



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 June 16, 2015

1. **Call to Order.** The meeting was called to order at 6:00 p.m. by Chairman Robert Fino.
2. **Roll Call**
 - A. **Attendance and Confirmation of Quorum.** Chairman Robert Fino, Clerk Joanna Baker, and Board Member Brian Allen were present. A quorum was present.
 - B. **Board Members Absent.** Board Member Jason Simmons.
 - 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; Chairman Fino 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; Chairman Fino seconded the motion. Vote: All in favor, motion carried.
6. **Approval of Minutes from the May 19, 2015 Regular Meeting.** Board Member Baker made a motion to approve the minutes; Chairman Fino seconded the motion. Vote: All in favor, motion carried.
7. **Call to Public.** Mr. Cletus Frei reiterated his opinion that Board Member Simmons and Board Member Allen should declare a conflict of interest due to being friends and classmates with Interim Fire Chief Steinberg. He also stated, again, that he feels the board has not spent any time reviewing the budget more in depth. Mr. Frei then went on to state that he feels Interim Fire Chief Steinberg is doing everything for himself and not a man of integrity.

After seeking permission from Chairman Fino, Interim Fire Chief Steinberg addressed Mr. Frei's criticism by stating his accusations are baseless, since he has no knowledge of how much time this board has spent on the budget. He told Mr. Frei that due to a large age gap, it's impossible for him and Board Member Allen to have been

classmates. He reminded Mr. Frei that he has always been able to come to the station with any questions, at any time. And when he has come to the station with questions, Interim Fire Chief Steinberg has always answered them to the best of his ability, and treated Mr. Frei with the upmost respect. Interim Fire Chief Steinberg stated his opposition to Mr. Frei's allegations and expressed his dedication and support to the district and employees of Sunsites-Pearce Fire.

Chairman Fino chose to respond to Mr. Cletus Frei's criticism regarding the board being unprepared for the budget. Chairman Fino stated Mr. Frei's opinion is totally inaccurate and informed Mr. Frei that he and the other board members have come prepared and have, in fact, spent a lot of time going over the details of the budget.

Mrs. Louise Lance inquired as to whether annexing the proposed area will have an impact on the ISO rating, and how many of those parcels we plan to annex are collecting taxes. She also spoke about the current ambulance rates. Mrs. Lance expressed her concern about the community being unable to withstand the tax rate increase and the ambulance rate increase.

- 8. Financial Reports.** Mrs. Suprenant reviewed the May 2015 financial reports. See the attached financial reports.

A. Review, discuss, and possibly approve the financials for May 2015. Clerk

Baker made a motion that we approve the financial report; Board Member Allen 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 the attached Fire Chief's Report.

10. Old Business

A. Review, discuss, and possibly modify the Out of District Fire Policy. Interim

Fire Chief Steinberg explained the current policy and billing procedure to the board. He also went over other fire districts billing rates in comparison to ours. Interim Fire Chief Steinberg answered clarifying questions from the board, and reviewed the slight modifications that would possibly be made in the future. Clerk Baker made a motion to table it until we get the modifications; Board Member Allen seconded the motion. Vote: All in favor, motion carried.

11. New Business

A. Review, discuss, and possibly approve the Regular Meeting dates, times, and posting locations for Fiscal Year 2015-2016. Interim Fire Chief Steinberg

and the board discussed the best time of day to have the meeting, the most convenient days, and the following posting locations: 1. 105 Tracy Rd, Pearce, AZ 85625 2. 107 N. Frontage Rd, Pearce, AZ 85625, and 3. 2093 N. Arabian Way, Cochise, AZ 85626. Chairman Fino made a motion to keep the dates as written, and keeping the meeting times as it is now, keeping the new posting location and continue to post at the produce wagon as a courtesy; Clerk Baker seconded the motion. Vote: All in favor, motion carried.

- B. Review, discuss, and possibly approve adopting the Fiscal Year 2015-2016 Budget.** Chairman Fino stated that the board has gone over the budget several times. Clerk Baker added that we need a budget because all those items and calls shown on the Fire Chief's Report cost money. Chairman Fino made a motion to approve the adopting of the Fiscal Year 2015-2016 budget; Board Member Allen seconded the motion. Board members had further discussion, regarding the impact of the tax increase on homeowners. Vote: All in favor, motion carried.
- C. Review, discuss, and possibly approve hiring or appointing a Fire Chief and associated contract options.** Chairman Fino noted that Interim Fire Chief Steinberg was the only one who submitted a resume, and is very experienced with over two years of being the Interim Fire Chief. Clerk Baker agreed and stated she corresponded with the previous administrator, Mr. Tom Schelling, whose opinion was that Sunsites-Pearce Fire District wouldn't be here without Josh Steinberg. Board Member Allen added that he spoke with many of Mr. Steinberg's peers and other fire chief's, and they all spoke very highly of him and his qualifications. Chairman Fino made a motion to hire our Chief Josh Steinberg as our Fire Chief and use his current contract as a temporary contract until we can move to executive session to discuss further the contract with our attorney; Clerk Baker seconded the motion. Vote: all in favor, motion carried. The board members then welcomed and congratulated Chief Steinberg.
- D. Review and discuss the letters of interest received for the vacant Fire Board position.** Chairman Fino noted that he had been in communication with three people, and encouraged them to submit a letter of interest, but no one has at that time.
- E. Review, discuss, and possibly approve taking formal action to retrieve Sunsites-Pearce Fire District documents, records, and all associated issued items from Brian McClain.** After discussion, Chief Steinberg explained that the attorney advised the board to send a certified letter requesting Mr. McClain return the property, and continue from that point. Chairman Fino made a motion to move forward with the letter; there was further discussion, regarding the amount of time to allow. Chairman Fino then made an amended motion to draft a letter to Mr. McClain requesting the return of the items that belong to the district, within one week; Clerk Baker seconded the motion. Vote: All in favor, motion carried.

