMBER 2014 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$138,645.21
PAYROLL ACCT:	\$16,537.32
RESERVE ACCT:	\$14,406.00
PETTY CASH:	\$240.00
<b>TOTAL BANK ACCOUNTS:</b>	<b>\$169,828.53</b>

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 15,442.21
REAL & PERSONAL PROPERTY TAXES:	\$ 30,714.55
WILDLAND REVENUE	\$ 45,295.84
FIRE SUBSCRIPTIONS	\$ 646.41
DONATIONS	\$ 10.00
MISC. OTHER (REFUNDS, ETC)	\$ 1,085.52
AMBULANCE REVENUE	\$ 23,322.14
DECEMBER	\$ 729.59
NOVEMBER	\$ 10,212.20
OCTOBER	\$ 8,663.78
90+ DAYS	\$ 4,677.76
<b>TOTAL REVENUES</b>	<b>\$ 116,516.67</b>

ACCOUNTS RECEIVABLE:

WILDLAND	\$ 5,597.43
OUT OF DISTRICT	\$ 16,801.69
AMBULANCE	
DECEMBER	\$ 33,811.81
RECEIVED	\$ 8,403.18
MED WRITE-OFF	\$ 6,781.55
DECEMBER OWED	\$ 18,454.77
NOVEMBER	\$ 8,799.34
OCTOBER	\$ 7,436.91
SEPTEMBER	\$ 9,770.45
TOTAL AMBULANCE RECEIVABLES	\$ 44,461.47

**TOTAL CURRENT RECEIVABLES: \$ 66,860.59**

ACCOUNTS PAYABLE: \$ -

CREDIT LINE ADVANCE: \$ -



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

	Dec 14
Ordinary Income/Expense	
Income	
<b>INCOME</b>	
<b>Taxes</b>	
Fire District Assistance Tax	15,576.93
Real & Personal Property Taxes	30,714.55
<b>Total Taxes</b>	46,291.48
<b>Charges for Service</b>	
Ambulance Revenue	27,667.07
Donations for a service provide	10.00
Fire subscriptions	646.41
Wildland Revenue	45,295.84
<b>Total Charges for Service</b>	73,619.32
<b>Misc Revenue</b>	
Refunds	1,085.52
<b>Total Misc Revenue</b>	1,085.52
<b>Investment Revenue</b>	
Interest Cap Reserve	16.97
<b>Total Investment Revenue</b>	16.97
<b>Total INCOME</b>	121,013.29
<b>Total Income</b>	121,013.29
Expense	
Wells Fargo Credit Card #6883	1,200.00
<b>OPERATIONS</b>	
Supplies & Materials	345.03
Uniforms	2,083.63
PPE	978.04
Property Maint	
Richland Station #2	290.55
Sunsites Station #1	369.89
<b>Total Property Maint</b>	660.44
Repair & Maint/vehicles	
E-301 1994 Ford	351.82
Repair & Maint/vehicles - Other	76.00
<b>Total Repair &amp; Maint/vehicles</b>	427.82
Small Tools/Equip	
Repair/Maint. EMS Equip	513.00
Small Tools/Equip EMS	20.00
Small Tools/Equip Fire	550.04
Small Tools/Equip Misc.	18.32
Small Tools/Equip - Other	78.46
<b>Total Small Tools/Equip</b>	1,179.82
<b>Utilities</b>	
Electricity	
Arts and Crafts Room Qtrs	144.95
Main Station	306.13
Richland Station	42.29
Street Light #6115101	12.75
Street Light #6121101	12.08
<b>Total Electricity</b>	518.20
Garbage Collection	40.00
Natural Gas	69.94
Telephone	
Stations Telephone	347.64
Telephone Verizon Wireless	219.86
	518.20

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

	Dec 14
Total Telephone	567.50
<b>Water</b>	
Arts and Crafts Room	49.67
Hydrant/Park	24.07
Station Water	159.19
<b>Total Water</b>	232.93
Total Utilities	1,428.57
Medical Supplies	401.04
Fuel	30.00
<b>General Expense</b>	
Meals	72.96
<b>Total General Expense</b>	72.96
Grant Expense	11,043.29
Miscellaneous Expenses	144.45
<b>Total OPERATIONS</b>	18,795.09
<b>ADMINISTRATION COST</b>	
Administrative Fees	92.50
Department Functions	44.00
Janitorial Expenses	82.90
<b>Professional/Contract Services</b>	
EMS Billing	5,115.50
Auditing Fees	10,500.00
Legal Fees	319.25
<b>Total Professional/Contract Services</b>	15,934.75
VFIS	1,168.00
<b>Office/Misc Supplies</b>	
Bank Fees	22.14
Annual Fees	165.00
Lic/Taxes-Dues & subscriptions	705.00
Office Supplies/Postage	361.68
Office/Misc Supplies - Other	215.45
<b>Total Office/Misc Supplies</b>	1,469.27
<b>Total ADMINISTRATION COST</b>	18,791.42
<b>PERSONNEL</b>	
<b>Benefit Costs</b>	
Life Insurance	165.70
Retirements 457/PSPRS	3,177.35
Workers Compensation Insurance	16.53
Health Insurance - Other	66.96
Benefit Costs - Other	1,452.40
<b>Total Benefit Costs</b>	4,878.94
<b>Payroll Tax Cost</b>	
Payroll Taxes	2,632.62
<b>Total Payroll Tax Cost</b>	2,632.62
<b>Wages &amp; Salary Cost</b>	
PTO	836.00
<b>Wages</b>	
Captain	9,932.00
Paramedic	5,365.65
EMT	7,368.55
Fire Fighters	289.20
Administrative	1,157.00
Fire Chief	
Salary	4,461.54
<b>Total Fire Chief</b>	4,461.54

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

	<u>Dec 14</u>
Total Wages	28,573.94
Overtime	
Administrative Overtime	0.00
Fire Fighters Overtime	0.00
EMT Overtime	468.00
Paramedic Overtime	0.00
Captain Overtime	1,603.50
Total Overtime	2,071.50
Holiday	972.90
Wages & Salary Cost - Other	356.08
Total Wages & Salary Cost	<u>32,810.42</u>
Total PERSONNEL	<u>40,321.98</u>
Total Expense	<u>79,108.49</u>
Net Ordinary Income	<u>41,904.80</u>
Net Income	<u><u>41,904.80</u></u>