



# 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

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Sunsites-Pearce Fire District  
Regular Meeting  
March 28, 2017

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 Albert Koester were present. Chairperson Fino acknowledged that a quorum was met. Board Member Camme Carlson-Watkins arrived at 6:03 p.m
  - B. **Board Members Absent** –Board Member Keith Brock 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** – There were no guests present
5. **Consent Agenda**
  - A. **Approval of Warrant Reports;**
  - B. **Approval of Expense Reports; and**
  - C. **Approval of Minutes for February 28, 2017 Regular Meeting.**Following discussion, Chairperson Fino moved to approve the consent agenda which is comprised of the Warrant Report, Expense Report, and Minutes of February 28, 2017 Regular Meeting. Board Member Whiteman seconded the motion.

Vote:  
In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Albert Koester, Board Member Camme Carlson-Watkins  
Opposed – none  
Motion carried
6. **Call to Public** – There were no public members requesting to speak

**7. Financial Report**

**A Review, discuss, and possibly approve the financials for February 2017.**

Chief Stenberg presented the financial report for February 2017. (See February 2017 Financial Report attached.) Following discussion, Chairperson Fino moved to approve the financial report for February 2017 with the stipulation that the M&O account value showing \$1,131,723.31 reflect the correct amount by the next meeting. Board Member Whiteman seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Albert Koester, Board Member Camme Carlson-Watkins

Opposed – none

Motion carried

**8. Fire Chief's Report** - The Fire Chief's Report was presented by Fire Chief Josh Steinberg. (See the attached Fire Chief's Report.)

**9. Old Business**

**A.** Following discussion, Board Member Whiteman moved to keep the \$100 donation received in February in the M&O account. Board Member Carlson-Watkins seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Albert Koester, Board Member Camme Carlson-Watkins

Opposed – none

Motion carried

**10. New Business**

**A.** Review, discuss and possible action regarding Non-Emergency Transport program. Chief Steinberg reported that legal counsel has not returned his call yet. The policy and fee schedule are still active. Chairperson Fino moved that the agenda item be tabled until more clarification from the attorney is received. Board Member Whiteman seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Albert Koester, Board Member Camme Carlson-Watkins

Opposed – none

Motion carried

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- B.** Review, discuss and possible action regarding submission of the Gila River Grant. Chief Steinberg stated that this is a 100% grant, and that an \$11,000 grant request for extrication equipment has been written for submission this week. Board Member Whiteman moved to approve submission of the grant. Board Member Koester seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Albert Koester, Board Member Camme Carlson-Watkins

Opposed – none

Motion carried

- C.** Review, discuss and possible action regarding submission of Arizona Community Foundation (AFC) grant. Chief Steinberg stated that this a 100% grant of \$5,000 and submission is due the end of April. Chief Steinberg would like to use this grant for communication equipment for vehicles or personal protection equipment. Board Member Carlson-Watkins moved that Chief Steinberg submit the ACF Grant request. Board Member Whiteman seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Albert Koester, Board Member Camme Carlson-Watkins

Opposed – none

Motion carried

**11. Requests from board members for future agenda items.**

- A.** Board Member Whiteman requested an agenda item to discuss the burn area on Windsong.
- B.** Chairperson Fino requested an agenda item to discuss the Attorney General's findings against the board.

**12. Adjournment.**

Chairperson Fino moved to adjourn the meeting at 6:58 p.m. Board Member Whiteman seconded the motion.

Vote:

In favor - Chairperson Robert Fino, Board Member Tom Whiteman, Board Member Albert Koester, Board Member Camme Carlson-Watkins

Opposed – none

Motion carried

Respectfully submitted,  
Anna Allen

**SUNSITE PEARCE FIRE DISTRICT 2017 FINANCIAL INFORMATION**

February 28, 2017

**BANK ACCOUNT INFORMATION:**

EDWARD JONES	\$81,756.07	
M&O ACCOUNT	\$1,131,723.31	
PAYROLL ACCT	\$59,747.42	
RESERVE ACCT	\$48,596.73	
PETTY CASH	\$581.80	
<b>TOTAL BANK ACCOUNTS:</b>		<b>\$1,322,405.33</b>

**REVENUES:**

FIRE DISTRICT ASSISTANCE TAX	\$2,718.24	
REAL & PERSONAL PROPERTY TAXES	\$12,209.57	
WILDLAND FIRES	\$3,279.78	
OUT OF DISTRICT FIRES	\$5.00	
AMBULANCE REVENUE	\$18,735.99	
FIRE PROTECTION AGREEMENTS	\$1,570.31	
DONATIONS	\$100.00	
PUBLIC RECORDS COPIES		
INTEREST (M&O AND RESERVE ACCOUNT)		
MISC. OTHER (REFUNDS, ETC)	\$100.00	
<b>TOTAL REVENUES</b>		<b>\$38,718.89</b>

