

# 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 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.

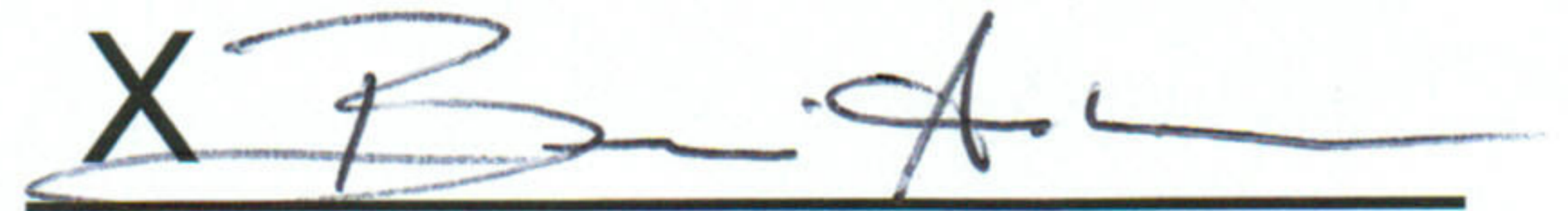
- C. Review, discuss, and possibly approve appointing the vacant Fire Board Clerk position.** Chairman Fino nominated Board Member Allen for the position, who accepted. Then Chairman Fino made a motion to appoint Brian Allen as clerk; Board Member Simmons seconded the motion. Vote: All in favor, motion 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



Board Clerk  
August 25, 2015