



# 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

August 25, 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 Tom Whiteman were present. Chairman Fino confirmed that 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.** 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 Whiteman 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 Whiteman seconded the motion. Vote: All in favor, motion carried.
6. **Approval of Minutes from the July 9, 2015 Executive Session and the July 28, 2015 Regular Meeting.** After discussion of the appropriateness of Board Member Whiteman voting on this item, Board Member Whiteman made a motion to approve the remaining minutes; Chairman Fino seconded the motion. Vote: All in favor, motion carried.
7. **Call to Public.** Mrs. Jessica Jones questioned the board regarding the appropriateness and need for the Non Emergency Transport Program. Mr. Cletus Frei questioned Board Member Allen regarding names of Chief's and others who recommended the Chief, questioned Board Member Simmons regarding conflict of interest, and made criticizing comments towards Chairman Fino and Chief Steinberg.
8. **Financial Reports.** Chief Steinberg reviewed the July 2015 financial reports. See the attached financial reports.

**A. Review, discuss, and possibly approve the financials for July 2015.**

Chairman Fino made a motion to approve the financial report for July 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.

**10. Old Business**

**A. Review, discuss, and possibly approve the wheel chair van fee schedule.** Chief Steinberg explained that the Board has already approved the SOP'S and a tentative fee schedule at the last meeting and that the thirty day comment period had been satisfied with no further guidance, suggestions, or questions. Chief Steinberg further explained how the fee schedule would apply. Chairman Fino questioned when this service may start. Board Member Whiteman questioned whether we were applicable with what other fire departments were charging and will the fee schedule cover the actual cost of operating the program. Chief Steinberg explained that if approved that the program would start the next day and that we know of no other fire departments that supply a similar service. Chief Steinberg further explained that the van has been tested and that the fees will cover the operating expense. Chairman Fino made a motion to approve the wheelchair van fee schedule; Board Member Whiteman seconded the motion, Vote: All in favor, motion carried.

**B. Review, discuss, and possibly approve the Out of District Subscription Agreement.** Chief Steinberg explained the content of the agreement. After discussion, Chairman Fino made a motion to approve the out of district subscription agreement; Board Member Whiteman seconded the motion. Vote: All in favor, motion carried.

**C. Review, discuss, and possibly approve accepting the Collections Agreement.** Chief Steinberg explained the content of agreement. After discussion, Chairman Fino made a motion to approve, accept the collections agreement as written, Board Member seconded the motion. Vote: All in Favor, motion carried.

**D. Review, discuss, and possibly approve the Fire Chief's contract.** After brief discussion, Board Member Allen made a motion to table the Fire Chief's contract until the next meeting; Board Member Whiteman seconded the motion. Vote: All in favor, motion carried.

**11. New Business**

**A. Review, discuss, and possibly approve reviewing letters of interest for the vacant Fire Board position and possibly approving an appointment to the vacant Fire Board position.** After discussion, Chairman Fino made a motion to accept letters for another thirty days until the next regular meeting and posting the information on our bulletin boards and our website; Board Member Whiteman seconded the motion. Vote: All in favor, motion carried.