**ACCOUNTS RECEIVABLE:**

WILDLAND	\$579.38	
OUT OF DISTRICT	\$48,399.97	
AMBULANCE		
CURRENT	\$36,218.65	
31 - 60 DAYS	\$9,043.39	
61 - 90 DAYS	\$6,877.67	
91 - 120 DAYS	\$4,994.25	
OVER 120 DAYS - Action Billing	\$11,584.09	
OVER 120 DAYS - Fry Billing	\$86,738.91	
Collections	\$108,051.44	
<b>TOTAL RECEIVABLES:</b>		<b>\$312,487.75</b>

**ACCOUNTS PAYABLE:**

**\$0.00**

**CREDIT LINE ADVANCE:**

Balance Forward	\$0.00
<b>PAID</b> Current Month Credit (Principal)	\$0.00
<b>PAID</b> Current Month Credit (Interest)	\$0.00
Current Month - Debit	\$0.00

**CREDIT LINE BALANCE:**

**\$0.00**



**Sunsites-Pearce Fire District**  
**Profit & Loss**  
 February 2017

	Feb 17
Ordinary Income/Expense	
Income	
<b>INCOME</b>	
Taxes	
Fire District Assistance Tax	2,718.24
Real & Personal Property Taxes	12,209.57
<b>Total Taxes</b>	14,927.81
Charges for Service	
Ambulance Revenue	18,939.61
Fire subscriptions	1,570.31
Out of Dist Revenue	5.00
Wildland Revenue	3,279.78
<b>Total Charges for Service</b>	23,794.70
Misc Revenue	
Donations	100.00
<b>Total Misc Revenue</b>	100.00
Investment Revenue	
Interest Income GF	176.90
<b>Total Investment Revenue</b>	176.90
<b>Total INCOME</b>	38,999.41
<b>Total Income</b>	38,999.41
<b>Gross Profit</b>	38,999.41
Expense	
<b>OPERATIONS</b>	
Supplies & Materials	1,314.09
Uniforms	1,113.04
Training	
Lodging	240.86
Meal Reimbursements	127.16
Training - Other	-100.00
<b>Total Training</b>	268.02
Property Maint	
Supplies	127.15
Sunsites Station #1	525.59
<b>Total Property Maint</b>	652.74
Repair & Maint/vehicles	
C-30 2003 Dodge Pick-up	121.34
M-302 1996 Ford Ambulance	76.33
<b>Total Repair &amp; Maint/vehicles</b>	197.67
Small Tools/Equip	
Small Tools/Equip EMS	17.72
<b>Total Small Tools/Equip</b>	17.72
Utilities	
Garbage Collection	40.00
Natural Gas	0.00
Telephone	
Stations Telephone	349.89
<b>Total Telephone</b>	349.89



Sunsites-Pearce Fire District  
Profit & Loss  
February 2017

	Feb 17
Utilities - Other	145.77
Total Utilities	535.66
Medical Supplies	735.84
General Expense	20.00
Total OPERATIONS	4,854.78
ADMINISTRATION COST	
Administrative Fees	250.00
Professional/Contract Services	
EMS Billing	1,820.12
Legal Notices	63.00
Legal Fees	1,962.00
Total Professional/Contract Services	3,845.12
Office/Misc Supplies	
Bank Fees	32.61
Office Supplies/Postage	202.89
Total Office/Misc Supplies	235.50
Total ADMINISTRATION COST	4,330.62
PERSONNEL	
Benefit Costs	
Dental Insurance	101.53
Life Insurance	64.66
Retirements 457/PSPRS	3,158.58
Workers Compensation Insurance	1,383.12
Employee Health & Safety	22.00
Health Insurance - Other	79.56
Benefit Costs - Other	2,307.89
Total Benefit Costs	7,117.34
Payroll Tax Cost	
Payroll Taxes	2,976.40
Total Payroll Tax Cost	2,976.40
Wages & Salary Cost	
PTO	354.03
Wages	
Captain	10,229.50
Paramedic	4,565.38
EMT	6,879.40
Fire Fighters	817.75
Wildland Fire	616.98
Administrative	901.00
Fire Chief Salary	4,461.54
Total Fire Chief	4,461.54
Total Wages	28,471.55

Sunsites-Pearce Fire District  
**Profit & Loss**  
February 2017

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	<u>Feb 17</u>
<b>Overtime</b>	
Administrative Overtime	0.00
Wildland Fire Overtime	189.00
Fire Fighters Overtime	0.00
EMT Overtime	249.90
Paramedic Overtime	294.00
Captain Overtime	2,499.00
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<b>Total Overtime</b>	3,231.90
Holiday	163.60
Wages & Salary Cost - Other	56.00
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<b>Total Wages &amp; Salary Cost</b>	32,277.08
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<b>Total PERSONNEL</b>	42,370.82
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<b>Total Expense</b>	51,556.22
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<b>Net Ordinary Income</b>	-12,556.81
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<b>Net Income</b>	<u><u>-12,556.81</u></u>





