

SEFD Board Packet

23 Nov 2020

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- Pima County Monthly Tax Report
- Santa Cruz County Monthly Tax Report
- Cash Flow Forecast
- Cancellation of Elections for Santa Cruz and Pima Counties

Agenda

PURSUANT TO A.R.S. §38.431.02

Notice is hereby given to the general public that the Sonoita-Elgin Fire District (SEFD) Board of Directors (SEFD is governed by a five-member Board pursuant to A.R.S. §48-803.B) will hold a meeting on Monday, 23 Nov 2020. The meeting will be held at the BAY at the Fire House at 3173 N. Highway 83, Sonoita, AZ. The meeting is open to the general public and will begin at 9:00 am. Local time.

The following agenda items are scheduled for consideration by the SEFD Board of Directors at the board meeting. Action or decisions may or may not be taken on any or all items. Agenda items may or may not be considered in the order listed:

DUE TO COVID-19
FACE MASKS ARE REQUIRED

Roll Call

Pledge of Allegiance

Approval of Minutes:

28 Sept 2020
9 Oct 2020
26 Oct 2020
29 Oct 2020

Call to the Public – Limited to 3 minutes.

A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

Report from the Fire Chief regarding the provision of fire and EMS to the SEFD; management and supervision of the SEFD; and any related items concerning community safety.

Possible Action Items:

1. **Monthly financial reports and consideration of district financial matters pursuant to A.R.S. §48-807:** Review and approval of monthly financial reports for Feb 2020 to include: reconciled balance sheet accounts; updated cash flow projections; month-end fund statements, and month-end reports of financial institutions in which the SEFD maintains an account.
2. **Report by Board Clerk Webber on Hughes Federal Credit Union Account to change the pin number for Clerk's access the account.** Webber
- 3 **Review, discussion and possible action: Check Signing/Transfers between accounts.** Johnson (previous agenda)
- 4 **Review discussion and possible direction to Acting Chief regarding minutes of fire board meetings.** Webber (previous agenda)
- 5 **Review, discussion and possible action: Update of survey.** Dorney

Agenda

- 6 Discussion and possible action on status of Chief De Wolf's FY2019-2020 Annual Review. (previous agenda)
- 7 Possible executive session for legal advice: Pursuant to ARS Sec. 38- 431.01(A)(3) the Board may vote to go into executive session for discussion or consultation for legal advice with the attorney for the District regarding a possible audit of PFD IGA payments and compensation paid to Chief DeWolf.
Pursuant to ARS Sec. 38-431.01(C-), executive sessions are confidential.
- 8 Review, discussion and possible action to authorize audit of PFD IGA payments and compensation paid to Chief De Wolf to be performed by the District's auditing firm Walker & Armstrong requested to be presented in conjunction with the District's annual audit.
- 9 Review, discussion and possible action to appoint Archibald and Bahti to fill 4-year term of office and consider timeline/process to select successor board members should Bahti and/or Archibald decide not serve the entire term
- 10 Review, discussion and possible action for special organizational meeting in early December. (Oath of Office and Board positions – Chair/Clerk)
- 11 Adjournment

Governing board members and/or attorney may attend telephonically/ electronically.

NOTICE: The Sonoita-Elgin Fire District Board of Directors may go into executive session for the purpose of obtaining legal advice from the fire district's attorney(s) on any of the above agenda items pursuant to A.R.S. §38-431.03(A)(3).

The undersigned hereby attests that a copy of this meeting agenda was duly posted at the following locations:

- A) Sonoita Post Office – 3166 N. Highway 83, Suite 1, Sonoita, AZ
- B) WWW.SEFD911.org

Governing board meeting agenda dated and posted: 20 Nov 2020. At 10:00 Local Time

By Kathy L. Goodwin Kathy L. Goodwin, Admin.

**Minutes of the Regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, 28 Sept 2020
0900**

Call to Order

Roll Call – Present=Webber, Dorney, Johnson, Archibald. Absent = Bahti.

Pledge of allegiance

Call to the Public:

Dennis Conners – I've been a resident since 2001, Sonoita is famous for its rumors, it is typical of a small community. This is a personnel matter and we can't talk about it. I find it really sad that small towns act like small towns. Comments often become hurtful and damaging. I find it really disappointing.

Katherine Prentice – I grew up in this community, I have deep roots. With the annual budget proposal, on salaries, I'm asking that it be broke down to show the Chief, Battalion Chief, Captains and fire fighters, even include stipend. I think it's important the public knows exactly who's making how much. And when each person has received their last raise and how much. Also, are we allowed to ask questions during the meeting, to raise our hands? The Chair responded... if we recognize you, we are not allowed to answer them. You can certainly approach individual board members after the meeting, but we can't answer on behalf of the Board.

Suzanne Jenkins – I am not going to speak today.

Phil Burdine – I was a firefighter here for 17 months. What I am about to say is not going to be to welcome to some, but I have to say it. I left the day that Mark Bennett allegedly quit. I believe there were some improprieties with his departures. Also, there's another person here leaving in November, for reasons I believe are questionable. I know the Board does not get involved in operations unless there are improprieties involved. These two people are tremendous assets to this department and I don't believe their departure is legal. I hope the Board can address this; I do believe that it is something that the Board needs to look at. I appreciate the time.

Nancy Belt – I have lived here 14 years. I don't want to talk to you about rumors, I want to talk to you about fact. I'm not going to go into detail but there was misconduct on the part of the Chief towards my daughter. We filed a formal, official complaint with this Board and there was a legal, legitimate investigation of those facts. I asked this Board to report to us what they are doing about it and what happened with the Chief. Mrs. Belt went on to question hiring practices, alleged retaliation against two members and the creation of a new position. My concern, and this may be rumor Dennis, is that the particular person that was hired is very supportive of the Chief and has created a very hostile work environment. My other concern is the hostile work environment. Why was this district created, it is here to protect the health, safety and welfare of this community and its taxpayers? If there's not a healthy environment, then someone's going to be hurt. Either themselves or they're not going to provide the necessary services that we need. The department that you work for Dennis isn't the department isn't the department of today. It is sad and I don't know why it changed. I believe that there's always been a lack of leadership, and that there's always been henchmen. When that person stopped willing to be henchmen, they left when they were asked to leave. I think it is incumbent on this Board and this community, to not just sit by but to make sure these things don't happen. We have personnel policies in place that keep these things from happening, I have no issues with you as a board, I'm coming here

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today to say what do I need to do? Do I need to go out in the community? Do I need to knock door to door? Do I need to get petitions signed so that you people can do your job? I'm hearing that your hands are tied because of legal reasons... I just want to know what can I do? Because I want to support all these men and women who put their lives on the line for us every day. I do not want them to come to work and be browbeaten, and treated like children. They need to be well-trained, and they need to be respected. I thank everybody for their time.

