



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 March 24, 2015

1. **Call to Order.** The meeting was called to order at 6:00 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 were present. 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. **Consent Agenda.**
 - A. **Approval of Warrant Reports.** After discussion, Clerk McClain made a motion to approve the warrants from February 2015; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.
 - B. **Approval of Expense Reports.** After discussion, Chairman Fino made a motion to approve the expenses from February 2015 as written, Clerk McClain seconded the motion. Vote: All in favor, motion carried.
 - C. **Approval of Minutes from the February 24, 2015 Regular Meeting.** After discussion, Board Member Baker made a motion to approve the minutes; Board Member Simmons seconded the motion. Vote: All in favor.
4. **Financial Reports.** Mrs. Suprenant reviewed the February 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 February 2015.

After discussion, Chairman Fino made a motion to approve the February 2015 financials; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.

5. Action Agenda.

A. Discuss, vote and possibly approve the formation of a budget committee for the upcoming budget of 2015/2016.

Interim Fire Chief Steinberg explained the options and benefits of a budget committee versus a budget work session. After discussion, Board Member Baker made a motion to not approve a budget committee, Chairman Fino seconded the motion. Vote: All in favor, motion carried.

Board Member Baker suggested that Item C. be discussed prior to item B. Chairman Fino suggested that the fire board discuss item C. before item B. Action Item C. was discussed prior to item B.

B. Discuss, vote and possibly approve the extension or modification of the current interim fire chief's contract.

After discussion, Board Member Baker made a suggestion to extend the current contract as stated, for thirty days. Chairman Fino offered the suggestion as a motion; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.

C. Discuss, vote and possibly approve the procedures on appointing or hiring a fire chief.

After discussion, Board Member Baker made a suggestion to put on the next agenda to appoint Interim Fire Chief Steinberg as fire chief. Chairman Fino offered the suggestion as a motion; no one seconded. Motion failed. After further discussion, Clerk McClain made a motion to have a special work session regarding the appointing or hiring of a fire chief. Clerk McClain then made an amended motion that the board holds one or multiple work sessions regarding the appointing or hiring of the fire chief, in a timely manner; Board Member Allen seconded the motion. Vote: All in favor, motion carried.

D. Discuss, vote and possibly approve the expenditures for replacing the water plumbing in the Sunsites station.

Interim Fire Chief Steinberg presented the board with the additional bid. After discussion, Chairman Fino made a motion to go with DeCamp. Chairman Fino then made an amended motion to approve the expenditure of \$6,750.00 to replace the plumbing in the Sunsites station; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.

E. Discuss, vote and possibly approve the adoption of revised Sunsites-Pearce Fire District Governing Board by-laws.

Interim Fire Chief Steinberg answered clarifying questions from the board. After discussion, Chairman Fino made a motion to

post the draft bylaws on the districts website and table the adoption with a possible future work session to further review the presented bylaws; Board Member Baker seconded the motion. Vote: All in favor, motion carried.

F. Discuss, vote and possibly approve the expenditures for Engine 307 repairs. Interim Fire Chief Steinberg presented a bid to the board and explained the need for front end repairs to Engine 307 for safety purposes and to preserve the life of the new tires. After discussion, Board Member Baker made a motion to approve this expenditure; Board Member Allen seconded the motion. Vote: All in favor.

6. **Fire Chief's Report.** The Fire Chief's Report was presented by Interim Fire Chief, Josh Steinberg. See attached Fire Chief's Report.
7. **Requests from board members for future agenda items.** Clerk McClain requested a future work session for the 2015/2016 budget.
8. **Call To The Public.** Mr. Frei made comments on the financial report from last year, events that occurred at the last meeting, and a possible expenditure violation with Medic 301. Mr. Frei also inquired as to which account the money from selling Tender 309 would be dispersed. Chairman Fino informed Mr. Frei that he had reached his three minute time limit, and asked that he take a seat and allow the rest of the public to speak. Ms. Louise Lance expressed concern with the emergency spending expenditure with Medic 301. Mrs. Jessica Jones expressed concerned that proper protocol was not followed in order to approve the expenditures for Medic 301. Ms. Alice Haertsch inquired about an email that was sent out to several public members regarding the meeting. Ms. Haertsch also recommended posting the agenda on Fridays. Mr. Paul Whiteman stated that he is new to town and would like to be more involved in the community. Mr. Whiteman also stated that we should work together and not have conflict. Mrs. Jones added that she advises the board to use caution with how agenda items are placed and the actions that are taken.
9. **Comments of the fire board on past and current issues raised by the public concerning the Board and Fire District.** Chairman Fino thanked the new public members for attending the meeting. Chairman Fino also stated that if a member of the public has a personal issue with a board member and that issue does not pertain to a board meeting, it be addressed outside of the meeting.
10. **Adjourn.** There being no further business, the meeting was adjourned at 7:36 p.m.

