



# 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 September 22, 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.** None at this time.
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 Whiteman seconded the motion. Vote: All in favor, motion carried.
6. **Approval of Minutes from the August 25, 2015 Regular Meeting.** Board members reviewed minutes. Board Member Allen moved to approve the minutes of the August 25, 2015 Regular Meeting as written; Chairman Fino seconded the motion. Vote: All in favor, motion carried.
7. **Call to Public.** Mrs. Jessica Jones offered comments regarding structure of the board meetings, posting procedures and public members who wish to speak with a Board Member. Chairman Fino responded that following the adjournment of a public meeting and a quorum of board members remain in the immediate vicinity, engagement in conversation with the public could be construed as a potential violation of the Open Meeting Law. He added that he is willing to speak with any member of the public in any appropriate venue. Mr. Cletus Frei offered comments on the board meetings, reports presented at the board meetings and the van. Mrs. Louise Lance offered comments on various operating procedures, condition of helipad in Pearce, and identified some

clerical errors. Mr. Richard McMullen expressed concern regarding the negative comments presented at this meeting by members of the public.

## **8. Financial Reports.**

### **A. Review and consider modified financials for June 2015; and possibly approve the financials for June 2015 as modified.**

Chief Steinberg presented an explanation for the need to modify the financials for June 2015, due to a typographical error. See June 2015 Financial Report attached. Following discussion, Board Member Whiteman moved to accept the modified financial report for June 2015 as presented; Board Member Allen seconded the motion. Vote: All in favor, motion carried.

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

Chief Steinberg presented the financials for July 2015. See July 2015 Financial Report attached. Following discussion, Chairman Fino moved to approve the financial report for July 2015 as presented; Board Member Allen seconded the motion. Vote: All in favor, motion carried.

### **C. Review, discuss, and possibly approve the financials for August 2015.**

Chief Steinberg presented the financials for August 2015. See August 2015 Financial Report attached. Following discussion, Chairman Fino moved to approve the financial report for August 2015 as presented; Board Member Simmons 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 take action regarding the Fire Chief's contract.**

Chairman Fino proposed various changes and clarifications to the Fire Chief's contract. Following discussion of each proposed change, Chairman Fino moved to modify the contract as discussed and send the modified contract to the Fire Chief for his review; Board Member Whiteman seconded the motion. Vote: All in favor, motion carried.

### **B. Review, discuss, and possibly take action in reviewing letters of interest for the vacant Fire Board position and possibly take action regarding an appointment to the vacant Fire Board position.**

Board Members discussed aforementioned letters of interest from Mr. Eric Soderstrom, who was unable to attend the meeting, and Mrs. Jessica Jones who was present. Following discussion, Chairman Fino made a motion that the board vote for that vacant Fire Board position. After the discussion the motion was not

seconded. Motion failed. Board Member Simmons moved to table the matter until we can meet both candidates in person. Board Member Whiteman seconded the motion. After discussion Board Member Simmons made an amended motion to table this matter until the next scheduled meeting so that we can meet both candidates and make our decision then; Board Member Whiteman seconded the motion. Vote: All in favor, motion carried. Chairman Fino will contact Mr. Soderstrom and Mrs. Jones regarding their preparation for the next meeting.

- C. Review, discuss, and possible approval of Resolution # 15-001. The Board approved the annexation of parcel number 206-16003B, address of 799 W. Richland Way, Cochise AZ 85606 to our Fire District by Mr. Keith and Peggy Brock and wishes to consider adopting a resolution memorializing the prior decision to annex parcel number 206-16003B.**

Following discussion of Resolution #15-001, (see copy attached), Chairman Fino moved to approve Resolution #15-001; Board Member Whiteman seconded the motion. Vote: All in favor, motion carried.

