



# SUNSITES-PEARCE FIRE DISTRICT

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

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## Sunsites-Pearce Fire District Regular Meeting April 21, 2020

1. **Call to Order** - The meeting was called to order at 6:19 p.m. by Chairperson Tom Whiteman.
2. **Roll Call**
  - A. **Attendance and Confirmation of Quorum** - Chairperson Tom Whiteman and Board Clerk Lillian Reed were present. Board Member Albert Koester, Board Member Camme Carlson-Watkins and Board Member Ralph Score attended by telephone. Chairperson Whiteman acknowledged that a quorum was met.
  - B. **Board Members Absent** - No Board Member was absent.
  - C. **Declarations of Conflicts of Interest** - No Board Member declared a conflict of interest.
3. **The Pledge of Allegiance** - Interim Fire Chief Allen Hershey led the attendees in the Pledge of Allegiance.
4. **Recognition of Guests** - None
5. **Consent Agenda**
  - A. **Acceptance of Bank Statements.**
  - B. **Approval of Minutes** -
    - i. **March 17, 2020 Regular Meeting**
    - ii. **March 24, 20230 Special Meeting**
    - iii. **March 31, 2020 Special Meeting**
    - iv. **April 7, 2020 Special Meeting**Following discussion, Board Member Carlson-Watkins moved to approve the consent agenda which is comprised of the Bank Statements and Minutes from the March 17, 2020 Regular Meeting and the March 24, March 31 and April 7, 2020 Special Meetings. Board Clerk Reed seconded the motion.  
Vote:  
In favor - Chairperson Thomas Whiteman, Board Clerk Lillian Reed, Board Member Albert Koester, Board Member Camme Carlson-Watkins and Board Member Ralph Score.  
Opposed - none  
Motion carried
6. **Call to Public** - None

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**7. Financial Report**

**A Review, discuss, and possibly approve the financials for March 2020.**

Following discussion, Board Clerk Reed moved to approve the financial report for March 2020. Board Member Carlson-Watkins seconded the motion.

Vote:

In favor - Chairperson Thomas Whiteman, Board Clerk Lillian Reed, Board Member Albert Koester, Board Member Camme Carlson-Watkins and Board Member Ralph Score.

Opposed – none

Motion carried

**8. Fire Chief's Report** - The Fire Chief's Report was presented by Interim Fire Chief Allen Hershey. (See the attached Fire Chief's Report.)

**9. Old Business**

**A. Review, discuss and possible approval of the New/Revised Policies.**

**i. Uniform Policy**

**ii. HIPAA Policy**

**iii. Training Policy**

Following discussion, Board Clerk Reed moved to approve the Uniform and HIPAA Policies, but table the Training Policy for further review. Board Member Carlson-Watkins seconded the motion.

Vote:

In favor - Chairperson Thomas Whiteman, Board Clerk Lillian Reed, Board Member Albert Koester, Board Member Camme Carlson-Watkins and Board Member Ralph Score.

Opposed – none

Motion carried

**10. New Business**

**A. Review, discuss and possible approval of Interim Fire Chief Allen Hershey's Contract.**

Following discussion, Board Clerk Reed moved to approve the Interim Fire Chief's contract as changed. Board Member Score seconded the motion.

Vote:

In favor - Chairperson Thomas Whiteman, Board Clerk Lillian Reed, Board Member Albert Koester, Board Member Camme Carlson-Watkins and Board Member Ralph Score.

Opposed – none

Motion carried

**B. Review, discuss and possible action to remove J. Steinberg as Managing officer on the M&O, Payroll, Reserve and Credit Card accounts and add Interim Fire Chief Allen Hershey as Managing Officer for those accounts.** Following discussion, Board Member Koester moved to make the change of Managing officers. Board Clerk Reed seconded the motion.

Vote:

In favor - Chairperson Thomas Whiteman, Board Clerk Lillian Reed, Board Member Albert Koester, Board Member Camme Carlson-Watkins and Board Member Ralph Score.

Opposed – none

Motion carried

- C. Review, discuss and possible action to add Interim Fire Chief Hershey to the M&O and Payroll check signers list.** Following discussion, Board Clerk Reed moved to add Interim Fire Chief Hershey as a signer on the accounts. Board Member Score seconded the motion.

