



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

Sunsites-Pearce Fire District
Regular Meeting
November 29, 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. Chairperson Fino acknowledged that a quorum was met.
 - B. **Board Members Absent** – Board Member Jessica Jones and Board Member Jason Simmons were absent. Board Member Jessica Jones arrived at 6:15 pm.
 - 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** – Fire Chief Steinberg introduced Ms. Monika Patience, CPA (Auditor).
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 Brian Allen
Opposed – none
Motion carried
6. **Approval of Minutes**

Approval of Minutes of October 25, 2016, Regular Meeting and November 15, 2016, Public Hearing Meeting. Following review and discussion, Board Member Whiteman moved to approve both the Minutes of October 25, 2016, Regular

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Meeting and November 15, 2016, Public Hearing Meeting, as presented.
Chairperson Fino seconded the motion.

Vote:

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

Opposed – none

Motion carried

7. **Call to Public** – Ellen Clugston announced the meeting between Arizona Corporation Commission and Clear Springs Utilities, set for January 24, 2017, at 10 am in Tucson. She requested input from community members which she will present and the meeting.

8. **Financial Reports**

- A **Review, discuss, and possibly approve the financials for October 2016.**

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

Vote:

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

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 act regarding donations received in November 2016. There were no donations in the month of November.

11. **New Business**

- A. Review, discuss and possibly act to accept the Audit for FYE 2016. Monika Patience, CPA, presented the audit. Follow discussion, a few typographical errors were noted, and corrections will be made on the final draft of the audit. Following discussion, Chairperson Fino moved to accept the Audit of FYE 2016 with corrections as noted. Board Member Whiteman seconded the motion.

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Vote:

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

Opposed – Board Member Jones

Motion carried

- B. Review, discuss and possibly act to set time and date for a Special meeting for the purposes of installation of a new board member, election of officers, sign up for AFDA conference, and other items as may be identified. Following discussion, Board Member Whiteman moved to have a Special Meeting on December 1, 2016 at 6:00 pm, and the Pearce Fire Station. Chairperson Fino seconded the motion.

Vote:

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

Opposed – none

Motion carried

- C. Review, discuss and possibly act to approve the hiring of a part-time Administrative Assistant. Following discussion, Chairperson Fino moved to approve the hiring of an Administrative Assistant using the Fire Chief's parameters. Following further discussion, Chairperson Fino amended his motion to approve the hiring of a part-time Administrative Assistant using the Chief's parameters. Board Member Jones seconded the motion.

Vote:

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

Opposed – none

Motion carried

- D. Review, discuss and possibly approve monthly review of the District Financials by a CPA prior to presentation to the Board. Following discussion, Board Member Whiteman moved to investigate the possibility of hiring an accountant to check our financials once each month. Following further discussion, Board Member Whiteman withdrew his motion. Chairperson Fino moved to post in the local newspaper and our bulletin board to find a person who is interested in an accounting consulting position for financial review at the Sunsites-Pearce Fire District, not to exceed two hours per month. Following further discussion Chairperson Fino amended his motion to post in the local newspaper and our bulletin board to find a person who is interested in an accounting consulting

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agreement for financial review at the Sunsites-Pearce Fire District, not to exceed two hours per month. Board Member Whiteman seconded the motion.

Vote:

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

Opposed – none

Motion carried

- E. Review, discuss and possibly act to approve the submission of an application for Fire House Subs Grant. Following discussion, Board Member Jones moved to approve submitting an application for the Fire House Subs Grant, in the amount of \$25,000. Board Member Whiteman seconded the motion.

Vote:

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

Opposed – none

Motion carried

12. Requests from board members for future agenda items. Chairperson Fino requested an Agenda item regarding Mr. Simmons.

13. Adjournment.

Chairperson Fino moved to adjourn the meeting at 7:30 p.m. Board Member Whiteman seconded the motion.

Vote:

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

Opposed – none

Motion carried

Respectfully submitted,
Lillian Reed