



SUNSTITES-PEARCE FIRE DISTRICT

SERVING RESIDENTS OF THE SUNSTITES-PEARCE FIRE DISTRICT,
AND NEIGHBORING COCHISE COUNTY

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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;

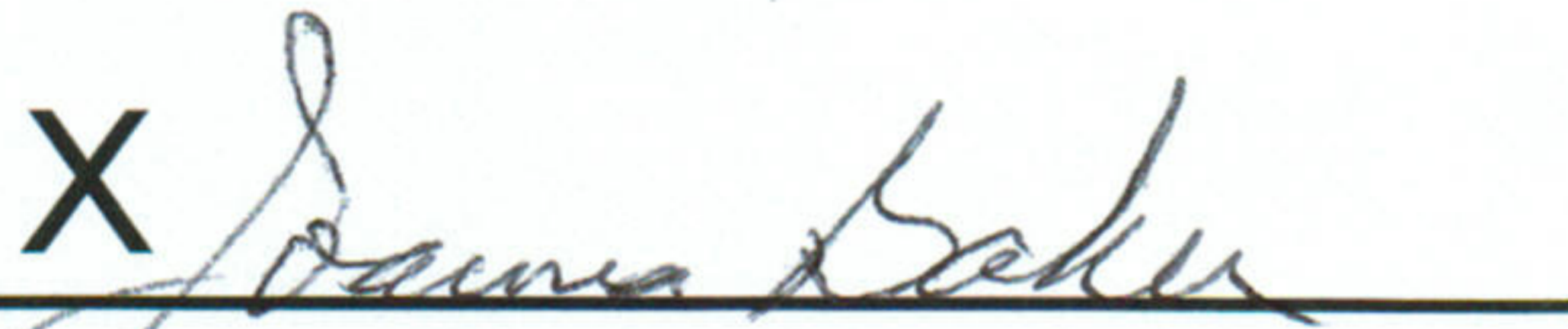
Board Member Simmons seconded the motion. Vote: All in favor, motion carried.

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

June 16, 2015