- B. Review, discuss, and possibly approve entering into an Intergovernmental Agreement (IGA) with the Sonoita-Elgin Fire District for the use of our fire prevention trailer.** Chief Steinberg explained the content of the agreement. After discussion, Chairman Fino made a motion to approve entering into an intergovernmental agreement with the Sonoita-Elgin Fire District for the use of the fire prevention trailer; Board Member Allen seconded the motion. Vote: All in favor, motion carried.
- C. Review, discuss, and possibly approve the addition of parcel number 206-16003B, address of 799 W. Richland Way, Cochise, AZ 85625 to our Fire District by Mr. Keith and Peggy Brock.** Chief Steinberg explained that per the Cochise County Assessor's Office this is bordering our Fire District. Board Member Whiteman made a motion to approve accepting the addition of parcel number 206-16003B, address of 799 W. Richland Way, Cochise, AZ 85625 to our Fire District by Mr. Keith and Peggy Brock, Chairman Fino seconded the motion. Vote: All in favor, motion carried.
- D. Review, discuss, and possibly approve the Arizona State Forestry Division Cooperative Intergovernmental Agreement, contract number FD-15-0037-ASF-A3S.** Chief Steinberg explained the content of the agreement and that the Fire District currently has an intergovernmental agreement. After discussion, Board Member Whiteman made a motion to approving the Arizona State Forestry Division Cooperative Intergovernmental Agreement, contract number FD-15-0037-ASF-A3S, Chairman Fino seconded the motion. Vote: All in favor, motion carried.
- E. Review, discuss, and possibly approve the acceptance of the award for the Arizona Forestry's 2015 Hazardous Fuels Grant.** Chief Steinberg explained the content of the Hazardous Fuels Grant and that we were awarded grant application. After discussion, Chairman Fino made a motion to approve the acceptance of the award for the Arizona Forestry's 2015 Hazardous Fuels Grant; Board Member Whiteman seconded the motion. Vote: All in favor, motion carried.

**12. Requests from board members for future agenda items.** None

**13. Adjournment.** Chairman Fino made a motion to adjourn the meeting at 6:51 p.m.; Board Member Whiteman seconded the motion. Vote: All in favor, motion carried.

Respectfully submitted,  
Josh Steinberg

SUNSITES PEARCE FIRE DISTRCT JULY 2015 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$3,237.43
PAYROLL ACCT:	\$12,969.37
RESERVE ACCT:	\$14,457.69
PETTY CASH:	\$185.00
<b>TOTAL BANK ACCOUNTS:</b>	<b>\$30,849.49</b>

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 1,580.53
REAL & PERSONAL PROPERTY TAXES:	\$ 7,491.12
WILDLAND FIRES	\$ 12,986.23
OUT OF DISTRICT FIRES	\$ 20.00
DONATIONS	\$ 800.00
PUBLIC RECORD COPIES	\$ -
MISC. OTHER	\$ 707.77
INTEREST (M&O AND RESERVE ACCOUNT)	\$ -
AMBULANCE REVENUE	\$ 17,048.40
JULY	\$ 2,281.82
JUNE	\$ 3,539.53
MAY	\$ 6,765.61
90+ DAYS	\$ 4,461.44
<b>TOTAL REVENUES</b>	<b>\$ 40,634.05</b>

ACCOUNTS RECEIVABLE:

WILDLAND	\$ -
OUT OF DISTRICT	\$ 35,924.83
AMBULANCE	
JULY	\$ 32,006.60
RECEIVED	\$ 2,281.82
MED WRITE-OFF	\$ 2,555.64
JULY STILL OWED	\$ 27,169.14
JUNE	\$ 6,050.43
MAY	\$ 4,201.15
APRIL	\$ 3,674.46
<b>TOTAL AMBULANCE RECEIVABLES</b>	<b>\$ 41,095.18</b>