Jade Deforest – Board Chair made note of the fact that Jade was wearing a district shirt that she needed to be clear she was not representing the fire district but her own views. Jade – I represent my own view. I love doing what I do, I'm here as a volunteer. I am concerned for myself what is happening to this department. I am working with these people on a regular basis and I see more and more depression, despair, anxiety... we're talking among ourselves on how can we resolve this. How can we do our job and not be afraid of retaliation. Something has gone wrong and I don't know what that is. But I am concerned. I don't know if you're all aware of this... we are the CON for the Patagonia Fire Department which means we transport their patients. I don't know exactly what that means in terms of financial for us, but I just learned that they are in the process of trying to dissolve that contract and go with Rio Rico. Not only did I see that as a concern financially, but psychically. We work well with Patagonia, we work mutual aid, they need help, we go. We need help, they come. I really hate to see this happening. And, I think we need to address why we're losing personnel, why we're having so much trouble getting people. I'm getting text messages every week, can you cover? I don't mind doing it but I'd like to know what is the problem that has created this situation. How can this be resolved? From my perspective, we're in trouble. I don't want to see the day come and we don't have anybody. My hope is we can come up with solutions and ideas that will work for all of us.

Kurt Bahti arrived at 0930

Mike Wright – I'm a volunteer Chaplain at the station and community member for 19 years, concerned about the station very much, my heart is here and that's why I committed to being chaplain. Chaplain Wright went on to say a prayer.

Review and approval of the minutes:

- June 22, 2020 – motion to approve by Archibald, second by Dorney. Motion carried unanimously.
- July 27, 2020 – motion to approve by Archibald, second by Dorney. Motion carried unanimously
- August 24, 2020 – motion to approve by Archibald, second by Dorney; Question with regards to item #4; volunteers serving on the board: it would be deemed to be a conflict of interest. Also, a question: Why don't we have a succession plan? Motion carried unanimously.
- August 27, 2020 – Motion to approve by Dorney, second by Archibald; Discussion: Johnson, change the in to and under item #7 as noted in handwritten corrections by Webber. Motion carried unanimously.
- Sept 22, 2020 – Motion to approve by Archibald, second by Dorney; Motion carried unanimously.

Chief's Report: For those who don't know me I am Jon Buonaccorsi, I've been with Sonoita for five years. I stepped into the Acting Chief's role in August.

- We had 65 calls for service.
- Status of Grants – no updates

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0900**

- Fire Code inspections – I went over and inspected the hood for the fairgrounds, it passed. They are still working on the rest of the kitchen. I have an inspection coming up at the ice cream parlor across the street and one coming up in Elgin this afternoon.
- Community events -no updates
- Rosemont Mine – no updates
- Palominas – nothing to report
- Wildland Billing – We have Brush 825 out of the area right now at the Sears Fire in the area of Cave Creek. They should be there another five days.
- Current Events – there are none at this time.
- Questions – Archibald – we had brought up traffic – if the mine was bringing traffic up 82 & 83. JB – no I just got the information from Meredith as to whom I should contact. Archibald - Did you know about the Patagonia issue? JB - For any CON changes there will have to be a public hearing on it.

Financial Report – MS Rutter presented the information on the finances of the fire district which included the Balance Sheet, the Profit & Loss Statement and the Cashflow forecast. There were no unusual items to report. We are on track with income and expenses. Webber – If there are any expenses associated with the new radios where is that in here. Rutter – in Computer and radio in line 59; this is July and August. Webber – so when the software was purchased it would have been last... Rutter – Oh the software? That would be in dispatch, line 49. Archibald – Wasn't that part of the grant that we got, it could have been but it wasn't. Webber – To clarify something, it could have been included in the grant, it wasn't identified as a need for us. So, we ended up having to pay outside of the grant. That's why I would like to see the breakdown here. if we didn't purchase it within the grant, it will be a lot more expensive now. Under unbudgeted income – Palominas – there is no income. Rutter - unfortunately that is a timing issues as to when the checks were received and deposited. Motion to approve the monthly financial report, Bahti, second by Dorney, motion carried unanimously.

Discussion and direction to the acting chief regrading to the structure of the minutes – Webber – Katie I noticed you referenced Arizona Open Meeting Law Section 7.8. Katie -That's the law that is the basis for what should be in the minutes. Webber – I am asking the board about the level of detail that is in the minutes. Archibald – I'd like to read the statute; I haven't reviewed it yet. Webber – I can send it to you, don't reply to me, we can review it and discuss it at the next meeting. Johnson – I'll make the request from Katie, so we're not going back and forth with Board members, can you go ahead and do section 7.8 and 7.9. Katie – They are in your Board Binder – Arizona Open Meeting Law. Johnson – Okay.

Chain of Command Chart – this derived from the question I had for the leadership, as to where does this reside for all of the staff. If this is not included in the policy documents, then where does this reside? JB- It's in the HR Binder. Webber – Based on all of the input we've been getting this should be in black and white for everyone to see. I am concerned what the leadership is doing to roll out this process if I am getting calls that the staff doesn't know about it. JB – my input would be, if you're reading all these things from other people, you are not bringing them to me. I haven't had an opportunity, -Webber- but I have brought these things forward to leadership before, and I did it this time, that's why I keep doing it. It's not that I want to get involved in the operations of the district. JB – But now that you have, you have had some of these things for four months now, and I've been here for two months now, start trickling down to me so I can take care of things. If I don't know about it I can't fix it. Webber – It's not an attack

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0900

on you, Jon. JB – Well it sort of is and sort of isn't. What I'm saying is if you want answers and I don't ever know the question, I'm not going to get an answer. So let's work together. Don't assume anything.

There was an out of order public comment to which Board member Bahti responded. You mentioned rumor. I wish we could control rumor. We are addressing this. We have to follow the law. I am asking of the community is trust. I hope you elected us on the basis of trust. We are in possession of a lot more information than the community. I ask patience and trust for us to do the right thing.

Discussion and update on proposed distribution on questionnaire – Dorney – I would like to ask the board to table this.

Discussion and possible action on finalizing Chief's annual review – Since the Chief is not here, I'd like to table this.

