



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 July 28, 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, Board Member Brian Allen, and Board Member Jason Simmons were present. Chairman Fino confirmed that quorum was present.
 - B. **Board Members Absent.** Clerk Joanna Baker, who submitted a letter of resignation on July 20, 2015.
 - C. **Declarations of Conflicts of Interest.** No Board Member declared a conflict of interest.
3. **The Pledge of Allegiance.** 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** Chairman Fino made a motion to approve the consent agenda; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.
 - B. **Approval of Expense Reports** Chairman Fino made a motion to approve the consent agenda; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.
6. **Approval of Minutes from the June 16, 2015 Public Hearing Meeting, the June 16, 2015 Regular Meeting, the July 9, 2015 Special Meeting, and the July 9, 2015 Executive Session Meeting.** After discussion on the appropriateness to approve Executive Session Minutes, Chairman Fino made a motion to approve the remaining minutes; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.
7. **Call to Public.** Mr. Cletus Frei made criticizing comments towards each individual board member and Chief Steinberg. Chairman Fino chose to respond to the criticism by stating his accusations are false and untrue.
8. **Financial Reports.** Mrs. Suprenant reviewed the June 2015 financial reports. See the attached financial reports.
 - A. **Review, discuss, and possibly approve the financials for June 2015.** Chairman Fino made a motion to approve the financial report for June

2015; 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 Fire Chief, Josh Steinberg. See the attached Fire Chief's Report. Board Member Simmons made a motion to approve the chief's report, Chairman Fino seconded the motion. Chairman Fino thanked Admin/Secretary Suprenant for her time with the district, and asked Chief Steinberg clarifying questions regarding the annexation. Vote: All in favor, motion carried.

10. Old Business

- A. Review, discuss, and possibly approve the wheel chair van SOP's and fee schedule.** Fire Chief Steinberg explained the non-emergency transport program, the proposed standard operating procedures, and proposed associated fee schedule. Board Member Allen asked about the staff that would be responsible for transporting. Chief Steinberg explained that it would be scheduled; otherwise it would be the decision of the on duty supervisor. Chairman Fino asked clarifying questions regarding insurance coverage and other fire districts offering similar services. Board member Allen inquires about how many wheel chairs and patrons would be able to fit. Chief Steinberg clarifies that there is room for three wheel chairs and the van will go through an annual inspection. Chairman Fino then made a motion to approve the wheel chair van SOP's and put the fee schedule on for a tentative approval, and to open the discussion up for a brief public comment; Board Member Simmons seconded the motion. Vote: All in favor, motion carried

- B. Public Comment regarding wheel chair van proposed fee schedule.** Mrs. Louise Lance wondered about other local companies offering the same service, and the added cost to the district at an inappropriate time. Mr. Roger Lance asked for a copy of the fee schedule. Mr. Keith Brock asked about added cost for admin and billing fees.

11. New Business

- A. Review, discuss, and possibly approve accepting the resignation from Clerk Joanna Baker.** Chairman Fino read, aloud, the letter of resignation Ms. Baker submitted to him on June 20, 2015. Chairman Fino also commented on her hard work, time, and effort while serving on the fire board. Chairman Fino made a motion to approve and accept the resignation of Joanna Baker; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.
- B. Review, discuss, and possibly approve accepting letters of interest for the vacant Fire Board position.** Chairman Fino asked Chief Steinberg about the new possible member fulfilling Ms. Baker's two year term. Chairman Fino then made a motion to accept letters of interest for thirty days, for review by the next regular meeting, posting information on the bulletin boards, Ghost Town Trail News, Range News, and our website; Board Member Allen seconded the motion. Vote: All in favor, motion carried.