**TOTAL CURRENT RECEIVABLES: \$ 59,762.65**

ACCOUNTS PAYABLE: \$ -

CREDIT LINE ADVANCE: \$ -

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

Jul 15

Ordinary Income/Expense	
Income	
<b>INCOME</b>	
Taxes	
Fire District Assistance Tax	1,580.53
Real & Personal Property Taxes	7,491.12
<b>Total Taxes</b>	<b>9,071.65</b>
Charges for Service	
Ambulance Revenue	14,240.17
Lockbox Program	35.00
Out of Dist Revenue	20.00
Wildland Revenue	12,986.23
<b>Total Charges for Service</b>	<b>27,281.40</b>
Misc Revenue	
Reimbursements	2,925.41
Donations	800.00
Other Revenue	124.00
Misc Revenue - Other	583.77
<b>Total Misc Revenue</b>	<b>4,433.18</b>
<b>Total INCOME</b>	<b>40,786.23</b>
<b>Total Income</b>	<b>40,786.23</b>
Expense	
<b>OPERATIONS</b>	
Training	1,137.78
Property Maint	
Crew Quarters Station #1	4,290.53
Sunsites Station #1	600.75
Property Maint - Other	35.26
<b>Total Property Maint</b>	<b>4,926.54</b>
Repair & Maint/vehicles	
Fire Prevetion Trailer	36.00
E-306 2004 Dodge	10.15
E-305 1992 International	20.55
C-30 2003 Dodge Pick-up	524.91
M-301 2005 Chevy Ambulance	838.04
M-302 1996 Ford Ambulance	33.74
Repair & Maint/vehicles - Other	1,734.97
<b>Total Repair &amp; Maint/vehicles</b>	<b>3,198.36</b>
Small Tools/Equip	23.35
Utilities	
Electricity	
Arts and Crafts Room Qtrs	210.06
Main Station	396.31
Richland Station	57.82
Street Light #6115101	12.87
Street Light #6121101	12.20
<b>Total Electricity</b>	<b>689.26</b>
Garbage Collection	80.00
Telephone	
Stations Telephone	440.32
Telephone Verizon Wireless	189.99
<b>Total Telephone</b>	<b>630.31</b>

Sunsites-Pearce Fire District  
Profit & Loss  
July 2015

	Jul 15
<b>Water</b>	
Arts and Crafts Room	45.29
Station Water	158.69
<b>Total Water</b>	203.98
<b>Utilities - Other</b>	48.57
<b>Total Utilities</b>	1,652.12
<b>Medical Supplies</b>	1,171.33
<b>Fuel</b>	880.97
<b>Equip Communication</b>	
Dispatch	49.00
Equip Communication - Other	169.50
<b>Total Equip Communication</b>	218.50
<b>General Expense</b>	
Meals	54.02
General Expense - Other	307.01
<b>Total General Expense</b>	361.03
<b>Total OPERATIONS</b>	13,569.98
<b>ADMINISTRATION COST</b>	
Department Functions	145.99
Janitorial Expenses	64.13
Professional/Contract Services	
Computer Tech Support	97.50
EMS Billing	1,000.00
Legal Fees	1,115.00
<b>Total Professional/Contract Services</b>	2,212.50
County Fees	
Warrant Costs	3.65
<b>Total County Fees</b>	3.65
Office/Misc Supplies	
Bank Fees	80.53
Lic/Taxes-Dues & subscriptions	350.00
Office Supplies/Postage	1,190.46
Office/Misc Supplies - Other	135.33
<b>Total Office/Misc Supplies</b>	1,756.32
<b>Total ADMINISTRATION COST</b>	4,182.59
<b>PERSONNEL</b>	
Benefit Costs	
Life Insurance	248.55
Retirements 457/PSPRS	5,013.72
Workers Compensation Insurance	25.62
Health Insurance - Other	100.44
Benefit Costs - Other	2,468.75
<b>Total Benefit Costs</b>	7,857.08
<b>Payroll Tax Cost</b>	
Payroll Taxes	4,083.68
<b>Total Payroll Tax Cost</b>	4,083.68
<b>Wages &amp; Salary Cost</b>	
PTO	3,161.25
Wages	

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

	Jul 15
Captain	12,918.50
Paramedic	6,060.96
EMT	8,433.50
Fire Fighters	5,132.85
Wildland Fire	1,114.72
Administrative	1,573.00
Fire Chief Salary	6,692.31
Total Fire Chief	6,692.31
Total Wages	41,925.84
Overtime	
Administrative Overtime	0.00
Wildland Fire Overtime	162.00
Fire Fighters Overtime	271.20
EMT Overtime	1,072.12
Paramedic Overtime	1,356.75
Captain Overtime	2,174.25
Total Overtime	5,036.32
Holiday	500.32
Wages & Salary Cost - Other	179.20
Total Wages & Salary Cost	50,802.93
Total PERSONNEL	62,743.69
Total Expense	80,496.26
Net Ordinary Income	-39,710.03
Net Income	<b>-39,710.03</b>