Review, discussion, and consideration of possible action regarding the Board's due diligence in following up on the correspondence directed to Board members including possible use of outside investigator, and direction to Chief Buonaccorsi to assist in facilitating any investigation. Johnson – This is a result of our executive session. I'll be looking for a motion and discussion: Archibald & Dorney – what motion are you looking for. Archibald – to begin the process of selecting an investigator and to... Webber ... I make a motion that we direct Chris to get an outside investigation and direct Jon to facilitate the investigation. Second – Archibald, motion carried unanimously.

Discussion and possible action regarding Acting Chief salary: Johnson - I would like to save this to the end of the meeting.

Housekeeping – Compliance with Certification Requirement for ASRS 48-805.02 – Signatures required for same. Admin – when we adopt a budget you are supposed to certify that we are not in debt and we didn't do that. (Admin pointing to document on table) that is the formal document that you need to sign. Signed by Webber, Board Clerk and Johnson, Board Chair.

Housekeeping – Elections, cancellation of. Admin – Because there was only one person who ran, Chris Johnson, the two counties have cancelled elections for the Sonoita-Elgin Fire District. This was to be confirmed by the (Santa Cruz County) supervisors on Sept. 15, I didn't see it on their minutes. However you should be receiving a document you are now the person elected by default. You also need to as a new member taking office on December first, you have to attend a training with AFDA (Arizona Fire District Association) and you have to sign a document swearing that you have reviewed Arizona's Open Meeting Law no less than 24 hours prior to taking office. That's why the Open Meeting Laws are on your desk (Admin pointed to packet).

Johnson – we are back to discussing Acting Chief's Salary. I'd like a motion to drop into executive session to discuss this with Jon Buonaccorsi. Archibald – so moved, second by Dorney, motion carried. 1051 a.m.

Back in regular session at 1210

Members present – Johnson, Webber, Dorney, Archibald, Bahti. Also present; Goodwin, Buonaccorsi


Johnson cautioned all regarding Confidentiality.

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Motion by Webber to pay Buonaccorsi \$2,000 per pay period through October and it will be reviewed during an executive session at the October Board meeting. Second by Archibald, motion carried unanimously.

Adjournment – Motion by Archibald, second by Dorney. Motion carried unanimously.

Meeting ended at 1214

Minutes approved on Monday, 23 Nov 2020, , Board Clerk.
Reba Webber

**Minutes of the special meeting of the Board of Directors of the Sonoita-Elgin Fire District
9 October 2020
0930**

Call to order

Roll Call – Bahti, Archibald, Dorney, Webber, Johnson. Also present was Donna Aversa, the District's Attorney, Chief De Wolf, Acting Chief Buonaccorsi, Katie Goodwin and Medical Chief Sink.

Pledge of Allegiance

Archibald – motion to go into executive session, second by Webber, motion carried unanimously. 0937

(first recording ends)

Back from 1st executive session. Reminder that everything said in executive session is confidential. We are down to item D, possible executive session. Chief did you receive your 24-hour notice. Chief De Wolf – I did. Johnson – did you choose open session or executive session? Admin – he selected executive session. Motion to go into executive session for item D by Webber, seconded by Baht, motion carried unanimously. Aversa – just to be clear you want the Chief (De Wolf) to remain present? Johnson – Yes, we'd like the Chief to remain. Time 1058.

(second recording ends)

Johnson – reminder that things said in executive session are confidential.

Item E – can you give us an update on item E: Following your decision to hire the outside investigator, unable to understand – Aversa didn't have a mic..... she is in the process of gathering all the information that the board members have.....on track with the due diligence to address the complaints.....so that's what I have on the status. [39 seconds through 3:30]

Item F – Review and approval of the Chief's return to work status and assignment following authorized use of leave. Aversa – Mr. Chairman,....[Aversa gave some sort of direction to the Board]the district has the ability to place the Chief on administrative leave to allow the investigation to go forward..... the purpose is simply to allow the investigation to go forward..... not understandable...it is simply to allow the investigation to go forward. Archibald read the following... So after much difficult discussion challenges we are all facing, I move that we place the Chief [De Wolf] on paid administrative leave per policy on page 58 for personnel matters. Chief is to have no contact with the district with the exception of Jon, the Acting Chief, the Chairman of the Board or the investigator who's doing the investigation. This extends to not working with Palominas including no use of any district vehicle. We also direct that all phone and email communications be forwarded to the Acting Chief in regards to the fire district.... [not understandable] effective today. Johnson: Any discussion...? Dorney – second. Motion carried unanimously. Aversa – Again stated that she knows it was a hard decision..... then not understandable.

Motion to adjourn by Webber, this was interrupted by Aversa – most of her statement was not understandable.

Motion to Adjourn – Webber, second by Bahti, motion carried unanimously. 1116

Minutes approved 23 Nov 2020,  _____, Board Clerk.
Reba Webber

Minutes to the Regular meeting of the Board of Directors of the Sonoita-Elgin Fire District held at the
Sonoita Bible Church, 3174 N Highway 83, Sonoita Arizona
Monday, 26 Oct 2020
0900

Call to order

Roll Call: Present – Bahti, Archibald, Johnson, Dorney. Absent - Webber

Pledge of Allegiance

Call to the public: Limited to 3 Minutes

Mike Wright: Offered a prayer for meeting today and for the department.

Don Irving:

Urged the board to consider employing an investigator, an inspector, that can look at issues, establish a report, submit that report, so that the board has the facts from an independent observer, facts that can inform their decisions and actions. And I then ask the community to support that same effort, so that once that report is finished and the board takes action, then the board can inform the community the basis for its actions and have the community support that action. So I ask for community support, as well.

Dennis Conners:

Spoke to concerns not everyone with experience working in the District was being interviewed, only those that had issues, and that the investigation was not looking at both sides.

Suzanne Jenkins:

Spoke to concern that the Board is allowing public to speak in the middle of the meeting, a violation of the meeting format; concerns that the requirement that any legal action taken during a meeting, or any recording of the meeting, be posted to the website within 3 days of the completion of the meeting is not being followed; Noted that “we understand that you can't tell us everything that goes on, but the things that you can tell should be told broadly to the community and to the members of the fire district.”

Angel Perez: Read a letter that he wrote to the Board in support of Chief DeWolf's management of the Fire District, and noted “I will make sure I get an email out to all of you with a copy of the letter”.

