



# SUNSTITES-PEARCE FIRE DISTRICT

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

Mailing Address: PO Box 507, 105 TRACY ROAD PEARCE, AZ 85625

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

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Sunsites-Pearce Fire District  
Regular Meeting  
January 17, 2023

1. **Call to Order** - The meeting was called to order at 6:00 p.m. by Board Chair Laurin Richey.
2. **Roll Call**
  - A. **Attendance and Confirmation of Quorum** - Board Chair Laurin Richey, Board Clerk Lillian Reed, Board Member Camme Carlson-Watkins, Board Member John Holt and Board Member Joan Carlson were present. Board Chair Richey 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** – Fire Chief Garner led the attendees in the Pledge of Allegiance.
4. **Recognition of Guests** – None present.
5. **Consent Agenda**
  - A. **Acceptance of the December Bank Statements.**
  - B. **Approval of Minutes –**
    - i. **December 20, 2022 Regular Meeting**

Following discussion, Board Member Carlson-Watkins moved to approve the consent agenda which is comprised of the December Bank Statements and Minutes from the December 20, 2022 Regular Meeting. Board Member Holt seconded the motion.

Vote:

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

Opposed – none

Motion carried

**6. Call to Public** – None

**7. Financial Report**

**A Review, discuss, and possible approval of the financials for December 2022.**

Following discussion, Board Member Carlson moved to approve the financial report for December 2022. Board Member Holt seconded the motion.

Vote:

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

Opposed – none

Motion carried

**8. Fire Chief's Report** – The Fire Chief's Report was presented by Fire Chief Levi Garner.

**9. Old Business**

**A. Review, discuss and possible action to approve amendments made to the following policies.**

**i. 303.3 – Job Descriptions**

**1. Company Officer Job Description**

Following discussion, Board Member Holt moved to approve the Company Office Job Description. Board Clerk Reed seconded the motion.

Vote:

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

Opposed – none

Motion carried

**i. 303.3 – Job Descriptions**

**2. Deputy Chief Job Description**

Following discussion, Board Clerk Reed moved to approve the Deputy Chief Job Description. Board Member Carlson seconded the motion.

Vote:

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

Opposed – none

Motion carried

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**B. Review, discuss and possible action regarding Sunsites station roof repairs.**

Following discussion, Board Clerk Reed moved to table the item until funding sources can be found. Board Member Holt seconded the motion.

Vote:

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

Opposed – none

Motion carried

**10. Possible Executive Session: Vote to enter into Executive Session pursuant to ARS 38-431.03(A)(1) Discussion or Consideration of Chief/Deputy Chief duties and salary.**

Board Clerk Reed moved to recess the regular meeting and enter into executive session. Board Member Carlson seconded the motion.

Vote:

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

Opposed – none

Motion carried

\*\*Regular Meeting was recessed at 6:31 pm and room was cleared.

\*\*Regular Meeting returned to session at 6:45 pm.

**11. New Business**

**A. Review, discuss and possible action to approve amendments to Policy 304.9**

**Light-Duty Restricted Duty.** – Following discussion, Board Clerk Reed moved to table this item until the next board meeting. Board Member Carlson seconded the motion.

Vote:

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

Opposed – none

Motion carried

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**B. Review, discuss and possible action regarding the Fire Chief duties and wage.**

Following discussion, Board Clerk Reed moved to strike both Items B & C from the agenda. Board Member Carlson-Watkins seconded the motion.

Vote:

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

Opposed – none

Motion carried

**C. Review, discuss and possible action regarding the Deputy Chief duties and wage.** Stuck from agenda in previous discussion and vote.

**12. Requests from board members for future agenda items.**

**A. Tabled items from tonight.**

**B. Finance options for the roof.**

**13. Adjournment.** - Board Clerk Reed moved to adjourn the meeting at 6:49 p.m. Board Member Carlson seconded the motion.

Vote:

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

Opposed – none

Motion carried

Respectfully submitted,  
Diane Allen