



SUNSTITES-PEARCE FIRE DISTRICT

SERVING RESIDENTS OF THE SUNSITES-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

Sunsites-Pearce Fire District Regular Meeting October 20, 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, Board Member Jason Simmons, and Board Member Tom Whiteman were present. Chairman Fino confirmed that all Board Members were present and that a quorum was met.
- B. **Board Members Absent** - No Board Members were absent.
- 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

Mr. Eric Soderstrom and Mrs. Jessica Jones were introduced as candidates for the Interim Board Position.

5. Consent Agenda

- A. **Approval of Warrant Reports;**
- B. **Approval of Expense Reports** Chairman Fino moved to approve the consent agenda which comprises the Warrant Reports and Expense Reports; Board Member Allen seconded the motion. Vote: All in favor, motion carried.

6. Approval of Minutes of the September 22, 2015 Regular Meeting and October 6, 2015 Special Meeting

Board members reviewed minutes of both meetings. Board Member Whiteman moved to approve the minutes of the September 22, 2015 Regular Meeting and minutes of the October 6, 2015 Special Meeting, both as written; Chairman Fino seconded the motion. Vote: All in favor, motion carried.

7. Call to Public

Mrs. Jessica Jones read ARS 48-805 and 48-262 regarding annexation procedures. Mrs. Louise Lance offered her opinion supporting legal counsel attending all board meetings, and commented on various board procedures.

8. Financial Reports

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

Chief Steinberg presented the financials for September 2015. (See September 2015 Financial Report attached.) Following discussion, Chairman Fino moved to approve the financial report for September 2015 as presented; 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. Interview applicants for Interim Board Member Appointment

Chairman Fino asked both candidates, Mr. Eric Soderstrom and Mrs. Jessica Jones, to offer their opinion of Fire District at this time and what they would envision for the future of the Fire District. Both candidates were given the opportunity to respond.

11. Executive Session. Chairman Fino offered the option of voting to adjourn to Executive Session and further discuss the applicants, or remain in Public Session and vote by ballot. Board Members agreed that there was no need for further discussion in Executive Session.

12. Appointment of Interim Board Member

Chairman Fino instructed that ballots be distributed to Board Members. Ballots were to be filled out, signed by voting member and retained for public record. Following the vote, Chairman Fino welcomed Mrs. Jessica Jones as Interim Board Member, and thanked Mr. Eric Soderstrom for his interest in the position and invited him to continue to be an active part of the public at the meetings.

13. New Business

A. Review, discuss, and possibly approve the Cochise County Public Safety Mutual Aid Agreement

Chief Steinberg reported that Mr. Whittington, the District's legal counsel, stated he wished to confer with the County Attorney and update the Agreement before presenting it to the District Board for consideration and possible approval. Chairman Fino moved to table this matter until such time as we are contacted by Mr. Whittington; Board Member Whiteman seconded the motion. Vote: All in favor, motion carried.

14. Requests from board members for future agenda items. No requests were offered.

15. Adjournment.

Chairman Fino made a motion to adjourn the meeting at 6:44 p.m.; Board Member Whiteman seconded the motion. Vote: All in favor, motion carried.

Respectfully submitted,
Lillian Reed

Board Clerk

Approved: November 17, 2015

SUNSITE PEARCE FIRE DISTRICT 2015 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$10,339.80
PAYROLL ACCT	\$4,642.66
RESERVE ACCT	\$8,478.16
PETTY CASH	\$185.00

TOTAL BANK ACCOUNTS: \$23,645.62

REVENUES:

FIRE DISTRICT ASSISTANCE TAX	\$294.74
REAL & PERSONAL PROPERTY TAXES	\$3,764.33
WILDLAND FIRES	\$0.00
OUT OF DISTRICT FIRES	\$0.00
DONATIONS	\$150.00
PUBLIC RECORDS COPIES	\$0.00
MISC. OTHER (REFUNDS, ETC)	\$1,088.64
INTEREST (M&O AND RESERVE ACCOUNT)	\$51.12
AMBULANCE REVENUE	\$12,693.37
SEPTEMBER	\$0.00
AUGUST	\$6,349.40
JULY	\$3,647.58
90 + DAYS	\$2,696.39