Report from the Fire Chief regarding the Provision of the Fire and EMS to the SEFD; management and supervision of the SEFD; and any related items concerning community safety:

Buonaccorsi:

1) Report: So, we had 42 calls last month. Zone One had 10, Zone Two had three, Zone Three had 14, Zone Four had four, and Zone Five had 11. A Shift had 11, B Shift had 14, C Shift had 15, and there were two that were like while the other shift was coming off for B and C.

2) Grants: So, we have a grant came in for some fitness equipment from 555 Fitness. It's like sandbags and some vests and stuff like that for Wild land. We started using it already, and the only thing they really required us do, is take some pictures, put it on the media, and that's the only requirement they really had. Emma Lair got that for us.

3) Personnel: I appointed temporary positions for two people. I moved Mark Meredith from Captain to Operations Chief temporarily, and Emma Lair from firefighter paramedic to temporary Acting Captain on A Shift. We'll be filling one of the firefighter's positions with another temporary person on A Shift. We have one new member since last month, we have 11 currently in the process, and 3 are expected to come out of the process here shortly this month. So we're getting more volunteers now.

4) Events/Community: We did three new business inspections. Community events, we have the Halloween party coming up here on the 30th. We'll have a fire truck there, and spraying the ducks.

5) Rosemont Mine: there's really no updates. The only updates for the other mine is, you're going to have

more activity once they finally get out of their testing phase, so all they're really doing now, is pulling some core samples, but when they get up and running big time, yes, we're going to have a lot more traffic here. Nothing you can do about it per se. **(Archibald):** Noted she had attended the Open House in Patagonia and that the mine has not made a final decision on the traffic coming up and around, up to I-10. She encouraged the mine to have an open house in Sonoita, and to talk with the people who live along the targeting roads. She expressed concern over the amount of traffic, one truck every 7 minutes, and that the roads aren't built for the trucks and the amount of traffic. **(Johnson):** ADOT was heavily consulted, think they said we'd average an accident like every 17 days, or something like that, because of the excess traffic on there, and now it's like every four or five months, or something like that.

6) **CON update:** the only update we have is I called Rio Rico's Chief. When I finally got in contact with him, he said that there is currently no conversation going on between him and Ike. He hasn't had a talk with them, so that's not really going on. Rio Rico will be going closer soon once they take over Suburban Nogales. So, they will be closer for a response, but they're not taking over the CON. Ike's more concerned right now with refusals, as we charge a certain amount for refusals for transport when we go down there, that's really mostly his concern, in those times when we could possibly go down there with another vehicle, we don't because we want to stay in our district to protect our district here, so that's kind of his concerns right now.

(Johnson): Transport, okay, not refusals of the district to respond to

(Buonaccorsi): No. When we go down there and do an ALS assessment or if they don't have providers to do a refusal, then we'll do it for them, but there's a charge for that.

(Johnson): But currently, if you're a member or a resident of the district, and we roll an ambulance and they refuse, there is no charge for that? **(Buonaccorsi):** There's no charge for that 'cause they are taxpayers.

7) **Apparatus updates:** we're seeing our trucks up for PM so we're trying to get them ready for the year basically. We do it once a year unless there's mileage.

8) **Department of corrections:** They wanted to know if we wanted to have that program again, and we told them, yes, but we're still on a hold because of the COVID.

9) **Other: (Johnson):** Let me just state this, when we have new members join, I think it would be a good idea to introduce them to the board and to the community and when we have major. Changes going up to Ops, filling into captain, it would be good to introduce them to the board and community, so we can congratulate them.

(Buonaccorsi): Also, there was a letter or an email put out to all members about their promotions, so that's been done, and we did start a newsletter basically, since we're not doing Tuesday night meetings currently, but we hope to start them up again. We put out a little newsletter of what's kinda going on in our department right now to all the members, and then if anybody does want to contact an investigator, get with me and I'll give you her contact information and you can contact her.

Johnson: Okay, just as an update, I did talk, have a real brief talk with Josh about the... Getting better Internet service so we can host, better host virtual meetings there. And... 'Cause he said that he hadn't looked at Trans World for quite a while, years actually, and... So, he said he was going to take a look at that and see if there's anything they can do there or evaluate them versus another provider to see if it's moving, and I'll continue to talk with him to see what we can come up with.

Monthly Financial Reports and consideration of District Financial matters pursuant to A.R.S 48-807

Vicki Rutter: MS Rutter presented the financial reports to the Board, including the Balance Sheet, Profit & Loss Statement and the Cash Flow Forecast, with a reminder that the Balance Sheet was still preliminary because the audit's not finished, and this is as of September 30, 2020.

(Archibald): requested a breakdown of budget line item 83 for the next Board meeting. After a lengthy discussion Rutter and Archibald agreed to discuss before the next meeting to clarify what information is required. This item is associated to the Palominas IGA and monthly payments to the Chief and the District.

Action Items:

1) Review, Discussion, and Possible action for check signing and transfers between accounts.

Currently Chief DeWolf is the only person who can initiate account transfers for payroll and he is on leave. Webber is on the account, but has no information regarding the procedure. After a lengthy discussion it was agreed that Webber needs to obtain a PIN for the Hughes account. In the meantime Buonaccorsi will contact Chief DeWolf to have him complete the payroll transfer, until Johnson can contact Webber.

2) Review, Discussion, and Possible action regarding posting of draft minutes from meetings on the website:

(Johnson): The minutes, at least in either audio or transcribed form must be made available to the public. not necessarily posted, but available to the public within three days. This [agenda item] stems from the last meeting, and that meeting happened on a Friday. Katie had Monday off because it was a Federal holiday. Then she had PTO scheduled for three days, which was known by both Acting Chief Buonaccorsi and Chief DeWolf, at least a month ago. Therefore, the minutes didn't go anywhere beyond her computer. That's why I believe this is on the agenda. The latest minutes are generally posted to the website when they are in digital format, but can be in print, as a PDF file or as a Word document. That's what we're required to have available.

After a lengthy discussion it was determined that the minutes are sent to a "webmaster" to post on the website, which could create a delay in posting. Since Webber was not present, and she had some comments about the approval of the minutes the Board agreed to table this item until next month, along with the approval of the 9/24/2020 minutes. Motion by Archibald to table the approval, seconded by Dorney. Motion carried unanimously

3) Review, Discussion, and Possible action of the survey:

The latest survey was distributed to the Board for comments and updates. Dorney requested the item be tabled until next month in order to give the members a chance to review the survey. Dorney agreed to follow up with Webber in email. Goodwin noted the survey will be handled using Googleforms assigned to the website via a link that can be accessed. Googleforms is a free option. Archibald noted that the survey is a status of service that's provided out of the department, and is not about personnel and not related to the current investigation, and was started months ago.