- C. Review, discuss, and possibly approve appointing the vacant Fire Board Clerk position.** Chairman Fino nominated Board Member Allen for the position, who accepted. Then Chairman Fino made a motion to appoint Brian Allen as clerk; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.
- D. Review, discuss, and possibly modify the Out of District Subscription Agreement.** Chairman Fino asked several clarifying questions in regards to the agreement. Chief Steinberg proposed a few modifications to the agreement the attorney presented the board. Chairman Fino made a motion to review this at a later date, since there are no modifications presented at this time; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.
- E. Review, discuss, and possibly approve accepting the Collections Agreement.** Chief Steinberg explains that he has forwarded the proposed agreement to our collections agency and we are currently waiting on their response. Chairman Fino made a motion to table accepting the agreement until a later date; Clerk Allen seconded the motion. Vote: All in favor, motion carried.
- F. Review, discuss, and possibly approve the repairs for the cascade system.** Chief Steinberg presents the board with the quote and explains that it is an annual maintenance requirement. Chairman Fino made a motion to approve the repairs of the cascade system in the amount of \$1,194.01; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.
- G. Review, discuss, and possibly approve the repairs to Engine 305, pressure relief valve.** Chief Steinberg presents the board with the quote and explains the issue and need for repairs. Chairman Fino made a motion to approve the repairs to Engine 305, pressure relief valve, in the amount of \$439.00; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.
- H. Review, discuss, and possibly approve the repairs, replacement consideration for the air conditioner in quarters.** Chief Steinberg expressed the major problems with the current unit, and the work that has already been completed, without success. Chief Steinberg presented the board with three bids for repairing the current unit, and bids for replacing it with a new unit. After further discussion, Chairman Fino made a motion to continue with Monument and replace the unit in the amount of \$5,850.75; Clerk Allen seconded the motion. Vote: All in favor, motion carried.
- I. Review, discuss, and possibly approve the audit process and the selected auditor.** Chief Steinberg explained the financial audit process and the time constraints to approve the audit. Chief Steinberg also expressed his appreciation for Ms. Patience's thorough work and process with us in the past. Chairman Fino commended her diligence as well. Chairman Fino made a motion to approve the audit process with Ms. Patience and direct staff to sign the necessary paperwork to begin; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.

J. Review, discuss, and possibly approve public meeting dates for the annexation process. Chief Steinberg describes our current position in the annexation process and the next steps to be taken. Chief Steinberg suggested a first meeting date of September 17, 2015, in the Richland station, which is closer to the proposed annexation area. He explains that would give plenty of time to mail out information to the land owners, within the proposed area, and answer their possible questions. After further discussion, Chairman Fino made a motion to approve a meeting date of September 17, 2015 at 6:00 p.m. in the Richland Fire Station; Clerk Allen seconded the motion. Vote: All in favor, motion carried.

12. Requests from board members for future agenda items. Chairman Fino requested that the Chief's final contract be discussed at a special board meeting, before the next regular meeting.

13. Adjournment. Chairman Fino made a motion to adjourn the meeting at 7:25 p.m.; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.

Respectfully submitted,
Kelsi Suprenant

SUNSITES PEARCE FIRE DISTRCT JUNE 2015 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$51,603.97
PAYROLL ACCT:	\$2,311.57
RESERVE ACCT:	\$14,457.69
PETTY CASH:	\$185.00
TOTAL BANK ACCOUNTS:	\$68,558.23

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 6,268.42
REAL & PERSONAL PROPERTY TAXES:	\$ 20,882.59
VFA GRANT REIMBURSEMENT	\$ 5,727.13
OUT OF DISTRICT FIRES	\$ 1,865.48
DONATIONS	\$ 20.00
PUBLIC RECORD COPIES	\$ 1.00
MISC. OTHER(SELLING T309, REIMBURSEMENT)	\$ 3,750.00
INTEREST (M&O AND RESERVE ACCOUNT)	\$ 109.63
AMBULANCE REVENUE	\$ 20,263.62
JUNE	\$ 1,433.11
MAY	\$ 7,105.57
APRIL	\$ 9,072.49
90+ DAYS	\$ 2,652.45
TOTAL REVENUES	\$ 58,887.87

ACCOUNTS RECEIVABLE:

WILDLAND	\$ 9,231.26
OUT OF DISTRICT	\$ 29,613.08
AMBULANCE	
JUNE	\$ 12,571.92
RECEIVED	\$ 3,086.41
MED WRITE-OFF	\$ 2,133.50
JUNE STILL OWED	\$ 7,352.01
MAY	\$ 4,616.81
APRIL	\$ 3,828.38
MARCH	\$ 5,121.11
TOTAL AMBULANCE RECEIVABLES	\$ 20,918.31