TOTAL REVENUES \$18,042.20

ACCOUNTS RECEIVABLE:

WILDLAND	\$68,162.09
OUT OF DISTRICT	\$39,029.88
AMBULANCE	
SEPTEMBER INVOICED	\$30,638.37
RECEIVED	\$6,923.10
MED WRITE-OFF	\$6,254.83
SEPTEMBER RECEIVABLE	\$17,462.27
AUGUST AMB. RECEIVABLE	\$14,397.13
JULY AMB. RECEIVABLE	\$11,709.93

TOTAL CURRENT RECEIVABLES: **\$150,761.30**

ACCOUNTS PAYABLE: **\$0.00**

CREDIT LINE ADVANCE: **\$39,300.00**

Sunsites-Pearce Fire District
Profit & Loss
 September 2015

Sep 15

Ordinary Income/Expense	
Income	
INCOME	
Taxes	
Fire District Assistance Tax	294.74
Real & Personal Property Taxes	3,764.33
Total Taxes	4,059.07
Charges for Service	
Ambulance Revenue	12,693.37
Total Charges for Service	12,693.37
Misc Revenue	
Reimbursements	1,088.64
Donations	150.00
Total Misc Revenue	1,238.64
Investment Revenue	
Interest Cap Reserve	20.47
Interest Income GF	30.65
Total Investment Revenue	51.12
Total INCOME	18,042.20
Total Income	18,042.20
Expense	
OPERATIONS	
Training	
Meal Reimbursements	42.33
Total Training	42.33
Property Maint	
Crew Quarters Station #1	207.25
Sunsites Station #1	6,000.00
Total Property Maint	6,207.25
Repair & Maint/vehicles	434.36
Small Tools/Equip	
Repair/Maint. EMS Equip	1,026.00
Total Small Tools/Equip	1,026.00
Utilities	
Electricity	
Arts and Crafts Room Qtrs	145.40
Main Station	409.66
Richland Station	56.52
Street Light #6115101	12.65
Street Light #6121101	11.96
Total Electricity	636.19
Garbage Collection	40.00
Natural Gas	47.64
Telephone	
Stations Telephone	345.94
Telephone Verizon Wireless	190.08
Total Telephone	536.02
Water	
Arts and Crafts Room	20.30
Hydrant/Park	13.69

Sunsites-Pearce Fire District
Profit & Loss
 September 2015

	Sep 15
Station Water	86.05
Total Water	120.04
Total Utilities	1,379.89
Fuel	2,081.55
Total OPERATIONS	11,171.38
ADMINISTRATION COST	
Department Functions	44.00
Professional/Contract Services	
Legal Fees	2,116.42
Total Professional/Contract Services	2,116.42
Office/Misc Supplies	
Bank Fees	21.61
Total Office/Misc Supplies	21.61
Total ADMINISTRATION COST	2,182.03
PERSONNEL	
Benefit Costs	
Life Insurance	248.55
Retirements 457/PSPRS	4,583.32
Workers Compensation Insurance	18.63
Health Insurance - Other	66.96
Benefit Costs - Other	1,698.70
Total Benefit Costs	6,616.16
Payroll Tax Cost	
Payroll Taxes	3,010.26
Total Payroll Tax Cost	3,010.26
Wages & Salary Cost	
PTO	810.00
Wages	
Captain	7,693.00
Paramedic	3,947.38
EMT	5,646.60
Fire Fighters	3,067.52
Wildland Fire	2,600.50
Fire Chief	
Salary	4,461.54
Total Fire Chief	4,461.54
Total Wages	27,416.54
Overtime	
Wildland Fire Overtime	4,862.25
Fire Fighters Overtime	0.00
EMT Overtime	2,743.10
Paramedic Overtime	222.75
Captain Overtime	969.00
Total Overtime	8,797.10
Holiday	452.72
Wages & Salary Cost - Other	34.95
Total Wages & Salary Cost	37,511.31
Total PERSONNEL	47,137.73