4) Possible Executive Session for legal advice:

This item was tabled for an hour due to scheduling issues with the attorney.

5) Review, Discussion, and Possible action on the status of the investigation:


(Johnson): The investigation is going well. I've talked with the investigator. She didn't go into any details other than basically saying she has talked with a number of members of the community who have written in and that things have been going well. She may follow up. If you've talked with her, thank you very much. She may follow up and then she's also talked with a number of members of the district itself, a small number, and then once she's talked with a number of those more then she'll have a better idea as to how long that this is going to be going on for.

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0900

Johnson: Okay. So, since we're not ready to go into executive session and we're still in item number five, I would like to recess until a future time that we can finish off items four and five. Motion by Archibald to recess until we have the opportunity to go into executive session. Seconded by Dorney. Motion carried unanimously. Johnson noted that the Board has 24 hours to continue the meeting. Time of recess was noted as 10:20am.

Dorney: I would like to say one thing very quickly. I'd appreciate if everyone would do their social distancing and wear their masks over their noses and mouths whenever we're meeting in a closed environment like this. Thank you.

Administrative note: Meeting ended. Unfortunately, the Board did not "recess" correctly, therefore this meeting is considered complete. A new meeting was scheduled for Oct 29, 2020 at 0900 at the firehouse to complete the remaining items on the agenda of 26 Oct 2020. The minutes of 29 Oct 2020 are posted separately.

Minutes approved on 23 November 2020, , Board Clerk.
Reba Webber.

Minutes to the special meeting of the Board of Directors of the Sonoita-Elgin Fire District
at the firehouse
29 October 2020


Call to Order

Roll Call – Johnson, Webber, Archibald, Dorney and Bahti; also present were Acting Chief Buonaccorsi and Katie Goodwin. Donna Aversa, attorney for the District attended telephonically.

Pledge of Allegiance

Agenda

1. **Possible executive session for legal advice.** Pursuant to ARS Sec 38-431. 03(A)(3), the Board may vote to go into executive session for discussion or consultation with the attorney for the District regarding the investigation authorized by the Board. Johnson. Motion by Archibald, second by Bahti to go into executive session for legal advice with MS Aversa. Motion carried unanimously. 0905
1125 – Bahti left the meeting
1128 – meeting reconvened; came out of executive session; Johnson cautioned Board members and Acting Chief Buonaccorsi that executive session discussions are confidential.
2. **Review, discussion and possible action:** status of the current investigation. Johnson
No action was taken on this item.
3. **Adjournment** – motion by Webber, second by Dorney, motion carried unanimously. 1133

Minutes approved on 23 November 2020, , Board Clerk.
Reba Webber.



Administrative Review of Sept 2020 Financial Documents
Sonoita-Elgin Fire District Board of Directors Meeting
3173 Hwy 83, Sonoita, AZ
23 Nov 2020
9 a.m.

Approval of Financial Documents as presented to the Board of Directors of the Sonoita-Elgin Fire District for the month of October 2020.

We the undersigned Board members of the Sonoita-Elgin Fire District, hereby acknowledge that we have reviewed and accepted the October 2020 financial reports as presented.

Approved telephonically RWA
Susan Archibald, member

Kurt Bahti, Member

Reba Webber

Reba Webber, Clerk

Christopher Johnson

Christopher Johnson, Chair

Annette Dorney

Annette Dorney, member

Sonoita-Elgin FD
Balance Sheet
As of October 31, 2020

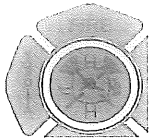
	A	B	C	D	E
1					
2				ASSETS	
3				Bank Accounts	
4				Chase Checking	81.64
5				Chase Savings	173,309.61
6				Hughes Checking	15,739.08
7				Hughes High Yield	2,015.64
8				Hughes Main Share	57.69
9				Hughes Premium	161,131.70
10				National Bank Money Market	41,143.84
11				Petty Cash	700.00
12				Subtotal Bank Accounts	<u>394,179.20</u>
13					
14				Accrued Taxes	
15				Pima County Treasurer	49,792.01
16				SCC Treasurer	<u>105,823.98</u>
17				Subtotal Accrued Taxes	155,615.99
18					
19				TOTAL ASSETS	<u>549,795.19</u>
20					
21				EQUITY	
22				Fund Balance - Unrestricted	755,177.36
23				Retained Earnings	377.22
24				Net Income July - October	<u>(205,759.39)</u>
25					
26				TOTAL EQUITY	<u>549,795.19</u>

Sonoita-Elgin FD
Profit & Loss Budget vs. Actual
for the Four Months ended October 31, 2020

	A	B	C	D	E	F	G	H	I	J	K
1											Target ~33%
2					October 2020		July-Oct 2020		Annual Budget		% of Budget
3				Budgeted Income/Expense							
4				Budgeted Income							
5				Santa Cruz County Taxes	105,823.91		112,058.32		937,762.00		11.95%
6				Pima County Taxes	40,733.75		58,978.03		124,044.00		47.55%
7				FDAT - Santa Cruz	0.00		0.00		50,856.00		0.0%
8				FDAT - Pima County	9,053.45		11,551.03		24,808.00		46.56%
9				Fire Suppression	0.00		35,000.00		35,000.00		100.0%
10				EMS Support	0.00		1,836.00		2,200.00		83.46%
11				Ambulance Revenue	23,266.28		85,102.77		270,000.00		31.52%
12				PPE Purchase	0.00		0.00		9,254.00		0.0%
13				Interest Income	128.85		442.11		800.00		55.26%
14				Rental Income	0.00		0.00		400.00		0.0%
15				Prior Year Carryforward	0.00		0.00		38,136.00		0.0%
16				Total Budgeted Income	179,006.24		304,968.26		1,493,260.00		20.42%
17											
18				Budgeted Expenses							
19				Salaries	45,835.37		178,844.10		625,787.00		28.58%
20				Sick Time Pay	0.00		632.95		9,400.00		6.73%
21				Vacation/Holiday	4,280.64		22,625.35		45,000.00		50.28%
22				Transport Stipend	5,377.33		22,136.35		78,400.00		28.24%
23				Payroll Taxes	2,203.62		8,295.56		30,000.00		27.65%
24				PSPRS	5,740.53		22,612.38		75,000.00		30.15%
25				ASRS	1,310.42		5,267.97		15,500.00		33.99%
26				Employee Health Insurance	6,250.38		20,039.91		71,400.00		28.07%
27				Physicals & Exams	0.00		0.00		8,800.00		0.0%
28				Workmans Comp Expense	0.00		12,465.00		34,600.00		36.03%
29				Clothing Allowance	95.94		720.97		8,400.00		8.58%
30				Training	6,250.00		8,863.12		25,217.00		35.15%
31				EMS Consumables	86.76		(933.85)		15,000.00		(0.06)
32				Maintenance Plans	0.00		0.00		4,500.00		0.0%
33				Oral Hydration Fluids	0.00		0.00		1,200.00		0.0%
34				Fire Prevention Education	0.00		963.97		1,000.00		96.4%
35				Office Expense & Postage	576.68		963.96		10,000.00		9.64%
36				Recruitment & Retention	176.62		3,475.48		11,000.00		31.6%
37				Payroll Preparation	341.94		1,385.33		4,500.00		30.79%
38				Ambulance Billing	2,112.20		9,108.39		21,600.00		42.17%
39				Equipment Rental	127.21		508.84		1,800.00		28.27%
40				Internet Provider	298.99		939.05		3,300.00		28.46%
41				Bank Charges	71.65		290.45		800.00		36.31%
42				Background Checks	0.00		80.00		1,200.00		6.67%
43				Legal Fees	2,568.75		9,543.75		7,800.00		122.36%
44				Accounting	5,000.00		5,000.00		8,500.00		58.82%
45				Bookkeeper	1,250.00		5,000.00		15,000.00		33.33%
46				Telephone	1,060.54		4,347.55		14,000.00		31.05%
47				Batteries & Repair	0.00		0.00		3,000.00		0.0%
48				Computer & IT Support	250.00		4,899.48		4,000.00		122.49%
49				Dispatch	0.00		7,564.98		5,100.00		148.33%

