



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 February 24, 2015

1. **Call to Order.** The meeting was called to order at 6:02 p.m. by Chairman Robert Fino.
 - A. **Attendance and Confirmation of Quorum.** Chairman Robert Fino, Clerk Brian McClain, Board Member Jason Simmons, Board Member Brian Allen, and Board Member Joanna Baker. Chairman Robert Fino declared that a quorum is present.
 - B. **Board Members Absent.** None
 - C. **Declarations of Conflicts of Interest.** No Board Member declared a conflict of interest.
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 made comments about Chairman Fino and Board Member Simmons. Mr. Frei asked that the audit be presented as is, and not compared with previous years. Mr. Rebel Jones introduced himself and informed the board of his background. Mr. Jones thanked Chief Steinberg for his work in the district and treating the public well. Mr. Jones then stated his concern in selling Tender 309 without declaring the vehicle a surplus item.
4. **Consent Agenda.**
 - A. **Approval of Warrant Reports.** After discussion, Clerk McClain made a motion to approve the warrants from January 2015; Board Member Allen seconded the motion. Vote: All in favor, motion carried.
 - B. **Approval of Expense Reports.** After discussion, Board Member Baker made a motion to approve the expenses from January 2015, Clerk McClain seconded the motion. Vote: All in favor, motion carried.

- C. Approval of Minutes from the January 27, 2015 Regular Meeting.** After discussion, Board Member Baker made a motion to approve the minutes; Board Member Allen seconded the motion. Vote: All in favor.

5. Financial Reports. Mrs. Suprenant reviewed the January 2015 financial reports. See the attached financial reports. Board members asked Interim Fire Chief Steinberg clarifying questions.

- A. Review, discuss, and possibly approve the financials for January 2015.** After discussion, Board Member Baker made a motion to approve the financials, Clerk McClain seconded the motion. Vote: All in favor, motion carried.

6. Action Agenda.

- A. Fiscal year 2013-2014 financial audit presented by CPA Monika Patience.** Ms. Patience reviewed the audit, and answered clarifying questions from board members. Interim Fire Chief Steinberg also explained the procedure that Ms. Patience went through in order to complete the audit, and thanked her for her thorough work.

- B. Discuss, vote and possibly approve the acceptance of the 2013-2014 financial audit.** After discussion, Clerk McClain made a motion to approve the 2013-2014 financial audit, Board Member Baker seconded the motion. Vote: all in favor, motion carried.

- C. Discuss, vote and possibly approve the selling of Tender 309.** Interim Fire Chief Steinberg answered clarifying questions from the board and explained that Mr. Thomas Schelling declared the vehicle a surplus months prior. After discussion, Board Member Baker made a motion to list Tender 309 on the public surplus website for sixty days with no minimum offer; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.

- D. Discuss, vote and possibly approve the expenditures for tires on Engine 307.** Interim Fire Chief Steinberg presented the board with several bids from different companies and brands. After discussion, Board Member Baker made a motion to authorize Interim Fire Chief Steinberg to purchase seven tires from Cochise County Farmers Association; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.

- E. Discuss, vote and possibly approve the expenditures for replacing the water plumbing in the Sunsites station.** Interim Fire Chief Steinberg presented the board with three bids for replacing the plumbing. After discussion, Clerk McClain made a motion to table the item until more information is gathered; Board Member Baker seconded the motion. Vote: All in favor, motion carried.