#### **11. New Business**

- A. Review, discuss, and possibly take action with the Stronghold area annexation Impact Statement and annexation process.**

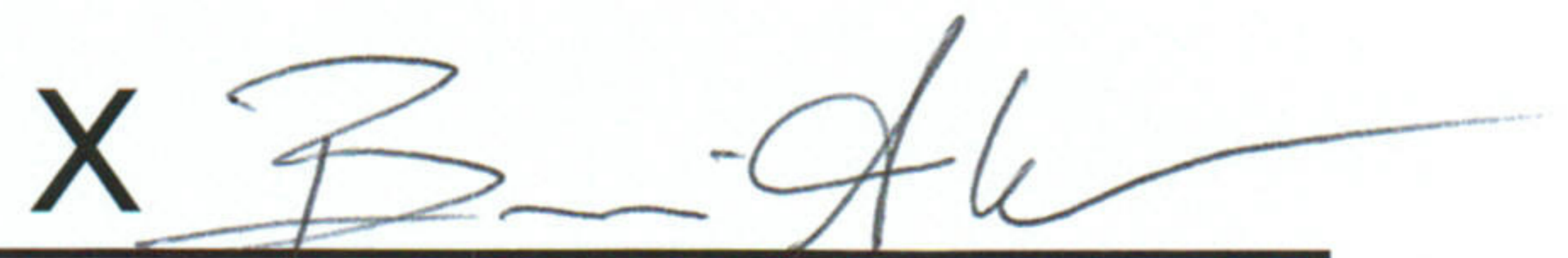
Chief Steinberg reported that the County Assessor's office has not yet provided us with the current (2015) secondary assessed values for the properties involved. The Impact Statement is otherwise complete. Chairman Fino moved to table this matter pending notification from the Chief at which time a special meeting will be scheduled for the Board Members to discuss and review with the public; Board Member Whiteman seconded the motion. Vote: All in favor, motion carried.

- 12. Requests from board members for future agenda items.** No requests were offered.

#### **13. Adjournment.**

Chairman Fino made a motion to adjourn the meeting at 7:22 p.m.; Board Member Simmons seconded the motion. Vote: All in favor, motion carried.

Respectfully submitted,  
Josh Steinberg

X 

Board Clerk  
October 20, 2015

SUNSITES PEARCE FIRE DISTRICT AUGUST 2015 FINANCIAL INFORMATION

BANK ACCOUNT INFORMATION:

M&O ACCOUNT	\$10,080.75
PAYROLL ACCT:	\$17,166.47
RESERVE ACCT:	\$14,457.69
PETTY CASH:	\$185.00
TOTAL BANK ACCOUNTS:	<b>\$41,889.91</b>

REVENUES:

FIRE DISTRICT ASSISTANCE TAX:	\$ 1,008.34
REAL & PERSONAL PROPERTY TAXES:	\$ 3,681.58
WILDLAND FIRES	\$ 2,244.46
OUT OF DISTRICT FIRES	\$ 20.00
DONATIONS	\$ -
PUBLIC RECORD COPIES	\$ -
MISC. OTHER (COPPERPOINT REFUNDS, REIMBURSEMENTS, OT	\$ 5,904.82
INTEREST (M&O AND RESERVE ACCOUNT)	\$ -
AMBULANCE REVENUE	\$ 14,328.19
AUGUST	\$ 1,248.13
JULY	\$ 9,932.49
JUNE	\$ 1,446.89
90+ DAYS	\$ 1,700.68
TOTAL REVENUES	<b>\$ 27,187.39</b>

ACCOUNTS RECEIVABLE:

WILDLAND	\$ 68,162.09
OUT OF DISTRICT	\$ 39,049.88
AMBULANCE	
AUGUST	\$ 41,891.82
RECEIVED	\$ (4,958.49)
MED WRITE-OFF	\$ (5,238.79)
JULY	\$ 1,595.82
JUNE	\$ 5,890.35
MAY	\$ 3,885.84
TOTAL AMBULANCE RECEIVABLES	\$ 43,066.55

TOTAL CURRENT RECEIVABLES: **\$ 150,278.52**

ACCOUNTS PAYABLE:

\$ -

CREDIT LINE ADVANCE:

\$ 53,430.00

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

	Aug 15
Ordinary Income/Expense	
Income	
<b>INCOME</b>	
Taxes	
Fire District Assistance Tax	1,008.34
Real & Personal Property Taxes	3,681.58
Total Taxes	4,689.92
Charges for Service	
Ambulance Revenue	14,328.19
Out of Dist Revenue	20.00
Wildland Revenue	2,244.46
Total Charges for Service	16,592.65
Misc Revenue	
Reimbursements	2,551.75
Refunds	1,091.93
Other Revenue	2,261.14
Total Misc Revenue	5,904.82
Total INCOME	27,187.39
Total Income	27,187.39
Expense	
<b>OPERATIONS</b>	
Wildland Meals & Lodging	255.36
Supplies & Materials	511.51
Uniforms	1,486.65
Training	440.89
Property Maint	
Crew Quarters Station #1	1,798.69
Sunsites Station #1	26.24
Total Property Maint	1,824.93
Repair & Maint/vehicles	
Water Handling Trailer	54.55
Fire Prevention Trailer	40.20
S-30 1999 Chevy Malibu	24.50
E-305 1992 International	643.61
C-30 2003 Dodge Pick-up	232.46
M-301 2005 Chevy Ambulance	391.73
M-302 1996 Ford Ambulance	28.65
Total Repair & Maint/vehicles	1,415.70
Small Tools/Equip	
Small Tools/Equip EMS	613.37
Small Tools/Equip Fire	994.31
Total Small Tools/Equip	1,607.68
Utilities	
Electricity	
Arts and Crafts Room Qtrs	193.56
Main Station	441.54
Richland Station	77.96
Street Light #6115101	12.87
Street Light #6121101	12.20
Total Electricity	738.13
Garbage Collection	40.00
Natural Gas	51.24

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

	Aug 15
Telephone	
Stations Telephone	356.81
Telephone Verizon Wireless	189.95
Total Telephone	546.76
Water	
Arts and Crafts Room	23.36
Hydrant/Park	2.74
Station Water	81.29
Total Water	107.39
Total Utilities	1,483.52
Medical Supplies	837.67
Fuel	1,250.08
General Expense	
Meals	41.31
Total General Expense	41.31
Miscellaneous Expenses	
Meals	139.17
Total Miscellaneous Expenses	139.17
Total OPERATIONS	11,294.47
ADMINISTRATION COST	
Administrative Fees	29.00
Department Functions	95.90
Office/Misc Supplies	
Bank Fees	29.37
Annual Fees	506.99
Office Supplies/Postage	302.61
Office/Misc Supplies - Other	17.55
Total Office/Misc Supplies	856.52
Total ADMINISTRATION COST	981.42
PERSONNEL	
Benefit Costs	
Life Insurance	165.70
Retirements 457/PSPRS	6,134.97
Workers Compensation Insurance	4,617.82
Health Insurance - Other	366.96
Benefit Costs - Other	1,698.70
Total Benefit Costs	12,984.15
Payroll Tax Cost	
Payroll Taxes	3,612.94
Total Payroll Tax Cost	3,612.94
Wages & Salary Cost	
PTO	2,473.50
Wages	
Captain	5,789.00
Paramedic	3,097.90
EMT	7,723.90
Fire Fighters	1,608.84
Wildland Fire	6,553.36
Administrative	351.00

Sunsites-Pearce Fire District  
Profit & Loss  
August 2015

	Aug 15
Fire Chief Salary	4,461.54
Total Fire Chief	4,461.54
Total Wages	29,585.54
Overtime	
Administrative Overtime	0.00
Wildland Fire Overtime	7,885.13
Fire Fighters Overtime	0.00
EMT Overtime	1,190.78
Paramedic Overtime	0.00
Captain Overtime	2,269.50
Total Overtime	11,345.41
Holiday	0.00
Wages & Salary Cost - Other	36.80
Total Wages & Salary Cost	43,441.25
Total PERSONNEL	60,038.34
Total Expense	72,314.23
Net Ordinary Income	-45,126.84
Net Income	-45,126.84



# 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

---

## Fire Chief's Report for September 2015

1. EMS Calls= 43
  - A. In District Calls=27
  - B. Out of District Calls=16
  - C. Number of Patients Transported=21
  - D. Number of Patients Flown Out=1
  - E. Number of Patient Refusals or Public Assists=20
  - F. Number of rollover or Motor Vehicle Accidents=1
  - 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=0
  
2. Fire Calls=8
  - A. In District Calls=2
  - B. Out of District Calls=6
  - C. Brush Fires=4 (See names below)
  - D. Structure Fires= 1 (Kiabab Fire)
  - E. Car Fires=0
  - F. Hazardous Materials= 0
  - G. Other=2
  - H. Mutual Aide Calls=0
  - I. Prescribed burns= 1 Stronghold Ranch

