



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

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Sunsites-Pearce Fire District
Regular Meeting
January 19, 2021

1. **Call to Order** - The meeting was called to order at 6:00 p.m. by Board Chair Lillian Reed.
2. **Roll Call**
 - A. **Attendance and Confirmation of Quorum** - Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Joan Carlson and Board Member Laurin Richey were present. Board Chair Reed acknowledged that a quorum was met.
 - B. **Board Members Absent** - Board Member Ralph Score was absent but arrived at 6:01 p.m.
 - C. **Declarations of Conflicts of Interest** - No Board Member declared a conflict of interest.
3. **The Pledge of Allegiance** - Chief Allen Hershey led the attendees in the Pledge of Allegiance.
4. **Recognition of Guests** - Mr. Jay Parke of Walker & Armstrong.
5. **Consent Agenda**
 - A. **Acceptance of the December Bank Statements.**
 - B. **Approval of Minutes** -
 - i. **December 15, 2020 Regular Meeting**

Following discussion, Board Member Richey moved to approve the consent agenda which is comprised of the December Bank Statements and Minutes from the December 15, 2020 Regular Meeting. 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
6. **Call to Public** - None.

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7. Financial Report

A Review, discuss, and possible approval of the financials for December 2020.

Following discussion, Board Member Score moved to approve the financial report for December 2020. 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

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

9. New Business

A. FY20 Audit presentation from Mr. Jay Parke of Walker & Armstrong. Mr. Parke presented the findings from the FY20 Audit, explaining areas of interest/concern and answered questions from the Board.

B. Review, discuss and possible action to accept the FY20 Audit. Following discussion, Board Clerk Carlson-Watkins moved to accept the FY20 Audit as presented. 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

C. Review, discuss and possible action to reevaluate the status of Surplus Vehicle "C30".

Following discussion, Board Member Score moved to remove "C30" from Surplus status and continue use of the vehicle. 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

D. Review, discuss and possible action to look into possible Grants for vehicle purchases.

Following discussion, Board Member Score moved to table this discussion until we have an outcome from the Medicare lawsuit. 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

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E. Review, discuss and possible action to approve revisions on the following policies.

- i. 300.4 – Organization Chart**
- ii. 300.5 – Code of Employee Relations**
- iii. 300.6 – Open Door Policy**
- iv. 303.1 – Employment Category**
- v. 303.2 – Compensation – Administration**
- vi. 303.3 – Classification Job Description plan**
- vii. 303.3 - CAP-Chaplain JD**
- viii. 303.3 – Admin- Bookkeeper JD**

Following discussion, Board Member Carlson moved to accept the above policies as recommended by the Fire Chief and reviewed by the ad hoc committee, including all proposed revisions, updates, and deletions. 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

10. Requests from board members for future agenda items.

- A. More policies for review.**

11. Adjournment. - Board Member Score moved to adjourn the meeting at 7:19 p.m. 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

Respectfully submitted,
Diane Allen