TOTAL CURRENT RECEIVABLES: \$ 59,762.65

ACCOUNTS PAYABLE: \$ -

CREDIT LINE ADVANCE: \$ -

Sunsites-Pearce Fire District
Profit & Loss
 June 2015

	Jun 15
Ordinary Income/Expense	
Income	
INCOME	
Taxes	
Fire District Assistance Tax	6,268.42
Real & Personal Property Taxes	20,882.59
Total Taxes	27,151.01
Grant Revenue	
VFA Grant Revenue 14-15	5,727.13
Total Grant Revenue	5,727.13
Charges for Service	
Copy Charges for Public Records	1.00
Ambulance Revenue	20,263.62
Donations for a service provide	20.00
Out of Dist Revenue	1,865.48
Total Charges for Service	22,150.10
Misc Revenue	
Equipment Sold	3,550.00
Reimbursement from Insurance	200.00
Total Misc Revenue	3,750.00
Investment Revenue	
Interest Cap Reserve	28.54
Interest Income GF	81.09
Total Investment Revenue	109.63
Total INCOME	58,887.87
Total Income	58,887.87
Expense	
OPERATIONS	
Supplies & Materials	64.00
Property Maint	3.00
Repair & Maint/vehicles	
E-301 1994 Ford	59.52
Repair & Maint/vehicles - Other	21.00
Total Repair & Maint/vehicles	80.52
Small Tools/Equip	37.08
Utilities	
Electricity	
Arts and Crafts Room Qtrs	99.72
Main Station	286.76
Richland Station	53.39
Street Light #6115101	12.99
Street Light #6121101	12.33
Total Electricity	465.19
Telephone	
Stations Telephone	276.79
Telephone Verizon Wireless	189.97
Total Telephone	466.76
Water	
Arts and Crafts Room	22.57
Station Water	82.37

Sunsites-Pearce Fire District
Profit & Loss
June 2015

	Jun 15
Total Water	104.94
Utilities - Other	50.33
Total Utilities	1,087.22
Fuel	846.19
Grant Expense VFA 2015	11,339.26
Total Grant Expense	11,339.26
Miscellaneous Expenses	1,140.08
Total OPERATIONS	14,597.35
ADMINISTRATION COST	
Professional/Contract Services	
Computer Tech Support	65.00
EMS Billing	1,000.00
Total Professional/Contract Services	1,065.00
County Fees	
Warrant Costs	195.96
Total County Fees	195.96
Office/Misc Supplies	
Bank Fees	149.07
Annual Fees	180.00
Office Supplies/Postage	67.96
Total Office/Misc Supplies	397.03
Total ADMINISTRATION COST	1,657.99
PERSONNEL	
Benefit Costs	
Life Insurance	165.70
Retirements 457/PSPRS	3,314.55
Workers Compensation Insurance	17.01
Health Insurance - Other	66.96
Benefit Costs - Other	1,619.40
Total Benefit Costs	5,183.62
Payroll Tax Cost	
Payroll Taxes	2,834.65
Total Payroll Tax Cost	2,834.65
Wages & Salary Cost	
PTO	1,896.00
Wages	
Captain	10,048.00
Paramedic	4,005.35
EMT	4,675.13
Fire Fighters	3,079.53
Wildland Fire	666.68
Administrative	1,092.00
Fire Chief Salary	4,461.54
Total Fire Chief	4,461.54
Total Wages	28,028.23
Overtime	
Administrative Overtime	0.00

Sunsites-Pearce Fire District
Profit & Loss
June 2015

	Jun 15
Wildland Fire Overtime	2,030.63
Fire Fighters Overtime	18.08
EMT Overtime	302.25
Paramedic Overtime	0.00
Captain Overtime	1,067.25
Total Overtime	3,418.21
Holiday	506.87
Wages & Salary Cost - Other	48.00
Total Wages & Salary Cost	33,897.31
Total PERSONNEL	41,915.58
Total Expense	58,170.92
Net Ordinary Income	716.95
Net Income	<u>716.95</u>



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Fire Chief's Report for July 2015

1. EMS Calls= 41
 - A. In District Calls=28
 - B. Out of District Calls=13
 - C. Number of Patients Transported=21
 - D. Number of Patients Flown Out=3
 - E. Number of Patient Refusals or Public Assists=17
 - F. Number of rollover or Motor Vehicle Accidents=2
 - G. Number of Mutual Aide Given Calls= 3, (3-HCI)
 - H. Number of Mutual Aide Received Calls= 0
 - I. Number of Dead on Arrival Calls=2

2. Fire Calls=21
 - A. In District Calls=8
 - B. Out of District Calls=13
 - C. Brush Fires=3 (Cochise Stronghold, Leslie, Pueblo)
 - D. Structure Fires= 1 (Red Stag)
 - E. Car Fires=1
 - F. Hazardous Materials= 1 (Leslie)
 - G. Other=15
 - H. Mutual Aide Calls=1 (Received from Elfrida)
 - I. Prescribed burns= 1 (Oak Ranch)

Total Fire and EMS Calls for the Year to date are 312. Total calls since the June 16, 2015 meeting is 62.