**Total Fire and EMS Calls for the Year to date are 425. Total calls since the August 25, 2015 meeting is 51.**

### Training:

1. On duty crews have been completing weekly training sessions. These sessions included Tender 304 foam operations and preplanning.
2. I attended the Arizona State Retirement System Employer Conference in Sierra Vista on Thursday August 27, 2015. This Conference is statutorily mandated. Great conference with great information
3. We had four personnel attend the Arizona State Fire School in Mesa on September 9<sup>th</sup>-13<sup>th</sup>. Levi Garner completed Fire Instructor 1, Captain Allen Hershey completed company safety officer, David Makarewicz and Amber Smith completed the Basic Fire Fighters course. Congratulations to all. We did receive a \$1,000 grant from the Arizona Fire Fighters Collaborative Fund to assist with

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





# 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

---

the costs of sending personnel to this great training opportunity. We thank the Arizona Fire Fighters Collaborative Fund and the Arizona Community Foundation.

## **Wildland:**

1. We have had 4 additional Wildland assignments since the last meeting. The Morrell Complex (Montana), Towers, LeMarch, and the Rough. We received \$2,244.46 for the Pueblo Fire. The Rough Fire is in California and our Engine 301 is still on that assignment. The CNR Incident Support, SCU August Cover, Jerusalem, Sunglow, Noonan, Gunnison, Ojo Blanco, ZZ Ranch, Morrell Complex, Towers, and the LeMarch have all been billed. We currently have billed out to Arizona State Forestry Division \$68,162.09. We have billed a total of \$74,291.49 to Arizona State Forestry Division since July 1, 2015.

## **Out of District Fires:**

1. We currently have \$39,049.88 billed out for 10 fires that occurred outside of the district boundaries. One fire will be billed shortly. The Grim fire was billed.

## **Hazardous Materials:**

None

## **Maintenance:**

1. E- 307 had fan clutch, water pump, and fan sensor replaced in house for a cost of \$626.84 in parts.

## **Communication:**

1. We are currently planning the annual Open House for October 24, 2015, 11 am to 2 pm. Flyers are being made and will be distributed soon
2. I have been in contact with the owners and managers of the Golf Course. We are planning ways that we may be able to assist them with the grass and weeds issues that they are facing. I will keep everyone updated.

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



# 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

3. We have been approached regarding areas that have an abundance of yard debris piled on them. We are working with property owners regarding these hazards and will hopefully be assisting them in mitigating the hazards soon.
4. There are now license plates available to the public that will raise funds to support Fire Fighter training. For more information, please visit the website at [www.helparizonafirefighters.com](http://www.helparizonafirefighters.com)
5. We assisted the Old Pearce Preservation Association with cleaning out the Old Pearce Jail on Saturday, September 19, 2015.
6. In response to statements/ comments made at the August 25, 2015 Board Meeting: 1. We have in the past and do still own multiple computers. We now own 6. 2. We have had 4 bank accounts for some time now, the M&O, Payroll, FICA, and Capital Reserve accounts. 3. We did have two post office boxes for a period of time due to the change in address with Medicare. These changes proved to take a lot of time to complete. We left the old P.O. Box 412 open to ensure we would still received ambulance payments and that we had notified all entities that we conduct business with of the change in address. Once we had determined that this process was complete, we discontinued service for that P.O. Box 412. 4. I did have fingerprints submitted and a background check completed, which is statutorily mandated, upon my employment with the Sunstites-Pearce Fire District. The Arizona State Attorney General, Auditor General, and Ombudsman Office's have all investigated our District and found no significant findings that would warrant any further investigation or actions by their offices.
7. There is still an open investigation through the Cochise County Sherriff's Office regarding missing documents, documents that were not returned by prior Board Members, and possible identify theft due to Quickbooks being copied and take off site on a thumb drive, where the Finance Committee attempted to place it on another computer. This investigation has been ongoing since April of 2013.
8. Local Emergency Planning Committee report, The LEPC's last meeting was September 18, 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 October 16, 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 September 22, 2015 at Saint David Fire Department.
10. Introduce the on duty crew to the public.

**"Sunstites-Pearce Fire District is an Equal Opportunity Provider and Employer."**