



# 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 April 21, 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.** Board Member Baker made a motion to approve the entire Consent Agenda. Chairman Fino then made a motion to approve the consent agenda, Items A., B., and C.; Board Member Baker seconded the motion. Chairman Fino asked if there was any discussion, with no board member responding, a vote was then taken. Vote in favor; Chairman Fino, Board Member Simmons, Board Member Allen, and Board Member Baker. Vote not in favor; Clerk McClain. Motion carried.
  - B. **Approval of Expense Reports.** Board Member Baker made a motion to approve the entire Consent Agenda. Chairman Fino then made a motion to approve the consent agenda, Items A., B., and C.; Board Member Baker seconded the motion. Chairman Fino asked if there was any discussion, with no board member responding, a vote was then taken. Vote in favor; Chairman Fino, Board Member Simmons, Board Member Allen, and Board Member Baker. Vote not in favor; Clerk McClain. Motion carried.

**C. Approval of Minutes from the March 24, 2015 Regular Meeting and April 10, 2015 Special Meeting.** Board Member Baker made a motion to approve the entire Consent Agenda. Chairman Fino then made a motion to approve the consent agenda, Items A., B., and C.; Board Member Baker seconded the motion. Chairman Fino asked if there was any discussion, with no board member responding, a vote was then taken. Vote in favor; Chairman Fino, Board Member Simmons, Board Member Allen, and Board Member Baker. Vote not in favor; Clerk McClain. Motion carried.

4. **Financial Reports.** Mrs. Suprenant reviewed the March 2015 financial reports. See the attached financial reports. Board members asked clarifying questions.

**A. Review, discuss, and possibly approve the financials for March 2015.** After discussion, Chairman Fino made a motion to approve the March 2015 financials; Board Member Baker seconded the motion. Vote: All in favor, motion carried.

5. **Action Agenda.**

**A. Discuss, vote and possibly approve the adoption of the revised Sunsites-Pearce Fire District Governing Board Bylaws.** After Discussion, Board Member Baker made a motion to accept the Bylaws and Rules of Procedure as submitted by the attorney; Chairman Fino seconded the motion. Upon further discussion, Clerk McClain stated his opposition to accepting the bylaws without further review. Vote in favor; Chairman Fino, Board Member Allen, and Board Member Baker. Vote not in favor; Clerk McClain and Board Member Simmons. Motion carried.

**B. Discuss, vote and possibly approve the acceptance and approval of a Fire Chief's contract, or the extension of the current Interim Fire Chief's contract.** Interim Fire Chief Josh Steinberg relayed, to the board, the information he received from the attorney about customary procedures on completing the draft contract. After discussion, Board Member Baker made a motion to set an executive session. Board Member Baker then made an amended motion to extend the current Interim Fire Chief's contract until such time that we can have an executive session with the attorney. After further discussion, Board Member Baker made another amended motion to extend the Interim Chief contract until such time that the Chief position has been filled; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.

**C. Discuss, vote and possibly approve the acceptance and approval of a Fire Chief's Job Description.** Board Member Baker made a motion to accept the Job Description for the Fire Chief. Chairman Fino seconded the motion. A discussion was then had. Clerk McClain made a motion to table the approval of the job description for Fire Chief, pending a work session. A vote was then taken for the first motion; Chairman Fino and Board Member Baker voted in favor. Clerk McClain, Board Member Simmons, and Board Member Allen voted not in favor. Motion not carried. Board Member Allen seconded Clerk McClain's motion. Further discussion was had. Clerk McClain then made an amended motion to table the acceptance of the job description for Fire Chief of the

Sunsites-Pearce Fire District, with anticipation of a work session within thirty days; Board Member Allen seconded the motion. After further discussion, all board members voted in favor, and the motion was carried.

**D. Discuss, vote and possibly approve the suspension of the current Sunsites-Pearce Fire District Governing Board Standard Operating Procedures.** Interim Fire Chief Josh Steinberg answered clarifying questions from the board. After discussion, Board Member Baker made a motion to suspend the current Sunsites-Pearce Fire District Governing Board Standard Operating Procedures; Chairman Fino seconded the motion. Vote: All in favor, motion carried.