Vote:

In favor - Chairperson Thomas Whiteman, Board Clerk Lillian Reed, Board Member Albert Koester, Board Member Camme Carlson-Watkins and Board Member Ralph Score.

Opposed – none

Motion carried

- D. Review, discuss and possibly approve the transfer of money from the Reserve account to the M&O account for E302 pump repairs.** Following discussion, Board Clerk Reed moved to transfer the money for the E302 pump repairs from the Reserve account to the M&O account when and if the Chief determines it necessary. Board Member Carlson-Watkins seconded the motion.

Vote:

In favor - Chairperson Thomas Whiteman, Board Clerk Lillian Reed, Board Member Albert Koester, Board Member Camme Carlson-Watkins and Board Member Ralph Score.

Opposed – none

Motion carried

- E. Review, discuss and possible action to declare the Federal Signal Alarm Siren as Surplus.** Following discussion, Board Clerk Reed moved to declare the Federal Signal Alarm Siren surplus and update the date on the service agreement. Board Member Score seconded the motion.

Vote:

In favor - Chairperson Thomas Whiteman, Board Clerk Lillian Reed, Board Member Albert Koester, Board Member Camme Carlson-Watkins and Board Member Ralph Score.

Opposed – none

Motion carried

- F. Review, discuss and possible action to designate and appoint an Authorized Agent for Public Assistance Grants through the Arizona Department of Emergency and Military Affairs (DEMA).** Following discussion, Board Member Score began his motion by naming Authorized Agent and Coordinators, then amended his motion to designate and appoint Interim Fire Chief Allen Hershey as Authorized Agent for the Public Assistance Grants through DEMA. Board Member Carlson-Watkins seconded the amended motion.

Vote:

In favor - Chairperson Thomas Whiteman, Board Clerk Lillian Reed, Board Member Albert Koester, Board Member Camme Carlson-Watkins and Board Member Ralph Score.

Opposed – none

Motion carried

- G. Review and discuss A.R.S 48-803 (D) for appointment/hiring of a Fire Chief.** Following discussion, no action to take.

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- H. Review, discuss and possibly approve the submission of the Medicare application prepared by Admin Secretary D. Allen.** Following discussion, Board Clerk Reed moved to approve the submission of the Medicare application on May 1, 2020. Board Member Carlson-Watkins seconded the motion.

Vote:

In favor - Chairperson Thomas Whiteman, Board Clerk Lillian Reed, Board Member Albert Koester, Board Member Camme Carlson-Watkins and Board Member Ralph Score.

Opposed – none

Motion carried

- I. Review, discuss and possible action on the proposed payroll reduction plan.** Following discussion, Board Clerk Reed moved to authorize the Chief to take action deemed necessary with his employees to implement a Payroll reduction plan. Board Member Koester seconded the motion.

Vote:

In favor - Chairperson Thomas Whiteman, Board Clerk Lillian Reed, Board Member Albert Koester, Board Member Camme Carlson-Watkins and Board Member Ralph Score.

Opposed – none

Motion carried

- J. Review, discuss and possible action to authorize the presentation of the Fire Chief Helmet to outgoing Fire Chief Josh Steinberg as a token of recognition for his Service to the District.** Following discussion, Board Clerk Reed moved to authorize the presentation of the Fire Chief Helmet to Josh Steinberg as a token of recognition for his service to SPFD. Board Member Score seconded the motion.

Vote:

In favor - Chairperson Thomas Whiteman, Board Clerk Lillian Reed, Board Member Albert Koester, Board Member Camme Carlson-Watkins and Board Member Ralph Score.

Opposed – none

Motion carried

- 11. Requests from board members for future agenda items.** – Board Member Score requested another Budget Work Session for May 5, 2020 at 6pm.

- 12. Adjournment.** - Board Member Carlson-Watkins moved to adjourn the meeting at 7:30 p.m. Board Member Score seconded the motion.

Vote:

In favor Chairperson Thomas Whiteman, Board Clerk Lillian Reed, Board Member Albert Koester, Board Member Camme Carlson-Watkins and Board Member Ralph Score.

Opposed – none

Motion carried

Respectfully submitted,  
Diane Allen