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## Fire Chief's Report for March 2017

1. **EMS Calls= 42**
  - A. In District Calls=20
  - B. Out of District Calls=22
  - C. Number of Patients Transported=29
  - D. Number of Patients Flown Out=2
  - E. Number of Patient Refusals =8
  - F. Number of rollover or Motor Vehicle Accidents=0
  - G. Number of Mutual Aid Given Calls= 1 (HCI)
  - H. Number of Mutual Aid Received Calls= 0
  - I. Number of Dead on Arrival Calls=2
  
2. **Fire Calls=18**
  - A. In District Calls=9
  - B. Out of District Calls=9
  - C. Brush Fires =5 (Bee, Cottontail, Havasu 1, Havasu 2, FA Turquoise)
  - D. Structure Fires= 1
  - E. Car Fires=0
  - F. Hazardous Materials= 0
  - G. Good Intent=2
  - H. Service Calls= 10
  - I. Mutual Aid Given Calls=0
  - J. Mutual Aid Received Calls=0
  - K. Prescribed burns= 2(Fourtails, Warner)

Total Fire and EMS Calls year to date are 170. Total calls since the February 28, 2017 meeting is 60.

### Training:

1. On duty crews have been completing weekly training sessions. These sessions included wildland refresher, E 305 pump and operations training, chainsaw maintenance, first alarm SCBA drill, GPS usage, spot weather, scene size up, reporting, EMS Advanced Airways,
2. Captain Garner, Captain Tingle, and Firefighter Friedenbergl attended the Wildland Fire and Incident Management Academy March 12-16 in Prescott.

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## Wildland:

1. We have had 5 additional Wildland assignments since the last meeting. The Bee, Cottontail, Havasu 1, Havasu 2, FA Turquoise. We have a total of \$4,042.10 billed to the Arizona Department of Forestry and Fire Management.

## Out of District Fires:

1. We currently have a balance of \$48,394.97 outstanding for 17 fires that occurred outside of the district boundaries since 2012. Of the out of district fires, nine incidents, with a total of \$ 19,714.96 are in collections. Total unpaid balance that is not in collections is \$ 28,680.01.

## Emergency Medical Services:

March total billings to date are \$ 43,602.75

## Hazardous Materials: None.

## Maintenance:

1. E 306 has Air Conditioning not working. At Stronghold Auto for repairs.
2. Staff 30 had front brakes replaced. Repairs completed in house. Total for parts is \$125.78
3. E 307 needs all 8 fuel injectors replaced. Injectors have been ordered and will be installed soon. The repairs will be conducted in house and Total cost for parts is \$1,419.50
4. Command 30 had throttle position sensory replaced in house. Total for parts is \$285.83
5. M 302 had a power steering pump failure and rear air conditioning not working. The power steering pump was replaced in house. Air conditioning will be sent out for repairs. Total cost for parts so far is \$58.42
6. Propane leak at the Richland Station. Found that stove had failed. A newer stove was donated and is being installed.
7. Annual DOT inspections have been completed on all vehicles.

## Communication:

1. The Richland Station was vandalized and damaged. The damage was noticed on March 20, 2017. It appears that someone has attempted to break into the station but does not appear to have been successful. CCSO was contacted and is investigating. We will contact insurance for the damages.

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2. We attended a reading event at Peace Elementary School on March 2, 2017. The event was for Dr. Seuss's birthday.
3. The previously determined surplus equipment has been placed on line at [www.publicsurplus.com](http://www.publicsurplus.com). The equipment was old radio equipment, printers, and a water tank.
4. The fire hydrant committee: Clear Springs will be replacing approximately 10 fire hydrants in our area soon per their employees. Rutherford Diversified will be conducting the replacements. Work should be starting soon as preparation has started.
5. Grants: Arizona Community Foundation awning grant, awning has been constructed.  
Volunteer Fire Assistance grant: Grant documents have been completed. All equipment is in service.
6. Ambulance: We have completed and delivered the USDA application. We look forward to working with Mr. Hooper.
7. Hazardous Properties: We are in the process of scheduling the mitigation of the fire hazard at the Golf Course. We have also worked with Mr. Saylor from the County regarding other hazard properties in our area.
8. Local Emergency Planning Committee report, The LEPC's last meeting was February 17, 2017. Again, the LEPC is seeking Tier II reporting facilities within Cochise County to complete site visits and pre-plans. The next is April 21, 2017.
9. Cochise County Fire Chief's Association report: The association is discussing the findings from the Communications committee and the recommendations from the committee. The next meeting is April 26, 2017 and will be hosted by the Huachuca City Fire Department.
10. Introduce the on-duty crew to the public.