



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 May 19, 2015

1. **Call to Order.** The meeting was called to order at 6:00 p.m. by Board Member Baker.
2. **Roll Call**
 - A. **Attendance and Confirmation of Quorum.** Board Member Jason Simmons, Board Member Brian Allen, and Board Member Joanna Baker were present. A quorum was present.
 - B. **Board Members Absent.** Chairman Robert Fino and Clerk McClain who submitted a letter of resignation on May 14, 2015.
 - C. **Declarations of Conflicts of Interest.** No Board Member declared a conflict of interest.
3. **The Pledge of Allegiance.** Interim Fire Chief Josh Steinberg led the attendees in the Pledge of Allegiance.
4. **Recognition of Guests** None at this time
5. **Consent Agenda**
 - A. **Approval of Warrant Reports** Board Member Baker made a motion to approve the consent agenda; Board Member Allen seconded the motion. Vote: All in favor, motion carried.
 - B. **Approval of Expense Reports** Board Member Baker made a motion to approve the consent agenda; Board Member Allen seconded the motion. Vote: All in favor, motion carried.
6. **Approval of Minutes from the April 21, 2015 Regular Meeting, the May 8, 2015 Budget Work Session, and the May 13, 2015 Special Meeting Work Session.** Board Member Baker made a motion to approve them; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.
7. **Call to Public.** Mrs. Louise Lance thanked Clerk McClain and commended his work on the Fire Board. She also addressed the board regarding the Chief Job posting, using the car more for training and previous board meetings. Mrs. Lance inquired about

insufficient insurance coverage, Chief Job contract, and a possible standard operating procedure to prevent future EEOC violations.

8. Financial Reports. Mrs. Suprenant reviewed the April 2015 financial reports. See the attached financial reports. Board members asked clarifying questions.

A. Review, discuss, and possibly approve the financials for April 2015. Board Member Allen made a motion to accept the financials; Board Member Baker seconded the motion. Vote: All in favor, motion carried.

9. 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. Board Member Baker made a motion to accept the Fire Chief's report; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.

10. Old Business

A. Review, discuss, and possibly approve a Fire Chief Job Description. After discussion, Board Member Simmons made a motion to adopt the Fire Chief Job Description; Board Member Baker seconded the motion. Vote: All in favor, motion carried.

11. New Business

A. Review, discuss, and possibly approve the acceptance of resignation from the Board Clerk, Brian McClain. Interim Fire Chief Steinberg informed the board members that Mr. McClain emailed him a letter of resignation and Chairman Fino has documentation. Board Member Baker made a motion to accept his resignation; Board Member Allen seconded the motion. Vote: All in favor, motion carried.

B. Review, discuss, and possibly approve the acceptance of letters of interest for the vacant Fire Board Position. Board members discussed a timeframe and to whom the letters should be submitted. Board Member Allen made a motion that we look into hiring someone else for the board and letters be sent to Chairman Fino. Board Member Allen then made an amended motion to accept letters of interest to fill the vacant position, sent to Chairman Fino, for 30 days; Board Member Baker seconded the motion. Board members had further discussion, regarding the posting of the position. Vote: All in favor, motion carried.

C. Review, discuss, and possibly approve the election of the vacant Fire Board Clerk position. Board Member Allen made a motion to hire Ms. "You" as clerk; Board Member Simmons seconded the motion. Board Member Allen then amended his motion stating that we make Ms. Baker the Clerk; Board Member Simmons seconded the amended motion. Vote: all in favor, motion carried.

