Sunsites-Pearce Fire District

Regular Meeting

October 20, 2020

1. **Call to Order -** The meeting was called to order at 6:01 p.m. by Board Chair Lillian Reed.
2. **Roll Call**
   1. **Attendance and Confirmation of Quorum -** Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey were present. Board Chair Reed acknowledged that a quorum was met.
   2. **Board Members Absent –** No Board Members were absent.
   3. **Declarations of Conflicts of Interest –** No Board Member declared a conflict of interest.
3. **The Pledge of Allegiance –** Board Member Laurin Richey led the attendees in the Pledge of Allegiance.
4. **Recognition of Guests –** Board Clerk Carlson-Watkins recognized new community member Mr. Todd Schmidt in attendance.
5. **Consent Agenda**
   1. **Acceptance of the September Bank Statements.**
   2. **Approval of Minutes –** 
      1. **September 15, 2020 Regular Meeting**

Following discussion, Board Member Score moved to approve the consent agenda which is comprised of the September Bank Statements and Minutes from the September 15, 2020 Regular Meeting. Board Member Carlson seconded the motion.

Vote:

In favor – Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

1. **Call to Public** – Valley Telecom Representative Mr. Ralph Score addressed the Board stating due to the donation request they received by SPFD for water, Valley Telecom would be donating 50 cases of water to the station with delivery on Friday, October 23, 2020.
2. **Financial Report**
3. **Review, discuss, and possible approval of the financials for September 2020.**

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

Vote:

In favor Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

1. **Fire Chief’s Report -** The Fire Chief’s Report was presented by Admin Secretary Diane Allen. (See the attached Fire Chief’s Report.)
2. **Old Business**
   1. **Review, discuss and possible action regarding volunteer use amongst the community.** Following discussion, Board Member Score moved to table this item until the next meeting. Board Clerk Carlson-Watkins seconded the motion.

Vote:

In favor - Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

* 1. **Review, discuss and possible action regarding the legalities of the Windsong dumpsite.** Following discussion, Board Member Score moved to table the item until the next meeting. Board Clerk Carlson-Watkins seconded the motion.

Vote:

In favor - Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

* 1. **Review, discuss and possible action regarding the Ad Hoc Committee findings with the Board Policies & Procedures.** Following the Ad Hoc Committee presentation on their findings, Board Member Score moved to update the Policies & Procedures to include the current Agenda posting sites and web address. He also directed Board Chair Reed to make the changes. Board Clerk Carlson-Watkins seconded the motion.

Vote:

In favor - Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

* 1. **Review, discuss an update on the possibility of a password protected portal for Board packets.** Following several suggestions for an online portal for Board Packets, Board Member Score moved to direct staff to look into a Dropbox account for the distribution of Board Packets in the future. Board Clerk Carlson-Watkins seconded the motion.

Vote:

In favor - Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

* 1. **Review, discuss and possible action to review/approve SPFD policies.**
     1. **300.1 – Introduction to the Personnel Policy Manual**
     2. **300.2 - Equal Opportunity**
     3. **300.3 – Mission, Vision and Values**

Following discussion, Board Member Score moved to collectively approve the 3 policies listed with the updates shown. Board Member Carlson seconded the motion.

Vote:

In favor - Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

1. **New Business**
   1. **Review, discuss and possible action to approve the submission of the SAEMS Grant for Covid Reimbursement.** Following discussion, Board Member Score moved approve the submission of the SAEMS Grant for $657.75 for reimbursement for Covid related expenses. Board Member Richey seconded the motion.

Vote:

In favor – Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

* 1. **Review, discuss and possible action to accept the Gila River Grant for $44,682.00, with pass through with Cochise County, Resolution #12-16.** Following discussion, Board Clerk Carlson-Watkins moved to accept the Gila River Grant with pass through with Cochise County for $44,682.00. Board Member Carlson seconded the motion.

Vote:

In favor – Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

* 1. **Review, discuss and possible action to accept the 100 Club Grant for $5,783.08.** Following discussion, Board Member Score moved to accept the 100 Club Grant for $5,783.08 for 2 sets of turnout gear. Board Member Richey seconded the motion.

Vote:

In favor – Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

* 1. **Review, discuss and possible action to approve SPFD Policy 311.3 - Purchasing.** Following discussion, Board Member Score moved to approve Policy 311.3 – Purchasing with the changes as noted. Board Member Carlson seconded the motion.

Vote:

In favor – Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

* 1. **Review, discuss and possible action to accept the Board of Supervisors Resolution #12-12 cancelling the Election for our 2 Board Seats.** Following discussion, Board Clerk Carlson-Watkins moved to accept the BOS Resolution #12-12 cancelling the election for our 2 Board seats, due to no opposition. Board Member Carlson seconded the motion.

Vote:

In favor – Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

* 1. **Review, discuss and possible action to accept the 2020-2021 Property & Casualty annual renewal proposal from Inszone Insurance Services.** Following discussion, Board Clerk Carlson-Watkins moved to approve the 2020-2021 P&C renewal with Inszone Insurance Services. Board Member Carlson seconded the motion.

Vote:

In favor – Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

* 1. **Review, discuss and possible action to accept the 2020-2021 Accident & Sickness annual renewal proposal from Inszone Insurance Services.** Following discussion, Board Member Score moved to accept the A&S renewal with Inszone Insurance Services. Board Member Richey seconded the motion.

Vote:

In favor – Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

* 1. **Review, discuss and possible action regarding the disbursement of the EMI Health Pool refund.** Following discussion, Board Member Score moved to approve the disbursement of the Employee/Dependent percentage portion of the refund by covering their contribution as outlined. Board Member Richey seconded the motion.

Vote:

In favor – Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

1. **Requests from board members for future agenda items.**
   1. Board Member Score would like an agenda item to discuss how to go about future annual reviews of policies.
   2. Tabled items from tonight.
2. **Adjournment. -** Board Member Score moved to adjourn the meeting at 7:31 p.m. Board Member Carlson seconded the motion.

Vote:

In favor – Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Ralph Score, Board Member Joan Carlson and Board Member Laurin Richey.

Opposed – none

Motion carried

Respectfully submitted,

Diane Allen