12. Requests from board members for future agenda items. Chairman Fino requested that staff look into the annexation affecting the ISO rating and how many of those parcels are actually paying taxes.

13. Adjournment. Chairman Fino made a motion to adjourn the meeting at 6:50 p.m.; Clerk Baker seconded the motion. Vote: All in favor. Motion carried.

Respectfully submitted,
Kelsi Suprenant

SUNSITES PEARCE FIRE DISTRCT MAY 2015 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$40,612.40
PAYROLL ACCT:	\$5,590.62
RESERVE ACCT:	\$14,429.15
PETTY CASH:	\$252.00
TOTAL BANK ACCOUNTS:	\$60,884.17

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 19,559.78
REAL & PERSONAL PROPERTY TAXES:	\$ 25,299.32
FIRE SUBSCRIPTIONS	\$ 91.99
DONATIONS	\$ 110.00
MISC. OTHER(REIMBURSEMENTS,SELLING SURPLUS ITEMS)	\$ 285.70
AMBULANCE REVENUE	\$ 21,981.46
MAY	\$ 1,362.62
APRIL	\$ 6,252.28
MARCH	\$ 3,696.96
90+ DAYS	\$ 5,381.60
TOTAL REVENUES	\$ 67,328.25

ACCOUNTS RECEIVABLE:

WILDLAND	\$ 9,104.24
OUT OF DISTRICT	\$ 29,633.08
AMBULANCE	
MAY	\$ 28,552.95
RECEIVED	\$ 6,103.49
MED WRITE-OFF	\$ 3,516.12
MAY STILL OWED	\$ 18,933.34
APRIL	\$ 7,047.04
MARCH	\$ 5,602.80
FEBRUARY	\$ 4,136.75
TOTAL AMBULANCE RECEIVABLES	\$ 35,719.93

TOTAL CURRENT RECEIVABLES: \$ 74,457.25

ACCOUNTS PAYABLE: \$ -

CREDIT LINE ADVANCE: \$ -

Sunsites-Pearce Fire District
Profit & Loss
 May 2015

	May 15
Ordinary Income/Expense	
Income	
INCOME	
Taxes	
Fire District Assistance Tax	19,559.78
Real & Personal Property Taxes	25,299.32
Total Taxes	44,859.10
Charges for Service	
Ambulance Revenue	21,981.46
Donations for a service provide	110.00
Fire subscriptions	91.99
Total Charges for Service	22,183.45
Misc Revenue	
Reimbursements	16.00
Equipment Sold	221.00
Refunds	48.70
Total Misc Revenue	285.70
Total INCOME	67,328.25
Total Income	67,328.25
Expense	
OPERATIONS	
Uniforms	480.47
Training	156.61
Property Maint	
Sunsites Station #1	218.75
Total Property Maint	218.75
Repair & Maint/vehicles	
T-309 1973 Ford	17.03
Total Repair & Maint/vehicles	17.03
Utilities	
Electricity	
Arts and Crafts Room Qtrs	100.31
Main Station	331.29
Richland Station	48.26
Street Light #6115101	12.99
Street Light #6121101	12.33
Total Electricity	505.18
Garbage Collection	40.00
Telephone	
Stations Telephone	361.37
Telephone Verizon Wireless	121.65
Total Telephone	483.02
Utilities - Other	48.93
Total Utilities	1,077.13
Medical Supplies	511.58
Fuel	1,466.21
Equip Communication	5,018.87
Grant Expense	704.80