- F. Discuss, vote and possibly approve the transfer of bank accounts and information to include Board Member Joanna Baker and Board Member Brian Allen.** After discussion, Chairman Fino made a motion to approve the transfer of bank accounts and information to include Board Member Baker and Board Member Allen, 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.
- G. Discuss, vote and possibly approve increasing Interim Fire Chief's spending authority.** Interim Fire Chief Steinberg answered clarifying questions from board members. After discussion, Clerk McClain made a motion to approve Interim Fire Chief's spending authority to \$3,500.00 or specific annual budgeted categories monthly allotment by division of twelve, Board Member Allen seconded the motion. Vote: All in favor, motion carried.
- H. Discuss, vote and possibly approve the wheelchair van program standard operating procedure.** Interim Fire Chief Steinberg recommended that the fire board table items H and I, due to being unable to obtain the information needed from insurance companies to complete the standard operating procedure and fee schedule. After discussion, Chairman Fino made a motion to table items H and I, Board Member Baker seconded the motion. Vote: all in favor, motion carried.
- I. Discuss, vote and possibly approve the wheelchair van program proposed fee schedule.** After discussion, Chairman Fino made a motion to table items H and I, Board Member Baker seconded 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. **Requests from board members for future agenda items.** Chairman Fino requests extension and or modifying Interim Fire Chief's current contract. Chairman Fino requests next possible open meeting law training.
9. **Comments of the fire board on past and current issues raised by the public concerning the Board and Fire District.** Interim Fire Chief Steinberg recommended addressing comments as agenda items. Clerk McClain suggested moving the call to public later in the agenda. He also expressed his disappointment with certain public members making comments and leaving the meeting before they can be properly addressed. Chairman Fino stated that he chooses to remain silent on some public comments due to a possible violation of open meeting law. Board Member Allen appreciates the public presence at the board meetings and wishes more of the public would attend.

10. **Adjourn.** There being no further business, the meeting was adjourned at 8:02 p.m.

Respectfully submitted,
Kelsi Suprenant

X

Brian McClain
Board Clerk



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Fire Chief's Report for February 2015

1. **EMS Calls= 28**
 - A. In District Calls=21
 - B. Out of District Calls=7
 - C. Number of Patients Transported=17
 - D. Number of Patients Flown Out=1
 - E. Number of Patient Refusals or Public Assists=10
 - F. Number of rollover or Motor Vehicle Accidents=1
 - G. Number of Mutual Aide Given Calls= 2, (HCI)
 - H. Number of Mutual Aide Received Calls= 0
 - I. Number of Dead on Arrival Calls=0

2. **Fire Calls=8**
 - A. In District Calls=2
 - B. Out of District Calls=6
 - C. Brush Fires=0
 - D. Structure Fires=1 (Atiya Fire)
 - E. Car Fires=0
 - F. Hazardous Materials=0
 - G. Other=7
 - H. Mutual Aide Calls=0

Total Fire and EMS Calls for the Year to date are 71. Total calls since the January 27, 2015 meeting is 36.

Training:

1. On duty crews have been completing weekly training sessions. These sessions included tender supply operations and extrication.
2. Additionally 15 personnel completed the initial Title VII Discrimination training on February 21, 2015. Board Members McClain and Simmons were present. Remaining Board members will need to obtain the training via the recorded version as soon as possible.
3. OSHA training was completed on February 21, 2015 by 15 personnel.
4. We will be hosting base hospital CE's through Sierra Vista Regional Health Center on February 26, 2015.

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Wildland:

1. We have been on no additional Wildland assignments since the last meeting. We currently have billed out to Arizona State Forestry Division \$8,875.76.
2. I, Fire Fighter Ziemann, and Fire Fighter Makarewicz completed the S-215 urban interface class in Sierra Vista on January 30, 31, February 1.

Out of District Fires:

1. We currently have \$31,793.39 billed out for 8 fires that occurred outside of the district boundaries.
2. We completed mediation and arbitration on February 17, 2015 for the bill with Daco companies and Mr. Dan Woods. The amount is \$9,275.46

Hazardous Materials:

1. Captain Escarcega attended the Cochise County Regional HazMat team training on Fort Huachuca today.

Maintenance:

1. M 301 has returned today from Tolleson Freightliner of Arizona after needed to be returned for a transmission leak that still existed and charging problem that still existed after being repaired in Tucson. While in Tolleson, it was found that the head gaskets were leaking and M301 was sent to Sands Chevrolet in Glendale for those repairs which totaled \$6999.74. I did receive approval from Chairman Fino for this added expense. Total repairs completed on M301 \$19,170.08.
2. M 302 has returned from Tucson Freightliner after having automatic shift column adjusted, oil pan replaced, broken bolt removed from head and exhaust leak fixed, and after market air cleaner assembly replacement. Total for repairs is \$3,247.04
3. E 306 was taken to Donovan Dodge for recall work and is in service.
4. E 301lights and siren have been repaired in house with no additional cost. E 301 is back in service.

