



SUNSTITES-PEARCE FIRE DISTRICT

SERVING RESIDENTS OF THE SUNSITES-PEARCE FIRE DISTRICT,
AND NEIGHBORING COCHISE COUNTY

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Sunsites-Pearce Fire District
Special Meeting
June 30, 2016

1. **Call to Order** - The meeting was called to order at 6:00 p.m. by Chairperson Robert Fino.
2. **Roll Call**
 - A. **Attendance and Confirmation of Quorum** - Chairperson Robert Fino, Board Member Tom Whiteman and Board Member Brian Allen were present. Board Member Jessica Jones arrived at 6:14pm. Chairperson Fino acknowledged that a quorum was met.
 - B. **Board Members Absent** – Board Member Jason Simmons was 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** – No guests were present.
5. **Consent Agenda**
 - A. **Approval of Warrant Reports;**
 - B. **Approval of Expense Reports.** Following discussion, Chairperson Fino moved to approve the consent agenda which is comprised of the Warrant Reports and Expense Reports; Board Member Whiteman seconded the motion.
Vote:
In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Allen
Opposed – none
Motion carried

6. Approval of Minutes

Approval of Minutes of June 23, 2016, Public Hearing and Minutes of May 31, 2016, Regular Meeting Minutes. Following review and discussion, Chairperson Fino moved to collectively approve the Minutes of June 23, 2016, Public Hearing and Minutes of May 31, 2016, Regular Meeting Minutes, as presented. Board Member Allen seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, and Board Member Brian Allen

Opposed – none

Motion carried

- 7. Call to Public** – Louise Lance asked for board member to be identified on Agenda for their requested items; commented on agenda item regarding 20% reduction of EMS and Fire invoices; asked for a letter to be sent to everyone in the District regarding EMS transportation fees; questioned the JP Morgan cash advancements; asked why third person responds to Ambulance calls; commented on Ambulance response routes.

8. Financial Reports

A Review, discuss, and possibly approve the financials for April 2016.

Lillian Reed presented the financial report for May 2016. (See May 2016 Financial Report attached.) Following discussion, Chairperson Fino moved to approve the financial report for May 2016 as presented. Board Member Allen seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Jessica Jones, and Board Member Brian Allen

Opposed – none

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 Budget for FYE 2017. Following discussion, Chairperson Fino moved to adopt the Tentative Budget for FYE 2017 and approve it as the Budget for FYE 2017. Board Member Allen seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Jessica Jones, and Board Member Brian Allen

Opposed – none

Motion carried

11. New Business

- A.** Review, discuss and possibly take action regarding the Auditor Bid Process. Following discussion Chairperson Fino moved to amend the Auditor Bid Process to include all bids by mail and email with written letters and proposals, and to be received by July 21, 2016. Board Member Whiteman seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Jessica Jones, and Board Member Brian Allen

Opposed – none

Motion carried

- B.** Review, discuss and possibly approve an accounting procedure of all donations. Following discussion, Board Member Jones moved to approve the procedure that all donations will be reviewed on a monthly basis and the Board will take action to direct where to place the donated funds. Board Member Whiteman seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Jessica Jones, and Board Member Brian Allen

Opposed – none

Motion carried

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- C. Review, discuss and possibly take action to approve an offer of up to 20% reduction of EMS and Out of District billings for those persons who are not covered by insurance. Following discussion, Chairperson Fino moved that the Fire District offer a 20% reduction of EMS and Out of District Fire billings for those persons who are not covered by insurance, and who pay in full. Board Member Whiteman seconded the motion. Following further discussion, Chairperson Fino withdrew his motion, and moved to approve an offer of 20% reduction of EMS and Out of District Fire billings, to those persons who are not covered by insurance, if paid in full at that time, and are not currently in collections. Board Member Whiteman seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Jessica Jones, and Board Member Brian Allen

Opposed – none

Motion carried

- D. Review, discuss and possibly take action regarding timesheet and hours for Fire Chief. Following discussion, Chairperson Fino moved that the Fire Chief does not have to keep a time sheet or track his hours because he is a salaried employee. Board Member Whiteman seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, and Board Member Brian Allen

Abstain: Board Member Jessica Jones

Opposed: none

Motion carried

- E. Review, discuss and possibly approve publication of Call for Election and Notice to the Board of Supervisors. Following discussion, Chairperson Fino moved to approve publication of the Call for Election on July 13 and 20, 2016, in the Range News, and provide Notice of Election to the Board of Supervisors by July 11, 2016. Board Member Whiteman seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Jessica Jones, and Board Member Brian Allen

Opposed: none

Motion carried.

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F. Sign Signature Cards for FYE 2017. Board members signed the Bank Account Signature Card for Cochise County for the FYE 2017

12. Requests from board members for future agenda items. Board Member Whiteman requested an agenda item to discuss the EMS fees.

13. Adjournment.

Chairperson Fino moved to adjourn the meeting at 7:37 p.m. Board Member Allen seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Jessica Jones, and Board Member Allen

Opposed – none

Motion carried

Respectfully submitted,
Lillian Reed