- D. Review, discuss, and possibly approve the expenditures for the Arizona Fire District Association Summer Conference.** Interim Fire Chief Steinberg informed the board of the classes they would have at the conference and the associated expenses. After discussion, Clerk Baker made a motion to approve expenditures for up to seven people to attend the Arizona Fire District Association Summer Conference; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.
- E. Review, discuss, and possibly approve the designated physical therapy equipment as surplus.** Interim Fire Chief Steinberg presented the board with a picture of the equipment and explained that the equipment had been donated and it is no longer used by staff. Clerk Baker made a motion to designate the physical therapy equipment as surplus; Board Member Allen seconded the motion. Vote: All in favor, motion carried.
- F. Review, discuss, and possibly approve donating the surplus physical therapy equipment.** Interim Fire Chief Steinberg proposed donating the surplus equipment to Northern Cochise Community Hospital and their senior center. Board Member Simmons made a motion to approve donating the surplus physical therapy equipment; Clerk Baker seconded the motion. Vote: All in favor, motion carried.
- G. Review, discuss, and possibly approve the tentative 2015-2016 Fiscal Year Budget and associated expenses.** The board reviewed the tentative budget and asked clarifying questions, especially regarding personnel raises. Interim Fire Chief Steinberg agreed with the imminent need to give personnel raises. He continued by explaining the hesitation is due to possible tax valuations decreasing again next year, and the district being unable to sustain the wage increases. The board reviewed and discussed other possible modifications to the budget. Interim Fire Chief Steinberg informed the board of the time constraints and the procedures for posting the budget. Clerk Baker made a motion to approve the tentative 2015-2016 Fiscal Year Budget and associated expenses; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.
- H. Review, discuss, and possibly approve the acceptance of letters of interest from current Sunsites-Pearce Fire District employees for the position of Fire Chief.** Clerk Baker explained the suggestion of the board to open the Chief position to all current employees of the Sunsites-Pearce Fire District. After discussion, Board Member Allen made a motion to approve the acceptance of letters of interest for the fire district employees, in house, that will go to the chairman of the board, which will be received in the next two weeks; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.
- I. Review, discuss, and possibly take action on the current Out of District Fire policy.** Clerk Baker suggested possibly tabling the item due to Chairman Fino being absent, and further time to review the policy. After discussion, Clerk Baker made a motion to table this item until the next regular board meeting;

Board Member Simmons seconded the motion. Vote: All in favor, motion carried.

12. Requests from board members for future agenda items. No requests made at this time.

13. Adjournment. Board Member Allen made a motion to adjourn the meeting at 6:59 p.m.; Clerk Baker seconded the motion. Vote: All in favor. Motion carried.

Respectfully submitted,
Kelsi Suprenant

X

Joanna Baker
Board Clerk

DRAFT



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Fire Chief's Report for May 2015

1. EMS Calls= 26
 - A. In District Calls=16
 - B. Out of District Calls=10
 - C. Number of Patients Transported=13
 - D. Number of Patients Flown Out=1
 - E. Number of Patient Refusals or Public Assists=13
 - F. Number of rollover or Motor Vehicle Accidents=3
 - G. Number of Mutual Aide Given Calls= 1, (1-HCI)
 - H. Number of Mutual Aide Received Calls= 0
 - I. Number of Dead on Arrival Calls=0

2. Fire Calls=12
 - A. In District Calls=7
 - B. Out of District Calls=5
 - C. Brush Fires=0
 - D. Structure Fires= 0
 - E. Car Fires=1
 - F. Hazardous Materials=0
 - G. Other=10
 - H. Mutual Aide Calls=1 (Given, Elfrida)
 - I. Prescribed burns= 1

Total Fire and EMS Calls for the Year to date are 202. Total calls since the April 21, 2015 meeting is 38.

Training:

1. On duty crews have been completing weekly training sessions. These sessions included building construction and fire behavior, ladder drills, and belt weather kit.
2. We hosted a farm safety training class on April 27, 2015. We would like to thank the Arizona Farm Bureau for preparing this training.
3. Mrs. Suprenant and I completed an Arizona State Library Archives and Records Management on May 7th in Bisbee. The class was very beneficial.
4. We hosted a Base Hospital Continuing Education class this morning at 0900hrs. We thank Mr. Irlmeier for instructing a great EKG class.

“Sunsites-Pearce Fire District is an Equal Opportunity Provider and Employer.”