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## Fire Chief's Report for August 2015

1. EMS Calls= 43
  - A. In District Calls=26
  - B. Out of District Calls=17
  - C. Number of Patients Transported=27
  - D. Number of Patients Flown Out=0
  - E. Number of Patient Refusals or Public Assists=13
  - F. Number of rollover or Motor Vehicle Accidents=1
  - G. Number of Mutual Aide Given Calls= 4, (2-HCI) (1-Elfrida Fire)
  - H. Number of Mutual Aide Received Calls= 1 (Elfrida Fire)
  - I. Number of Dead on Arrival Calls=1
  
2. Fire Calls=19
  - A. In District Calls=8
  - B. Out of District Calls=11
  - C. Brush Fires=8 (See names below)
  - D. Structure Fires= 1 (Apache Fire)
  - E. Car Fires=0
  - F. Hazardous Materials= 0
  - G. Other=10
  - H. Mutual Aide Calls=0
  - I. Prescribed burns= 0

Total Fire and EMS Calls for the Year to date are 374. Total calls since the July 28, 2015 meeting is 62.

### Training:

1. On duty crews have been completing weekly training sessions. These sessions included
2. We hosted a base hospital continuing education on August 17, 2015.
3. I will be attending an Arizona State Retirement System Employer Conference in Sierra Vista on Thursday August 27, 2015. This Conference is statutorily mandated.

### Wildland:

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





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1. We have had 8 additional Wildland assignments since the last meeting. The Orange, Sunglow, Desert, CNR California, Noonan, Gunnison, Ojo Blanco, and the ZZ Fires. The Orange and the Desert fire were in district. We currently have billed out to Arizona State Forestry Division \$0.00. Five assignments will be billed shortly

## **Out of District Fires:**

1. We currently have \$35,924.83 billed out for 9 fires that occurred outside of the district boundaries. One fire will be billed shortly. The Hwy 181 fire was billed.

## **Hazardous Materials:**

None

## **Maintenance:**

1. E- 305 Received repair of pressure relief valve from W. W. Williams.
2. M301- Received a transmission service and repaired leak at Grants Transmissions on Wednesday July 29, 2015

## **Communication:**

1. The replacement of the failing water piping in the station has been completed in the bay. Mr. DeCamp hopes to have the project completed, in the station, very soon.
2. We are in the process of interviewing candidates for the Admin/Secretary position and hope to have an offer made by next week.
3. The air conditioning in Quarters was replaced. We thank Monument Heating and Cooling for the fast, professional, and efficient installation.
4. The air conditioning unit in the station has been serviced by Monument Heating and Cooling.
5. The SCBA Cascade system has had its annual maintenance completed by W.W. Williams.
6. The Tough Book computers and vehicle mounts that were purchase with the donation last year have been installed in Medic 301 and Medic 302. Canyon State Wireless completed the installation.

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7. We are currently planning the annual Open House and will publish the information as soon as it is available.
8. Local Emergency Planning Committee report, The LEPC's last meeting was August 21, 2015 and Kinder Morgan Pipeline made a presentation. Kinder Morgan would like to request that whenever someone is planning on digging, please contact blue stake to prevent personal injuries and damage to pipelines that could cause others to temporary service outages . Again the LEPC is seeking Tier II reporting facilities within Cochise County to complete site visits and pre plans. The next is September 18, 2015.
9. Cochise County Fire Chief's Association report: The association will be discussing an updated Cochise County Mutual Aid Agreement.. The next meeting is August 26<sup>th</sup>, 2015 at the Benson Fire Department.
  
10. Introduce the on duty crew to the public.

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