



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 February 16, 2021

1. **Call to Order** - The meeting was called to order at 6:02 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.
 - 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 attended electronically.
5. **Consent Agenda**
 - A. **Acceptance of the January Bank Statements.**
 - B. **Approval of Minutes** -
 - i. **January 19, 2021 Regular Meeting**
 - ii. **January 27, 2021 Special Meeting**Following discussion, Board Member Carlson moved to approve the consent agenda which is comprised of the January Bank Statements and Minutes from the January 19, 2021 Regular Meeting and the January 27, 2021 Special Meeting. Board Clerk Carlson-Watkins seconded the motion.

Vote:
In favor - Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Joan Carlson and Board Member Laurin Richey.
Opposed - none
Motion carried
6. **Call to Public** - None.
7. **Financial Report**
 - A. **Review, discuss, and possible approval of the financials for January 2021.**Following discussion, Board Member Richey moved to approve the financial report for January 2021. Board Member Carlson seconded the motion.

Vote:
In favor - Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, Board Member Joan Carlson and Board Member Laurin Richey.
Opposed - none
Motion carried

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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. Review, discuss and possible action to accept the Amendment to the FY20 Audit. Mr. Parke addressed the board and explained the revision to Note 8, where he added a paragraph which goes into greater detail of the potential liability owed to CMS if the lawsuit does not go in the District's favor. Following discussion, Board Clerk Carlson-Watkins moved to accept the revision to the FY20 Audit. Board Member Richey seconded the motion.

Vote:

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

Opposed – none

Motion carried

B. Review, discuss and possible action to waive any possible conflict of interest with Cochise County Attorney's Office, as they provide guidance to Sunnyside Fire District in regards to our Intergovernmental agreement. Following discussion, Board Member Carlson moved to waive any conflict of interest with the Cochise County Attorney's office for this review of the agreement with Sunnyside Fire District. Board Member Richey seconded the motion.

Vote:

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

Opposed – none

Motion carried

C. Review, discuss and possible action to approve the quote and purchase the extractor washer/dryer under the Legacy Grant. Following discussion, Board Clerk Carlson-Watkins moved to approve the purchase of the washer from CPEC and the dryer from Circul Air. Board Member Carlson seconded the motion.

Vote:

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

Opposed – none

Motion carried

D. Review, discuss and possible action to approve a quarterly reoccurring submission of the Firehouse Subs Grant for a UTV. Following discussion, Board Clerk Carlson-Watkins moved to approve a reoccurring Grant submission of up to \$30,000 to Firehouse Subs for a UTV. Board Member Richey seconded the motion.

Vote:

In favor – Board Chair Lillian Reed, Board Clerk Camme Carlson-Watkins, 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 the submission of the AZ Governor's Office of Highway Safety Grant.** Following discussion, Board Member Carlson moved to approve the submission of the 100% funded AZGOHS Grant for up to \$31,000 for vehicle Extrication equipment. Board Member Richey seconded the motion.

Vote:

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

Opposed – none

Motion carried

- F. Review, discuss and possible action to approve revisions on the following policies.**

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| i. 303.3 Captain Job Description | viii. 303.9b Part time, Reserve Employee Absences |
| ii. 303.3 Fire Chief Job Description | ix. 303.4 Work Schedules – Non ops |
| iii. 303.3 Firefighter Job Description - Career | x. 303.5 Work Schedules – Operations |
| iv. 303.3 Fire fighter Job Description – Reserve | xi. 303.6 Time Keeping Requirements |
| v. 303.3 Volunteer/Supplemental Hire Job Description | xii. 303.7 Pay period & Check Distribution |
| vi. 303.3 Community Logistics Job Description | xiii. 303.9a Overtime Compensation |
| vii. 303.3 Wildland Seasonal Firefighter Job Description | xiv. 311.1 Out of District Billing |
| | xv. 311.4 Open Burn Assistance |

Following discussion, Board Clerk Carlson-Watkins moved to accept the above policies **i – xiii** as recommended by the Fire Chief and reviewed by the ad hoc committee, including all proposed revisions, updates, and deletions, and table policies **xiv – xv** until they can be reviewed by the ad hoc committee. Board Member Richey seconded the motion.

Vote:

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

Opposed – none

Motion carried

10. Requests from board members for future agenda items.

- A.** Tabled policies from tonight, plus more policies for review.

11. Adjournment. - Board Member Carlson moved to adjourn the meeting at 6:57 p.m. Board Member Richey seconded the motion.

Vote:

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

Opposed – none

Motion carried

Respectfully submitted,
Diane Allen