Sunsites-Pearce Fire District
Profit & Loss
 May 2015

	May 15
Miscellaneous Expenses	2,775.50
Total OPERATIONS	12,426.95
ADMINISTRATION COST	
Department Functions	22.00
Janitorial Expenses	324.40
Professional/Contract Services	
Legal Fees	909.75
Total Professional/Contract Services	909.75
VFIS	12,278.00
County Fees	2,784.09
Office/Misc Supplies	
Bank Fees	43.73
Office Supplies/Postage	238.01
Total Office/Misc Supplies	281.74
Total ADMINISTRATION COST	16,599.98
PERSONNEL	
Benefit Costs	
Life Insurance	165.70
Retirements 457/PSPRS	3,105.04
Workers Compensation Insurance	15.46
Health Insurance - Other	66.96
Benefit Costs - Other	1,619.40
Total Benefit Costs	4,972.56
Payroll Tax Cost	
Payroll Taxes	2,610.19
Total Payroll Tax Cost	2,610.19
Wages & Salary Cost	
PTO	1,248.00
Wages	
Captain	10,177.00
Paramedic	3,098.25
EMT	5,342.25
Fire Fighters	2,107.60
Wildland Fire	499.05
Administrative	1,316.25
Fire Chief	
Salary	4,461.54
Total Fire Chief	4,461.54
Total Wages	27,001.94
Overtime	
Administrative Overtime	0.00
Wildland Fire Overtime	283.50
Fire Fighters Overtime	144.64
EMT Overtime	273.00
Paramedic Overtime	506.25
Captain Overtime	1,408.50
Total Overtime	2,615.89
Holiday	0.00
Wages & Salary Cost - Other	44.80
Total Wages & Salary Cost	30,910.63

Sunsites-Pearce Fire District
Profit & Loss
May 2015

	May 15
Total PERSONNEL	38,493.38
Total Expense	67,520.31
Net Ordinary Income	-192.06
Net Income	<u>-192.06</u>



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Fire Chief's Report for June 2015

1. EMS Calls= 39
 - A. In District Calls=30
 - B. Out of District Calls=9
 - C. Number of Patients Transported=19
 - D. Number of Patients Flown Out=2
 - E. Number of Patient Refusals or Public Assists=14
 - F. Number of rollover or Motor Vehicle Accidents=3
 - G. Number of Mutual Aide Given Calls= 5, (3-HCI) (2-Elfrida Fire)
 - H. Number of Mutual Aide Received Calls= 0
 - I. Number of Dead on Arrival Calls=1

2. Fire Calls=9
 - A. In District Calls=3
 - B. Out of District Calls=6
 - C. Brush Fires=6 (Oak Tree, Deer Haven, Papago Way, Sidewinder, Dos Cabezas, Sunizona)
 - D. Structure Fires= 2 (Dos Cabezas, Papago Way)
 - E. Car Fires=0
 - F. Hazardous Materials=0
 - G. Other=2
 - H. Mutual Aide Calls=1 (Received from Elfrida)
 - I. Prescribed burns= 1

Total Fire and EMS Calls for the Year to date are 250. Total calls since the May 19, 2015 meeting is 48.

Training:

1. On duty crews have been completing weekly training sessions. These sessions included Arizona State Severity Engine and prescribed burns.
2. Mrs. Suprenant and I will be attending Arizona State Forestry Division documentation and billing class on June 17, 2015.

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Wildland:

1. We have had 6 additional Wildland assignments since the last meeting. We currently have billed out to Arizona State Forestry Division \$9,104.24.

Out of District Fires:

1. We currently have \$29,633.08 billed out for 8 fires that occurred outside of the district boundaries. The Wood Ranch fire has been settled and payments have begun on the Mockingbird fire.

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 will be scheduled. The cost this maintenance is \$2,280.10 through W.W. Williams
2. Annual maintenance on our SCBA refilling cascade system will be 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 have been rewired in house and is back in service.
5. Command 30 had recall work on the front end completed on June 5, 2015 at Donovan Dodge.
6. Command 30 needed front brakes and front wheel hubs, both sides, completed in house with a cost of \$ 524.91.

Communication:

1. Captain Escarcega and I taught a rural EMS class to the Cochise College Paramedic class on June 5, 2015.
2. The physical therapy equipment was donated to NCCH and the Senior Center in Willcox on June 9, 2015.
3. We have implemented a check scanning system at our station. This will allow us to scan checks to our accounts from the office and not have to drive to Willcox to make deposits.

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4. Sonoita-Elgin Fire District has requested the use of our Fire Safety Trailer for public education purposes. I have prepared a user agreement and will be working with them to finalize the agreement.
5. We have submitted our application to the Tohono O'odham Nation for the amount of \$176,000 for a new ambulance.
6. We will be attending the Arizona Fire District's Association Conference in Tucson on June 25th-27th.
7. The Cochise County Wildland group is preparing an employee sharing cooperative agreement and possibly a Memorandum of Understanding.
8. The Hazardous Fuels grant that was submitted for the Cochise Stronghold area is active as we received an intermediate verification visit with final approval anticipated in the late summer.
9. We have received all equipment that order for the Volunteer Fire Fighter Assistance Grant (VFA) grant and we will be closing that grant soon.
10. Local Emergency Planning Committee report, The LEPC is seeking other Tier II reporting facilities within Cochise County to complete site visits and pre plans.
11. Cochise County Fire Chief's Association report: The association is researching and preparing an addition to the county mutual aid agreement with a structured response list of resources around from around the county. The next meeting is June 24, 2015 at the Sierra Vista Airport.
12. Introduce the on duty crew to the public.

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