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Communication:

1. CM Construction completed the repairs to walls in station and bays that was caused by water damage.
2. We participated 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 also participated. Great event
3. We submitted the documents for the Volunteer Fire Assistance grant. The grant proposal was for wildland portable pumpx2, practice fire shelters, weight vests, and head lamps. Total proposal amount was \$5,768.50. The districts portion would be \$ 2,884.25 if the proposal is approved by the Arizona State Forestry Department and this Fire Board.
4. The repairs to the Richland station propane tank are completed and tank has been filled with 100 gallons.
5. We hosted a Health and Wellness Nutrition presentation, prepared by Well America. Mr. Yalen, a registered dietitian, from Well America was the presenter. Great class and we thank Mrs. Yalen and Well America very much.
6. Mr. Frank DeCamp did repair the leaking pipe in the bay with a temporary repair. We thank Mr. DeCamp for his assistance
7. M 302 passed Arizona Department of Health Services inspection on February 12, 2015 with no deficiencies.
8. I did speak at the Sunsites Community Associations annual meeting on February 5, 2015.
9. I am submitting this as written notice to the Fire Board that I will be taking the week of March 16-22 off for vacation. This is my final week available per my contract
10. My Interim Fire Chief's contract and evaluation will need review in March.
11. We will be participating in the Health Fair in Willcox on March 7, 2015. We will be taking our Fire Prevention Trailer and car seat program

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SUNSITES PEARCE FIRE DISTRCT JANUARY 2015 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$91,987.33
PAYROLL ACCT:	\$11,452.83
RESERVE ACCT:	\$14,406.00
PETTY CASH:	\$99.00
TOTAL BANK ACCOUNTS:	\$117,945.16

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 4,959.43
REAL & PERSONAL PROPERTY TAXES:	\$ 19,046.80
LOCKBOX PROGRAM	\$ 35.00
FIRE SUBSCRIPTIONS	\$ 539.08
DONATIONS	\$ -
MISC. OTHER (REFUNDS, ETC)	\$ 6,944.80
AMBULANCE REVENUE	\$ 24,556.91
JANUARY	\$ 1,324.27
DECEMBER	\$ 13,570.66
NOVEMBER	\$ 4,520.29
90+ DAYS	\$ 1,976.39
TOTAL REVENUES	\$ 56,082.02

ACCOUNTS RECEIVABLE:

WILDLAND	\$ 8,875.76
OUT OF DISTRICT	\$ 31,793.39
AMBULANCE	
JANUARY	\$ 33,645.62
RECEIVED	\$ 5,818.16
MED WRITE-OFF	\$ 5,304.26
JANUARY OWED	\$ 22,523.20
DECEMBER	\$ 8,509.00
NOVEMBER	\$ 5,644.43
OCTOBER	\$ 5,666.78
TOTAL AMBULANCE RECEIVABLES	\$ 42,343.41