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.** Board Member Baker requested a review of the districts out of district fires procedure and policies. Clerk McClain requested an update of the status of the wheel chair van.
8. **Call To The Public.** Mr. Richard McMullen stated his appreciation for the board and reminded the public how much the Sunsites-Pearce Fire District has moved forward. Mr. Cletus Frei commended Clerk McClain on his understanding of fire board responsibility. Mr. Cletus Frei also spoke regarding Chairman Fino, out of district fires, and Interim Chief Steinberg. Mr. Cletus Frei inquired about last year's financial statements, wanting to know who certified them and sent them to the state.
9. **Comments of the fire board on past and current issues raised by the public concerning the Board and Fire District.** Chairman Fino requested that Interim Fire Chief Steinberg answer the question on the financial statements at the next meeting.
10. **Adjourn.** Board Member Baker made a motion to adjourn the meeting at 7:27 p.m.; Board Member Allen seconded the motion. Vote: All in favor. Motion carried.

Respectfully submitted,  
Kelsi Suprenant

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Brian McClain  
Board Clerk

SUNSITES PEARCE FIRE DISTRICT MARCH 2015 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$36,174.96
PAYROLL ACCT:	\$5,508.10
RESERVE ACCT:	\$14,406.00
PETTY CASH:	\$145.00
<b>TOTAL BANK ACCOUNTS:</b>	<b>\$56,234.06</b>

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 2,161.69
REAL & PERSONAL PROPERTY TAXES:	\$ 17,506.97
WILDLAND REVENUE	\$ 4,284.82
FIRE SUBSCRIPTIONS	
DONATIONS	
MISC. OTHER (REFUNDS, ETC)	\$ 4.00
AMBULANCE REVENUE	\$ 13,228.28
MARCH	\$ -
FEBRUARY	\$ 4,065.20
JANUARY	\$ 6,897.31
90+ DAYS	\$ 4,738.41
<b>TOTAL REVENUES</b>	<b>\$ 37,185.76</b>

ACCOUNTS RECEIVABLE:

WILDLAND	\$ 8,689.94
OUT OF DISTRICT	\$ 39,408.54
AMBULANCE	
MARCH	\$ 29,137.30
RECEIVED	\$ 1,763.03
MED WRITE-OFF	\$ 1,776.54
MARCH OWED	\$ 25,597.73
FEBRUARY	\$ 6,039.10
JANUARY	\$ 5,445.41
DECEMBER	\$ 4,545.72
TOTAL AMBULANCE RECEIVABLES	\$ 41,627.96

**TOTAL CURRENT RECEIVABLES: \$ 89,726.44**

ACCOUNTS PAYABLE: \$ -

CREDIT LINE ADVANCE: \$ -

**Sunsites-Pearce Fire District**  
**Profit & Loss**  
 March 2015

	Mar 15
Ordinary Income/Expense	
Income	
<b>INCOME</b>	
Deposit Reimbursement	0.00
Taxes	
Fire District Assistance Tax	2,161.69
Real & Personal Property Taxes	17,506.97
<b>Total Taxes</b>	19,668.66
Charges for Service	
Ambulance Revenue	13,228.28
Wildland Revenue	4,284.82
<b>Total Charges for Service</b>	17,513.10
Misc Revenue	
Reimbursements	4.00
<b>Total Misc Revenue</b>	4.00
<b>Total INCOME</b>	37,185.76
Total Income	37,185.76
Expense	
<b>OPERATIONS</b>	
Training	
Training travel expense	-126.00
<b>Total Training</b>	-126.00
Property Maint	
Sunsites Station #1	26.18
<b>Total Property Maint</b>	26.18
Repair & Maint/vehicles	
S-30 1999 Chevy Malibu	24.50
E-307 2006 Ford	97.00
M-301 2005 Chevy Ambulance	59.32
<b>Total Repair &amp; Maint/vehicles</b>	180.82
Small Tools/Equip	
Repair/Maint. EMS Equip	527.85
<b>Total Small Tools/Equip</b>	527.85
Utilities	
Electricity	
Arts and Crafts Room Qtrs	188.68
Main Station	286.42
Richland Station	32.91
Street Light #6115101	12.99
Street Light #6121101	12.33
<b>Total Electricity</b>	533.33
Garbage Collection	40.00
Propane	229.37
Telephone	
Stations Telephone	358.57
Telephone Verizon Wireless	110.13
<b>Total Telephone</b>	468.70
Water	
Arts and Crafts Room	45.41
Hydrant/Park	8.21
Station Water	168.65
<b>Total Water</b>	222.27
<b>Utilities - Other</b>	87.22