Training:

1. On duty crews have been completing weekly training sessions. These sessions included Securing Utilities and HazMat recognition.
2. Mrs. Suprenant and I attended the Arizona State Forestry Division documentation and billing class on June 17, 2015. This was a great class.
3. Mrs. Suprenant, Board Member Allen, and I attended the Arizona Fire Districts Association Summer conference in Tucson on June 25th- 27th. This was a great conference. We all learned a great deal.
4. We will be hosting base hospital continuing education on August 17, 2015.

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Wildland:

1. We have had 3 additional Wildland assignments since the last meeting. We currently have billed out to Arizona State Forestry Division \$9,231.26.

Out of District Fires:

1. We currently have \$29,613.08 billed out for 8 fires that occurred outside of the district boundaries.

Hazardous Materials:

Cochise County Regional HazMat team training was completed on June 23, 2015 at Apache Nitrogen Products. I, Fire Fighter Hughes and Fire Fighter Escarcega attended.

Maintenance:

1. E- 306 received recall repairs at Donovan Dodge on July 22, 2015. The recall was to replace the passenger airbag.
2. M301- The radiator cushion mounts had failed causing the radiator to move excessively as well as the front portion of the vehicle. The cost for parts was \$ 66.00 and the repairs were conducted in house.
3. M301- Is scheduled to be assessed at Grants Transmissions on Wednesday July 29, 2015 in Willcox for the transmission leak it has.

Communication:

1. The Volunteer Fire Assistance grant has been finalized and closed prior to June 30, 2015.
2. The Sunsites Community Association has donated the land that lies on the west end of the park. We thank them for their very generous donation.
3. The Fort Grant Wildland Crew assisted with landscaping at the Richland and Sunsites stations, and the landing zone. We thank them very much for their assistance.
4. The lighting in bays has been repaired and updated. A majority of the lights within the bay were non operational and outdated. The cost of parts was

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approximately \$575 and the repairs were completed in house. We thank R&R Electric for assisting us with the procurement of the parts.

5. The replacement of the failing water piping in the station has begun. Mr. DeCamp hopes to have the project completed by the end of the week.
6. M 303 has passed the Arizona Department of Health Services annual inspection with no deficiencies.
7. The vacant EMT position has been filled and we welcome Fire Fighter Brandon Russell to our career ranks.
8. Mrs. Suprenant has submitted her two weeks' notice to terminate employment. Mrs. Suprenant's last day will be July 29, 2015. We thank Mrs. Suprenant for all of her hard work.
9. We have posted the Admin/Secretary job opening. We will be accepting applications until August 14, 2015 at 5 pm. The job posting will be in the Ghost Town Trail News as well as the Willcox Range News.
10. Answer to question posed by the public last meeting: We are proposing to annex 229 parcels which will add \$354.95 to our current number of parcels and fees paid to the County due to parcel count. We have found only four parcels within our proposed annexation area that are delinquent on taxes. If the annexation is successful, this will have no effect on our current Insurance Services Office rating.
11. I have been elected to represent Cochise County at the Southeast Arizona Region Emergency Medical Services Council by the Cochise County Emergency Medical Services Council. Those meetings are quarterly and the next meeting will be on October 20, 2015 in Tucson.
12. Local Emergency Planning Committee report, The LEPC completed a site visit at Arizona G&T Apache Station. We thank them for the great visit and for the great relationship that we have. Again the LEPC is seeking Tier II reporting facilities within Cochise County to complete site visits and pre plans. The next is August 21, 2015.
13. Cochise County Fire Chief's Association report: The association presented a tiered response plan that is being used in the Sierra Vista area. They have given the plans to all agencies to assist them in preparing their own. The next meeting is August 26th, 2015 at the Benson Fire Department.
14. Introduce the on duty crew to the public.

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