Sonoita-Elgin FD
Profit & Loss Budget vs. Actual
for the Four Months ended October 31, 2020

	A	B	C	D	E	F	G	H	I	J	K
1											Target ~33%
2					October 2020		July-Oct 2020		Annual Budget		% of Budget
50				Utilities	770.67		4,034.36		17,000.00		23.73%
51				Insurance	0.00		6,888.00		30,000.00		22.96%
52				Fuel	84.05		4,331.58		26,000.00		16.66%
53				Building & Grounds & Pests	1,988.92		2,806.68		9,000.00		31.19%
54				Vehicle Maintenance	3,268.24		12,224.16		36,500.00		33.49%
55				Equipment Replacement	153.24		153.24		10,000.00		1.53%
56				Station & Fire Supplies	761.73		5,342.79		10,000.00		53.43%
57				Suppression Foam	0.00		0.00		3,600.00		0.0%
58				Interest Expense	0.00		0.00		500.00		0.0%
59				Computer & Radio	63.25		224.75		4,000.00		5.62%
60				Communication to Residents	0.00		246.32		500.00		49.26%
61				Financial Stability Reserve	0.00		0.00		52,313.00		0.0%
62				Membership Dues & Subscriptions	114.00		1,180.66		4,000.00		29.52%
63				PPE Expense	0.00		0.00		9,254.00		0.0%
64				Miscellaneous	0.00		720.78				
65				Capital Payments - Apparatus	0.00		80,973.21		80,992.00		99.98%
66				Capital Payment - Ambulance	0.00		22,816.29		23,297.00		97.94%
67				Capital Outlay - PPE	0.00		0.00		6,500.00		0.0%
68				SCBA's	0.00		0.00		9,000.00		0.0%
69				Total Budgeted Expenses	98,469.67		497,583.86		1,493,260.00		33.32%
70											
71				Net Budgeted Income/Loss	80,536.57		(192,615.60)		0.00		100.0%
72											
73				Unbudgeted Income/Expense							
74				Unbudgeted Income							
75				Palominas Fire District	0.00		14,625.00				
76				Fire Suppression Excess	4,045.46		6,960.17				
77				Safer Grant 2016	0.00		15,120.00				
78				Donations	0.00		1,100.00				
79				Total Unbudgeted Income	4,045.46		37,805.17				
80											
81				Unbudgeted Expense							
82				Palominas FD-Chief Salary	4,333.34		17,333.36				
83				Wildland Labor	4,817.80		7,775.60				
84				Safer 2016 Expenses	5,200.00		25,840.00				
85				Total Unbudgeted Expenses	14,351.14		50,948.96				
86											
87				Net Unbudgeted Income	(10,305.68)		(13,143.79)				
88											
89				Net Overall Income/Loss	70,230.89		(205,759.39)		0.00		100.0%



SONOITA-ELGIN FIRE DISTRICT

Proud Past. Strong Future

SONOITA-ELGIN FIRE DISTRICT

RECONCILIATION & REVIEW

October 2020

Bank Statements (Hughes Federal Credit Union, Chase Bank, & National Bank)