**Sunsites-Pearce Fire District**  
**Profit & Loss**  
 March 2015

	<b>Mar 15</b>
<b>Total Utilities</b>	1,580.89
<b>Medical Supplies</b>	640.67
<b>Fuel</b>	1,140.90
<b>Equip Communication</b>	5,018.88
<b>General Expense</b>	
<b>Bottled Water Purchased</b>	358.32
<b>Total General Expense</b>	358.32
<b>Total OPERATIONS</b>	9,348.51
<b>ADMINISTRATION COST</b>	
<b>Janitorial Expenses</b>	77.85
<b>Professional/Contract Services</b>	
<b>Computer Tech Support</b>	378.62
<b>EMS Billing</b>	1,000.00
<b>Elections Fees</b>	250.00
<b>Legal Fees</b>	52.50
<b>Professional/Contract Services - Other</b>	2,000.00
<b>Total Professional/Contract Services</b>	3,681.12
<b>Office/Misc Supplies</b>	
<b>Bank Fees</b>	29.07
<b>Lic/Taxes-Dues &amp; subscriptions</b>	645.00
<b>Office Supplies/Postage</b>	215.26
<b>Office/Misc Supplies - Other</b>	214.24
<b>Total Office/Misc Supplies</b>	1,103.57
<b>Total ADMINISTRATION COST</b>	4,862.54
<b>PERSONNEL</b>	
<b>Benefit Costs</b>	
<b>Life Insurance</b>	165.70
<b>Retirements 457/PSPRS</b>	3,112.94
<b>Workers Compensation Insurance</b>	16.67
<b>Health Insurance - Other</b>	900.29
<b>Benefit Costs - Other</b>	1,619.40
<b>Total Benefit Costs</b>	5,815.00
<b>Payroll Tax Cost</b>	
<b>Payroll Taxes</b>	2,841.09
<b>Total Payroll Tax Cost</b>	2,841.09
<b>Wages &amp; Salary Cost</b>	
<b>PTO</b>	828.00
<b>Wages</b>	
<b>Captain</b>	9,946.00
<b>Paramedic</b>	5,540.03
<b>EMT</b>	7,312.40
<b>Fire Fighters</b>	384.68
<b>Administrative</b>	1,098.50
<b>Fire Chief</b>	
<b>Salary</b>	4,461.54
<b>Total Fire Chief</b>	4,461.54
<b>Total Wages</b>	28,743.15
<b>Overtime</b>	
<b>Administrative Overtime</b>	0.00
<b>Fire Fighters Overtime</b>	0.00
<b>EMT Overtime</b>	1,365.15
<b>Paramedic Overtime</b>	972.00
<b>Captain Overtime</b>	1,278.75
<b>Total Overtime</b>	3,615.90
<b>Holiday</b>	0.00

3:34 PM  
04/23/15  
Cash Basis

**Sunsites-Pearce Fire District**  
**Profit & Loss**  
**March 2015**

	<u>Mar 15</u>
Wages & Salary Cost - Other	38.40
Total Wages & Salary Cost	<u>33,225.45</u>
Total PERSONNEL	41,881.54
Total Expense	<u>56,092.59</u>
Net Ordinary Income	<u>-18,906.83</u>
Net Income	<u><u>-18,906.83</u></u>



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## Fire Chief's Report for April 2015