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Wildland:

1. We have had no additional Wildland assignments since the last meeting. We currently have billed out to Arizona State Forestry Division \$0.00.
2. We hosted a Wildland Fire refresher class on May 17, 2015. We thank Captain Hershey for instructing this course.

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:

Cochise County Regional HazMat team training is scheduled for June 23, 2015 at Apache Nitrogen Products.

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.
4. E 301 siren and lights are not working. We are investigating the cause of this problem and will be attempting to repair in house. E 301 is out of service.

Communication:

1. Tender 309 has been sold for \$3,550, through Public Surplus.Com website.
2. Introduce the on duty crew to the public.
3. We assisted the Sierra Vista Regional Health Center with the transition to the new hospital.
4. We conducted an ambulance standby at the Ash Creek School on April 23, 2015 for their annual track meet.
5. Mrs. Suprenant and I met with the Cochise County Treasure, Assessor, Special Districts, and Grants Director on April 29, 2015. We would like to thank Mrs. Traywick, Mr. Leiendecker, and Mrs. Marra for their assistance. It was great meeting them all.

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6. We participated in the Safety Day in Willcox, at the Travel Centers of America. This was a great event and we thank the City of Willcox Fire Department and the Travel Centers of America for allowing us to participate in such a great event.
7. Local Emergency Planning Committee report, The LEPC is seeking other Tier II reporting facilities within Cochise County to complete site visits and pre plans.
8. Cochise County Fire Chief's Association report: Nothing new to report. The next meeting is May 27, 2015 at the Cochise College.
9. Mail Box: Our P.O. Box 507 lock failed and a new lock was installed by the Post Office. Mrs. Suprenant and I have new keys to the mail box.
10. Wheel Chair Van update: We are still working on the Standard Operating Procedures for the service. We will be meeting with representatives from Southeastern Arizona Governments Organization soon to ensure that we will be meeting not only their standards, but Arizona Department of Transportation standards.
11. Mr. Frei's concern-Pursuant to ARS 48-251, the district shall submit the report within two hundred forty days of the close of the district's fiscal year to the clerk of the board of supervisors of each county in which the district is located. We complied with this requirement and have a receipt showing that we have complied. The auditor who performed the audit is the person who certifies the audit of financial statements.

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SUNSITES PEARCE FIRE DISTRCT APRIL 2015 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$46,128.68
PAYROLL ACCT:	\$6,098.41
RESERVE ACCT:	\$14,429.15
PETTY CASH:	\$186.00
TOTAL BANK ACCOUNTS:	\$66,842.24

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 2,690.10
REAL & PERSONAL PROPERTY TAXES:	\$ 42,808.01
WILDLAND REVENUE	\$ 4,099.00
FIRE SUBSCRIPTIONS	\$ 480.00
LOCKBOX PROGRAM	\$ 35.00
DONATIONS	\$ 3,242.00
MISC. (REFUND & REIMBURSEMENT)	\$ 275.10
INTEREST (RESERVE AND M&O)	\$ 178.90
COPIES FOR PUBLIC RECORDS REQUEST	\$ 6.00
AMBULANCE REVENUE	\$ 11,485.11
MARCH	\$ 7,058.08
FEBRUARY	\$ 2,675.98
90+ DAYS	\$ 1,108.01
TOTAL REVENUES	\$ 65,299.22

ACCOUNTS RECEIVABLE:

WILDLAND	\$ -
OUT OF DISTRICT	\$ 39,408.54
AMBULANCE	
APRIL	\$ 35,051.66
RECEIVED	\$ 4,198.99
MED WRITE-OFF	\$ 4,469.81
APRIL STILL OWED	\$ 26,298.88
MARCH	\$ 8,686.10
FEBRUARY	\$ 4,301.39
JANUARY	\$ 5,236.00
TOTAL AMBULANCE RECEIVABLES	\$ 44,522.37
TOTAL CURRENT RECEIVABLES:	\$ 83,930.91

ACCOUNTS PAYABLE:

\$ -

CREDIT LINE ADVANCE:

\$ -

Sunsites-Pearce Fire District
Profit & Loss
 April 2015

Apr 15

Ordinary Income/Expense
 Income

INCOME

Taxes

Fire District Assistance Tax	2,690.10
Real & Personal Property Taxes	42,808.01

Total Taxes 45,498.11

Charges for Service

Copy Charges for Public Records	6.00
Ambulance Revenue	11,485.11

Donations for a service provide	3,200.00
Fire subscriptions	480.00
Lockbox Program	35.00
Wildland Revenue	4,099.00

Total Charges for Service 19,305.11

Misc Revenue

Reimbursements	275.10
Donations	42.00

Total Misc Revenue 317.10

Investment Revenue

Interest Cap Reserve	23.15
Interest Income GF	155.75

Total Investment Revenue 178.90

Total INCOME 65,299.22

Total Income 65,299.22

Expense

OPERATIONS

Property Maint

Sunsites Station #1	154.73
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Total Property Maint 154.73

Repair & Maint/vehicles

T-303 2001 Freightliner Tender	12.52
E-307 2006 Ford	5,066.44
E-305 1992 International	158.61
M-301 2005 Chevy Ambulance	11.99

Total Repair & Maint/vehicles 5,249.56

Small Tools/Equip

Repair/Maint. Fire Equip	1,118.39
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Total Small Tools/Equip 1,118.39

Utilities

Electricity

Arts and Crafts Room Qtrs	154.54
Main Station	322.25
Richland Station	32.91
Street Light #6115101	12.99
Street Light #6121101	12.33

Total Electricity 535.02

Garbage Collection

47.00

Telephone

Stations Telephone	380.78
Telephone Verizon Wireless	238.80

Sunsites-Pearce Fire District
Profit & Loss
 April 2015

	Apr 15
Total Telephone	619.58
Water	
Arts and Crafts Room	0.58
Hydrant/Park	6.01
Station Water	109.14
Total Water	115.73
Utilities - Other	50.67
Total Utilities	1,368.00
Medical Supplies	1,683.15
Fuel	1,075.49
General Expense	
Meals	64.42
Total General Expense	64.42
Miscellaneous Expenses	9.81
Total OPERATIONS	10,723.55
ADMINISTRATION COST	
Professional/Contract Services	
EMS Billing	1,000.00
Total Professional/Contract Services	1,000.00
VFIS	294.00
County Fees	
Warrant Costs	5.10
Total County Fees	5.10
Office/Misc Supplies	
Bank Fees	41.14
Office Supplies/Postage	1,117.10
Office/Misc Supplies - Other	129.30
Total Office/Misc Supplies	1,287.54
Total ADMINISTRATION COST	2,586.64
PERSONNEL	
Benefit Costs	
Life Insurance	165.70
Retirements 457/PSPRS	3,181.17
Workers Compensation Insurance	16.77
Health Insurance - Other	66.96
Benefit Costs - Other	1,619.40
Total Benefit Costs	5,050.00
Payroll Tax Cost	
Payroll Taxes	2,877.06
Total Payroll Tax Cost	2,877.06
Wages & Salary Cost	
PTO	156.00
Wages	
Captain	10,235.00
Paramedic	3,887.50
EMT	7,910.00
Fire Fighters	2,611.74
Wildland Fire	132.00

Sunsites-Pearce Fire District
Profit & Loss
April 2015

	Apr 15
Administrative	1,131.00
Fire Chief	
Salary	4,461.54
Total Fire Chief	4,461.54
Total Wages	30,368.78
Overtime	
Administrative Overtime	0.00
Wildland Fire Overtime	0.00
Fire Fighters Overtime	0.00
EMT Overtime	370.50
Paramedic Overtime	597.38
Captain Overtime	1,914.75
Total Overtime	2,882.63
Holiday	0.00
Wages & Salary Cost - Other	46.40
Total Wages & Salary Cost	33,453.81
Total PERSONNEL	41,380.87
Reconciliation Discrepancies	-0.27
Total Expense	54,690.79
Net Ordinary Income	10,608.43
Net Income	<u>10,608.43</u>