Reconciled by *[Signature]*

Date of reconciliation November 16th, 2020

Sonoita-Elgin FD
Reconciliation Detail
 Chase Checking, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						43,954.79
Cleared Transactions						
Checks and Payments - 25 items						
Check	07/31/2020	2044	Rossbro Engineering Ltd	X	-1,592.98	-1,592.98
Check	09/30/2020	2069	National Bank of Arizona	X	-22,816.29	-24,409.27
Check	09/30/2020	2074	EMH Health	X	-7,688.10	-32,097.37
Check	09/30/2020	2079	7710 Insurance	X	-3,297.00	-35,394.37
Check	09/30/2020	2071	Sidney Lex Felker, PC	X	-2,145.00	-37,539.37
Check	09/30/2020	2070	Vicki J Rutter	X	-1,250.00	-38,789.37
Check	09/30/2020	2067	Principal Life Insurance Company	X	-806.91	-39,596.28
Check	09/30/2020	2065	Verizon Wireless	X	-561.51	-40,157.79
Check	09/30/2020	2072	CenturyLink	X	-432.54	-40,590.33
Check	09/30/2020		Nationwide	X	-398.18	-40,988.51
Check	09/30/2020		Nationwide	X	-396.36	-41,384.87
Check	09/30/2020	2075	United Fire	X	-299.28	-41,684.15
Check	09/30/2020	2078	Simpson Computer Services	X	-250.00	-41,934.15
Check	09/30/2020	2066	Aflac	X	-238.82	-42,172.97
Check	09/30/2020	2073	GreatAmerica Financial Services	X	-127.21	-42,300.18
Check	09/30/2020	2064	Sonoita Valley Water Co	X	-103.85	-42,404.03
Check	09/30/2020	2076	Airgas USA, LLC	X	-99.72	-42,503.75
Check	09/30/2020	2077	Verizon Wireless	X	-60.06	-42,563.81
Check	09/30/2020	2068	Valley Imaging Solutions	X	-45.16	-42,608.97
Check	10/12/2020		Nationwide	X	-384.85	-42,993.82
Check	10/12/2020		Nationwide	X	-382.97	-43,376.79
Transfer	10/30/2020			X	-10,000.00	-53,376.79
Check	10/30/2020		Nationwide	X	-325.70	-53,702.49
Check	10/30/2020		Nationwide	X	-323.82	-54,026.31
Check	10/31/2020			X	-65.65	-54,091.96
Total Checks and Payments					<u>-54,091.96</u>	<u>-54,091.96</u>
Deposits and Credits - 2 items						
Transfer	10/05/2020			X	1,716.63	1,716.63
Transfer	10/15/2020			X	17,085.41	18,802.04
Total Deposits and Credits					<u>18,802.04</u>	<u>18,802.04</u>
Total Cleared Transactions					<u>-35,289.92</u>	<u>-35,289.92</u>
Cleared Balance					-35,289.92	8,664.87 <i>11/16/20</i>
Uncleared Transactions						
Checks and Payments - 4 items						
Check	10/30/2020	2081	Helmet Peak Vol. Fire Dept.		-5,000.00	-5,000.00
Check	10/30/2020	2082	Rita Ranch Automotive & Tire		-1,628.38	-6,628.38
Check	10/30/2020	2080	Vicki J Rutter		-1,250.00	-7,878.38
Check	10/30/2020	2083	Rita Ranch Automotive & Tire		-704.85	-8,583.23
Total Checks and Payments					<u>-8,583.23</u>	<u>-8,583.23</u>
Total Uncleared Transactions					<u>-8,583.23</u>	<u>-8,583.23</u>
Register Balance as of 10/31/2020					-43,873.15	81.64
New Transactions						
Deposits and Credits - 1 item						
Transfer	11/09/2020				49,792.01	49,792.01
Total Deposits and Credits					<u>49,792.01</u>	<u>49,792.01</u>
Total New Transactions					<u>49,792.01</u>	<u>49,792.01</u>
Ending Balance					<u>5,918.86</u>	<u>49,873.65</u>

Sonoma-Elgin FD
 Reconciliation Detail
 Chase Savings, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						163,305.43
Cleared Transactions						
Deposits and Credits - 2 items						
Transfer	10/30/2020			X	10,000.00	10,000.00
Deposit	10/31/2020			X	4.18	10,004.18
Total Deposits and Credits					10,004.18	10,004.18
Total Cleared Transactions					10,004.18	10,004.18
Cleared Balance					10,004.18	173,309.61
Register Balance as of 10/31/2020					10,004.18	173,309.61
Ending Balance					10,004.18	173,309.61

11/16/20

Sencita-Elgin FD
Reconciliation Detail
Hughes Main Share, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57.68
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2020			X	0.01	0.01
Total Deposits and Credits					0.01	0.01
Total Cleared Transactions					0.01	0.01
Cleared Balance					0.01	57.69
Register Balance as of 10/31/2020					0.01	57.69
Ending Balance					0.01	57.69

Handwritten: 57.69

Sonoma-Elgin PD
Reconciliation Detail
 Hughes Checking, Period Ending 10/31/2020

Type	Date	Num	Name	Ctr	Amount	Balance
Beginning Balance						28,197.35
Cleared Transactions						
Checks and Payments - 32 items						
Check	09/15/2020	2755	ISFSI	X	-125.00	-125.00
Check	09/30/2020		Public Safety Personnel Retirement System	X	-4,059.85	-4,184.85
General Journal	09/30/2020	10012...	Parker King	X	-1,280.00	-5,464.85
Check	09/30/2020		Arizona State Retirement System	X	-1,277.34	-6,742.19
General Journal	09/30/2020	10012...	Jade Deforest	X	-1,040.00	-7,782.19
General Journal	09/30/2020	10012...	Jeffrey Binder	X	-960.00	-8,742.19
General Journal	09/30/2020	10012...	Shelby R Shields	X	-640.00	-9,382.19
General Journal	09/30/2020	10013...	Parker King	X	-616.61	-9,998.80
General Journal	09/30/2020	10012...	Bill Bruyn	X	-400.00	-10,398.80
General Journal	09/30/2020	10012...	Anika Payton-Rodriguez	X	-400.00	-10,798.80
General Journal	09/30/2020	10012...	Karina Hilliard	X	-320.00	-11,118.80
General Journal	09/30/2020	10012...	Kerri L Stewart	X	-240.00	-11,358.80
General Journal	10/15/2020	EFT	Paychex DirDep/RCX	X	-24,661.85	-36,020.65
General Journal	10/15/2020	EFT	Paychex Taxpay	X	-6,634.41	-42,655.06
Check	10/15/2020	2759	Walker & Armstrong LLP	X	-5,000.00	-47,655.06
Check	10/15/2020	2772	Empire Homes, Inc.	X	-1,850.97	-49,506.03
Check	10/15/2020	2761	Professional Management Coaching	X	-1,250.00	-50,756.03
Check	10/15/2020	2763	SSVEC	X	-859.43	-51,615.46
Check	10/15/2020	2769	Purcell Tire Company	X	-425.20	-52,040.66
Check	10/15/2020	2760	Simpson Computer Services	X	-250.00	-52,290.66
General Journal	10/15/2020	EFT	Paychex Invoice	X	-161.98	-52,452.64
Check	10/15/2020	2765	L.N. Curtis and Sons	X	-153.24	-52,605.88
Check	10/15/2020	2770	Santa Cruz County Landfill	X	-93.95	-52,699.83
Check	10/15/2020	2767	TransWorld Network	X	-80.69	-52,780.52
Check	10/15/2020	2771	Colonial Life	X	-72.44	-52,852.96
Check	10/15/2020	2768	Bound Tree Medical	X	-30.99	-52,883.95
Check	10/16/2020		Public Safety Personnel Retirement System	X	-4,452.87	-57,336.82
Check	10/16/2020		Arizona State Retirement System	X	-1,277.34	-58,614.16
General Journal	10/30/2020	EFT	Paychex DirDep/RCX	X	-23,749.70	-82,363.86
General Journal	10/30/2020	EFT	Paychex Taxpay	X	-5,830.14	-88,194.00
Check	10/30/2020		Arizona State Retirement System	X	-1,343.50	-89,537.50
General Journal	10/30/2020	EFT	Paychex Invoice	X	-179.96	-89,717.46
Total Checks and Payments					-89,717.46	-89,717.46
Deposits and Credits - 17 items						
Deposit	10/01/2020			X	0.30	0.30
Deposit	10/01/2020			X	190.61	190.91
Deposit	10/01/2020			X	720.61	911.52
Deposit	10/01/2020			X	739.49	1,651.01
Deposit	10/05/2020			X	46.40	1,697.41
Deposit	10/05/2020			X	814.13	2,511.54
Deposit	10/07/2020			X	753.83	3,265.37
Deposit	10/07/2020			X	1,167.80	4,433.17
Deposit	10/08/2020			X	203.53	4,636.70
Deposit	10/13/2020			X	769.21	5,405.91
Transfer	10/13/2020			X	45,000.00	50,405.91
Deposit	10/15/2020			X	39.06	50,444.97
Deposit	10/19/2020			X	4,045.46	54,490.43
Deposit	10/20/2020		Paychex Taxpay	X	3.58	54,494.01
Deposit	10/21/2020			X	1,999.54	56,493.55
Transfer	10/27/2020			X	45,000.00	101,493.55
Deposit	10/30/2020			X	1,681.30	103,174.85
Total Deposits and Credits					103,174.85	103,174.85
Total Cleared Transactions					13,457.39	13,457.39
Cleared Balance					13,457.39	41,654.74