1. EMS Calls= 45
  - A. In District Calls=32
  - B. Out of District Calls=13
  - C. Number of Patients Transported=27
  - D. Number of Patients Flown Out=0
  - E. Number of Patient Refusals or Public Assists=15
  - F. Number of rollover or Motor Vehicle Accidents=0
  - G. Number of Mutual Aide Given Calls= 3, (2-HCI, 1-Elfrida)
  - H. Number of Mutual Aide Received Calls= 1-Elfrida
  - I. Number of Dead on Arrival Calls=0
  
2. Fire Calls=13
  - A. In District Calls=6
  - B. Out of District Calls=7
  - C. Brush Fires=3, (Kester, Jessies Way, Johnson Mine)
  - D. Structure Fires= 1, also an EMS call
  - E. Car Fires=0
  - F. Hazardous Materials=0
  - G. Other=8
  - H. Mutual Aide Calls=0
  - I. Prescribed burns= 2

Total Fire and EMS Calls for the Year to date are 164. Total calls since the March 24, 2015 meeting is 58.

### Training:

1. On duty crews have been completing weekly training sessions. These sessions included five minute drills, SCBA consumption drills, Altair gas meter review, and building construction and fire behavior review.
2. We will be hosting a farm safety training class on April 27, 2015. We would like to thank the Arizona Farm Bureau for preparing this training.

### Wildland:

1. We have been on 3 additional Wildland assignments since the last meeting. We currently have billed out to Arizona State Forestry Division \$8,689.94.

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2. We hosted a wildland S-219, Wildland Firing Operations, on April 9<sup>th</sup> and 10<sup>th</sup> with an associated controlled burn at the Oak Ranch on those days. The total acres burned were 1,700 acres. We would like to thank the Oak Ranch for the great training experience.

## Out of District Fires:

1. We currently have \$39,408.54 billed out for 9 fires that occurred outside of the district boundaries.

## Hazardous Materials:

None

## Maintenance:

1. Annual pump testing and ladder testing is being scheduled. The cost this maintenance is \$2,280.10 through W.W. Williams
2. Annual maintenance on our SCBA refilling cascade system is being scheduled. Cost of maintenance is \$1,145.00 through W.W. Williams
3. E 305 pressure relief valve has failed. Repair estimated at \$439.00 through W.W. Williams.

## Communication:

1. Tender 309 has received 14 bids and has had multiple interested parties. The current bid is \$2,025.00. The auction will end on April 25<sup>th</sup>, 2015 at 0630hrs.
2. We have received a report of an apparent phone scam stating that the caller is identifying themselves as the local fire department and asking for a pledge. We do not call individuals to ask for donations, any attempts of that nature will be completed in person.
3. Introduce the on duty crew to the public.
4. We assisted the Amerind Foundation with an ambulance stand by on March 28<sup>th</sup>, 2015 for the Texas Canyon Trail Run.
5. I spoke at the Ash Creek School Board Meeting on April 13<sup>th</sup>, 2015.
6. The tough book laptops that we received from the donation are now in service.
7. We participated in a wildland simulated response drill with the US Forest Service on April 20, 2015 in the Cochise Stronghold.
8. We will be assisting the Sierra Vista Regional Health Center with the transition to the new hospital. Medic 301 will be assisting in the transportation of patients to the new hospital on April 23, 2015

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9. We will be conducting an ambulance standby at the Ash Creek School on April 23, 2015 for their annual track meet.
10. We will be participating in the Summer Reading Program with the Sunsites Library on June 23, 2015. We would like to thank the Sunsites Library for this great opportunity.
11. Captain Escarcega and I have been asked to teach a Rural EMS class for the Cochise College Paramedic Program on June 5, 2015. We would like to thank Mr. Meeker and the Cochise College for this great opportunity.
12. Local Emergency Planning Committee report, The LEPC completed its first site visit to a tier 2 reporting agency. Apache Nitrogen Products was gracious enough to support our effort and participated in the process.
13. Cochise County Fire Chief's Association report, County wide communications systems are being reviewed and planning for replacement of the system are in progress.