Sunsites-Pearce Fire District
Profit & Loss
September 2015

	Sep 15
Total Expense	60,491.14
Net Ordinary Income	-42,448.94
Net Income	<u>-42,448.94</u>



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Fire Chief's Report for October 2015

1. EMS Calls= 33
 - A. In District Calls=27
 - B. Out of District Calls=6
 - C. Number of Patients Transported=17
 - D. Number of Patients Flown Out=2
 - E. Number of Patient Refusals or Public Assists=14
 - F. Number of rollover or Motor Vehicle Accidents=0
 - G. Number of Mutual Aide Given Calls= 1, (HCI)
 - H. Number of Mutual Aide Received Calls= 0
 - I. Number of Dead on Arrival Calls=1

2. Fire Calls=11
 - A. In District Calls=6
 - B. Out of District Calls=5
 - C. Brush Fires=2 (Ketchum and Clearview Fires)
 - D. Structure Fires= 2 (Cross Creek and Klaussen Fire)
 - E. Car Fires=0
 - F. Hazardous Materials= 0
 - G. Other=6
 - H. Mutual Aide Calls=0
 - I. Prescribed burns= 0

Total Fire and EMS Calls for the Year to date are 469. Total calls since the September 22, 2015 meeting is 44.

Training:

1. On duty crews have been completing weekly training sessions. These sessions included Altair Multigas meter and SCBA Cascade training.
2. Admin Secretary Lillian and I attended the Safety Works Expo in Tucson on September 29, 2015. CopperPoint Workers Compensation facilitated this great training.
3. Captain Hershey, Fire Fighter Garner, and I are attending Leadership courses in Tucson at Northwest Fire.

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Wildland:

1. We have had 2 additional Wildland assignments since the last meeting. The Ketchum and Clearview Fires. We currently have billed out to Arizona State Forestry Division \$91,294.33.

Out of District Fires:

1. We currently have \$44,027.78 billed out for 11 fires that occurred outside of the district boundaries. One fire will be billed shortly. There has been one additional out of district assignment, the Cross Creek Fire.

Hazardous Materials:

1. Apache Nitrogen in planning a training drill. Date to be determined

Maintenance:

1. M-302 had two batteries and starter replaced in house. Total cost was approximately \$400.
2. E 301 had a water tank leak which was repaired in house. No additional material costs.

Communication:

1. We are currently planning the annual Open House for October 24, 2015, 11 am to 2 pm. Flyers have been distributed. We thank Life Net Arizona and the Air Methods Corporation for sponsoring this event and their continued support.
2. We have completed Fire Prevention at the Cochise, Pearce, and Ash Creek schools. We will have one more small school to complete on October 23, 2015.
3. We have begun sending our Self Contained Breathing Apparatus tanks to United Fire in Tucson for hydrostatic testing. The cost is approximately \$31 per bottle.
4. A windsock has been installed here at the station. We would like to thank Life Net for donating the cage and windsock and Fire Fighter Makarewicz for the great installation.

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5. We will be completed an Ambulance Standby on October 24, 2015 at the Amerind Foundation.
6. We have renewed our Radio Service Authorization License with the Federal Communications Commission.
7. Benson Fire Department will be utilizing our Fire Prevention Trailer from October 20, 2015 to October 22, 2015.
8. We are in the process of preparing two grants, the Volunteer Fire Assistance (VFA) and the Assistance to Firefighters Grant (AFG).
9. This month is Breast Cancer Awareness month. The on duty crews will be wearing their pink lettered shirts this month. These shirts were purchased last year and no additional funds have gone to the purchase of these shirts this year.
10. Local Emergency Planning Committee report, The LEPC's last meeting was October 16, 2015. We are in the planning stages for the next site visit. Again the LEPC is seeking Tier II reporting facilities within Cochise County to complete site visits and pre plans. The next is November 20, 2015.
11. Cochise County Fire Chief's Association report: The association will be discussing an updated Cochise County Mutual Aid Agreement. The next meeting is October 28, 2015 at Bisbee Fire Department.
12. Introduce the on duty crew to the public.

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