Respectfully submitted,
Kelsi Suprenant

X

Brian McClain
Board Clerk



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Fire Chief's Report for March 2015

1. EMS Calls= 28
 - A. In District Calls=22
 - B. Out of District Calls=6
 - C. Number of Patients Transported=13
 - D. Number of Patients Flown Out=3
 - E. Number of Patient Refusals or Public Assists=11
 - 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= 1
 - I. Number of Dead on Arrival Calls=2

2. Fire Calls=7
 - A. In District Calls=3
 - B. Out of District Calls=4
 - C. Brush Fires=2, (Bell Ranch, Yuma)
 - 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 for the Year to date are 106. Total calls since the February 24, 2015 meeting is 35.

Training:

1. On duty crews have been completing weekly training sessions. These sessions included map book training and 5 minute drills.
2. We hosted base hospital CE's through Sierra Vista Regional Health Center on February 26, 2015.

Wildland:

1. We have been on 2 additional Wildland assignments since the last meeting. We currently have billed out to Arizona State Forestry Division \$10,326.47.
2. Fire Fighter Hughes, and Fire Fighter Makarewicz are currently in the S-290 Intermediate Fire Behavior class. They will complete the class on March 29, 2015.

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Out of District Fires:

1. We currently have \$39,408.54 billed out for 9 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. The arbitrator granted us \$1,950.68.

Hazardous Materials:

None

Maintenance:

1. Engine 307 had 7 tires installed at Cochise Farmers. This unit also had a front end alignment performed at W.W. Williams in Tucson where it was found to need further repairs.
2. The extrication equipment's annual maintenance has been completed.

Communication:

1. We participated in the Health Fair in Willcox on March 7, 2015. We took our Fire Prevention Trailer and car seat program. This was a great event and we were very happy to be a part of it.
2. We did receive a 1989 FMC 1000 gallon pumper from the Palominas Fire District. We cannot thank Chief Matthews and the Palominas Fire District enough for their generosity. This unit will be placed at the Richland station to support the Richland area.
3. Tender 309 has received 10 bids and has had multiple interested parties. The current bid is \$1,025.00.
4. All essential doors of the fire district have had new keyless locks installed. All were installed by on duty crews.
5. Introduce the on duty crew to the public.
6. The summer Arizona Fire District's Association conference will be held in Tucson at the Lowes Ventana Resort. The date is June 25th-27th.
7. Captain Escarcega completed a House Hold Safety presentation at the Sunsites Library on March 11th.
8. We will be hosting an S-219 Firing operations wildland class on April 9th-10th. We will also be assisting with a controlled burn that accompanies this class.

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9. We will be assisting the Amerind Foundation with an ambulance stand by on March 28th, 2015 for the Texas Canyon Trail Run.

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SUNSITES PEARCE FIRE DISTRICT FEBRUARY 2015 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$60,089.46
PAYROLL ACCT:	\$8,273.98
RESERVE ACCT:	\$14,406.00
PETTY CASH:	\$150.00
TOTAL BANK ACCOUNTS:	\$82,919.44

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 2,002.18
REAL & PERSONAL PROPERTY TAXES:	\$ 13,307.43
WILDLAND REVENUE	\$ -
FIRE SUBSCRIPTIONS	\$ 75.00
DONATIONS	\$ 50.00
MISC. OTHER (REFUNDS, ETC)	\$ 5,071.00
AMBULANCE REVENUE	\$ 16,832.79
FEBRUARY	\$ 1,241.20
JANUARY	\$ 10,428.62
DECEMBER	\$ 2,744.15
90+ DAYS	\$ 1,809.57
TOTAL REVENUES	\$ 37,338.40

ACCOUNTS RECEIVABLE:

WILDLAND	\$ 10,326.47
OUT OF DISTRICT	\$ 39,408.54
AMBULANCE	
FEBRUARY	\$ 18,758.37
RECEIVED	\$ 1,241.20
MED WRITE-OFF	\$ 1,250.53
FEBRUARY OWED	\$ 16,266.64
JANUARY	\$ 6,857.03
DECEMBER	\$ 4,702.63
NOVEMBER	\$ 3,197.41
TOTAL AMBULANCE RECEIVABLES	\$ 31,023.71

TOTAL CURRENT RECEIVABLES: \$ 80,758.72

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>