TOTAL CURRENT RECEIVABLES: \$ 83,012.56

ACCOUNTS PAYABLE: \$ -

CREDIT LINE ADVANCE: \$ -

Sunsites-Pearce Fire District
Profit & Loss
 January 2015

	Jan 15
Ordinary Income/Expense	
Income	
INCOME	
Taxes	
Fire District Assistance Tax	4,959.43
Real & Personal Property Taxes	19,046.80
Total Taxes	24,006.23
Charges for Service	
Ambulance Revenue	24,556.91
Fire subscriptions	539.08
Lockbox Program	35.00
Total Charges for Service	25,130.99
Misc Revenue	
Reimbursements	21.08
Refunds	597.93
Reimbursement from Insurance	6,325.79
Total Misc Revenue	6,944.80
Total INCOME	56,082.02
Total Income	56,082.02
Expense	
Wells Fargo Credit Card #6883	1,000.00
OPERATIONS	
Supplies & Materials	883.45
Uniforms	64.99
Training	
Training travel expense	837.00
Training - Other	675.00
Total Training	1,512.00
Property Maint	
Sunsites Station #1	70.00
Property Maint - Other	3,296.90
Total Property Maint	3,366.90
Repair & Maint/vehicles	
Wheel Chair Van	274.00
M-301 2005 Chevy Ambulance	10,305.67
Total Repair & Maint/vehicles	10,579.67
Small Tools/Equip	
Repair/Maint. Fire Equip	1,659.50
Total Small Tools/Equip	1,659.50
Utilities	
Electricity	
Arts and Crafts Room Qtrs	249.10
Main Station	434.72
Richland Station	32.39
Street Light #6115101	12.75
Street Light #6121101	12.08
Total Electricity	741.04
Garbage Collection	40.00
Natural Gas	210.00
Telephone	
Stations Telephone	362.02
Total Telephone	362.02
Water	
Arts and Crafts Room	24.74
Hydrant/Park	12.03

Sunsites-Pearce Fire District
Profit & Loss
 January 2015

	Jan 15
Station Water	78.50
Total Water	115.27
Total Utilities	1,468.33
Fuel	296.30
General Expense	
Meals	50.00
Total General Expense	50.00
Total OPERATIONS	19,881.14
ADMINISTRATION COST	
Department Functions	92.00
Janitorial Expenses	43.30
Professional/Contract Services	
EMS Billing	1,000.00
Total Professional/Contract Services	1,000.00
County Fees	
Warrant Costs	5.05
Total County Fees	5.05
Office/Misc Supplies	
Bank Fees	25.63
Annual Fees	60.00
Office Supplies/Postage	190.27
Office/Misc Supplies - Other	190.05
Total Office/Misc Supplies	465.95
Total ADMINISTRATION COST	1,606.30
PERSONNEL	
Benefit Costs	
Life Insurance	248.55
Retirements 457/PSPRS	5,046.87
Workers Compensation Insurance	26.17
Employee Health & Safety	1,968.00
Health Insurance - Other	1,036.09
Benefit Costs - Other	2,345.60
Total Benefit Costs	10,671.28
Payroll Tax Cost	
Payroll Taxes	5,851.06
Total Payroll Tax Cost	5,851.06
Wages & Salary Cost	
PTO	480.00
Wages	
Captain	15,196.50
Paramedic	5,610.90
EMT	12,206.45
Fire Fighters	2,388.54
Wildland Fire	720.50
Administrative	1,904.50
Fire Chief	
Salary	6,692.31
Total Fire Chief	6,692.31
Total Wages	44,719.70
Overtime	
Administrative Overtime	0.00
Wildland Fire Overtime	0.00
Fire Fighters Overtime	0.00
EMT Overtime	795.90

4:16 PM
02/25/15
Cash Basis

Sunsites-Pearce Fire District
Profit & Loss
January 2015

	<u>Jan 15</u>
Paramedic Overtime	1,073.25
Captain Overtime	3,808.50
Total Overtime	<u>5,677.65</u>
Holiday	1,452.64
Wages & Salary Cost - Other	183.64
Total Wages & Salary Cost	<u>52,513.63</u>
Total PERSONNEL	<u>69,035.97</u>
Total Expense	<u>91,523.41</u>
Net Ordinary Income	<u>-35,441.39</u>
Net Income	<u><u>-35,441.39</u></u>