



NOTICE OF REGULAR BOARD MEETING

February 16, 2021

6:00 p.m.

SUNSTITES-PEARCE FIRE DISTRICT
GOVERNING BOARD OF DIRECTORS

SUNSTITES STATION, 105 N. TRACY ROAD, PEARCE, AZ 85625

PHONE (520) 826-3645; FAX (520) 826-3586

www.sunsitesfire.org

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Sunsites-Pearce Fire District Governing Board and the general public that the Sunsites-Pearce Fire District Board (or in lieu of Board, Administrator) will hold a meeting open to the public on the date and time and at the location as specified above.

The Board (or in lieu of Board, Administrator) may vote to go into executive session on any agenda item pursuant to A.R.S. 38-431.03(A)(3), to discuss or consult with the district's attorney. Board Members or other participants may attend the meeting by telephonic conference. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

A copy of the agenda provided to the SPFD Board members or Administrator is available for pickup once it is available at SPFD, 105 N. Tracy Road, Pearce, AZ 85625 between the hours of 8 a.m. and 5 p.m. Monday through Friday.

The following call in phone number can be used instead of physically attending.

1-917-933-5524 (conference ID 300-339-38#)

AGENDA

- 1. Call to Order- Board Chair Lillian Reed**
- 2. Roll Call**
 - A. Declaration of Conflict of Interest** – If a Board member (or in lieu of Board, Administrator) has a conflict of interest, that person will need to declare that conflict prior to any discussion of the agenda item, by stating “I (name) declare that I have conflict of interest on item (number) before the board and I will refrain from discussing and voting on matters in which I have a conflict” and will be excused from voting on the issue.
- 3. The Pledge of Allegiance**
- 4. Recognition of Guests**
- 5. Consent Agenda** – Documentation concerning the matters on the consent agenda may be reviewed at the Fire Station.
 - A. Acceptance of the January Bank Statements.**
 - B. Approval of Minutes** –
 - i. January 19, 2021 Regular Meeting**
 - ii. January 27, 2021 Special Meeting**
- 6. Call to Public** – Consideration and discussion of comments and complaints from the public. Those wishing to address the Sunsites-Pearce Fire District Board (or in lieu of Board, Administrator) need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the Call to the Public. (ARS 38-431.01(H)) However, individual Board Members (or in lieu of Board, Administrator) may be permitted to respond to criticism, direct staff to review a matter or ask that the matter be placed on a future agenda. The Fire District Board (or in lieu of Board, Administrator) cannot discuss or take legal action on any issue raised during the Call to the Public, unless that issue is listed on the agenda and the time of that discussion/action item.

“Sunsites-Pearce Fire District is an Equal Opportunity Provider and Employer.”



7. **Financial Report** provided by Diane Allen, Administrative Secretary.
 - A. **Review, discuss and possible action to approve the financials for January 2021.**

8. **Fire Chief's Report** to be presented by Fire Chief Allen Hershey. The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is properly identified on the agenda. Therefore, action taken as a result of the Chief's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.
 - A. **Training**
 - B. **Wildland Incidents**
 - C. **HazMat**
 - D. **Maintenance**
 - E. **Communications**

9. **New Business.**
 - A. **Review, discuss and possible action to accept the Amendment to the FY20 Audit.**
 - B. **Review, discuss and possible action to waive any possible conflict of interest with Cochise County Attorney's Office, as they provides guidance to Sunnyside Fire District in regards to our Intergovernmental agreement.**
 - C. **Review, discuss and possible action to approve the quote and purchase the extractor washer/dryer under the Legacy Grant.**
 - D. **Review, discuss and possible action to approve a quarterly reoccurring submission of the Firehouse Subs Grant for a UTV.**
 - E. **Review, discuss and possible action to approve the submission of the AZ Governor's Office of Highway Safety Grant.**
 - F. **Review, discuss and possible action to approve revisions on the following policies.**

<ol style="list-style-type: none">i. 303.3 Captain Job Descriptionii. 303.3 Fire Chief Job Descriptioniii. 303.3 Firefighter Job Description - Careeriv. 303.3 Fire fighter Job Description – Reservev. 303.3 Volunteer/Supplemental Hire Job Descriptionvi. 303.3 Community Logistics Job Descriptionvii. 303.3 Wildland Seasonal Firefighter Job Description	<ol style="list-style-type: none">viii. 303.9b Part time, Reserve Employee Absencesix. 303.4 Work Schedules – Non opsx. 303.5 Work Schedules – Operationsxi. 303.6 Time Keeping Requirementsxii. 303.7 Pay period & Check Distributionxiii. 303.9a Overtime Compensationxiv. 311.1 Out of District Billingxv. 311.4 Open Burn Assistance
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10. **Requests from board members for future agenda items** - A Governing Board Member may bring forth general topics for a future meeting agenda. The Governing Board may not discuss, deliberate or take any action on the topics presented, pursuant to A.R.S. § 38-431.02 (H).

11. Adjournment

Persons with a disability may request a reasonable accommodation by contacting the Sunsites-Pearce Fire Station at (520) 826-3645. Requests should be made as early as possible to arrange the accommodation. The Agenda is posted at the Sunsites-Pearce Fire District Station 1 located at 105 N. Tracy Rd., Pearce, AZ 85625; online at www.sunsitesfire.org, the US Post Office, 107 N. Frontage Rd., Pearce, AZ 85625 and High Desert Country Store, 2097 N. Arabian, Cochise, AZ 85606.

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