UR
11/16/20

Sonoma-Elgin FD
Reconciliation Detail
Hughes High Yield, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,014.88
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/01/2020			X	0.76	0.76
Total Deposits and Credits					0.76	0.76
Total Cleared Transactions					0.76	0.76
Cleared Balance					0.76	2,015.64
Register Balance as of 10/31/2020					0.76	2,015.64
Ending Balance					0.76	2,015.64

Handwritten: 11/16/20

Sonoita-Elgin FD
 Reconciliation Detail
 Hughes Premium, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						126,014.87
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	10/13/2020			X	-45,000.00	-45,000.00
Transfer	10/27/2020			X	-45,000.00	-90,000.00
Total Checks and Payments					-90,000.00	-90,000.00
Deposits and Credits - 2 items						
Check	09/30/2020	591	Sonoita-Elgin Fire District	X	125,000.00	125,000.00
Deposit	10/01/2020			X	116.83	125,116.83
Total Deposits and Credits					125,116.83	125,116.83
Total Cleared Transactions					35,116.83	35,116.83
Cleared Balance					35,116.83	161,131.70
Register Balance as of 10/31/2020					35,116.83	161,131.70
New Transactions						
Checks and Payments - 1 item						
Transfer	11/12/2020				-35,000.00	-35,000.00
Total Checks and Payments					-35,000.00	-35,000.00
Total New Transactions					-35,000.00	-35,000.00
Ending Balance					116.83	126,131.70

11/16/20

Sonoita-Elgin FD
Reconciliation Detail
National Bank Money Market, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						153,977.66
Cleared Transactions						
Checks and Payments - 3 items						
Check	09/30/2020	591	Sonoita-Elgin Fire District	X	-125,000.00	-125,000.00
Check	10/13/2020		National Bank of Arizona	X	-2,157.28	-127,157.28
Check	10/31/2020			X	-6.00	-127,163.28
Total Checks and Payments					-127,163.28	-127,163.28
Deposits and Credits - 5 items						
Deposit	10/07/2020			X	290.45	290.45
Deposit	10/16/2020			X	2,083.07	2,373.52
Deposit	10/28/2020			X	186.80	2,560.32
Deposit	10/28/2020			X	11,767.25	14,327.57
Deposit	10/31/2020			X	1.89	14,329.46
Total Deposits and Credits					14,329.46	14,329.46
Total Cleared Transactions					-112,833.82	-112,833.82
Cleared Balance					-112,833.82	41,143.84
Register Balance as of 10/31/2020					-112,833.82	41,143.84
New Transactions						
Deposits and Credits - 3 items						
Deposit	11/04/2020				66.00	66.00
Deposit	11/04/2020				1,706.82	1,772.82
Deposit	11/09/2020				2,133.43	3,906.25
Total Deposits and Credits					3,906.25	3,906.25
Total New Transactions					3,906.25	3,906.25
Ending Balance					-108,927.57	45,050.09

Handwritten: 11-16-20

LIZ GUTFAHR
Treasurer
MARIA ACUNA
Chief Deputy

COUNTY TREASURER
SANTA CRUZ COUNTY

P.O. Box 1150
Nogales, Arizona 85628
Tel. (520) 375-7980
Extension 7967
TDD (520) 761-7816

Sonoita Fire District
P.O Box 322
Sonoita AZ 85637

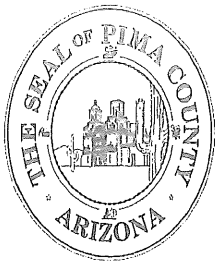
Monthly Statement

Opening Balance	October-20		\$ 1,716.63
State Pool Investment		0.06 0.01	0.07
Levied Revenue Earned			
	103946	817.56	105,823.91
	103968	232.44	
	103979	1,911.15	
	103999	945.40	
	104019	4,722.48	
	104036	5,873.35	
	104050	338.19	
	104067	7,104.09	
	104092	1555.41	
	104108	1936.03	
	104128	6,204.00	
	104140	4302.01	
	104151	3476.79	
	104168	1876.13	
	104175	6795.97	
	104213	13833.63	
	104223	6086.84	
	104237	2,761.85	
	104261	17,556.70	
	104284	10,339.96	
	104305	7,153.93	
Check#	47501	(1,716.63)	(1,716.63)
Journal Entries		-	
Ending Balance	Oct-20		<u>\$ 105,823.98</u>

Sonoita Fire District T52-2063
Sonoita-Elgin Fire District

Please contact Patty Ibarra Ext 7966
if there are any questions or problems





PIMA COUNTY
TREASURER'S OFFICE
Monthly Activity

SONOITA-ELGIN FIRE DISTRICT

OCTOBER 2020

Activity	Beginning Balance	
		\$17,085.41
Cash		
500.50720.10.10000.10000.10.1100.130	32,706.60	
		32,706.60
Reserve for Unrealized Gains/Losses		
500.50720.10.10000.10000.10.1110.999	0	
		0.00
Fund Balance		
500.50720.10.10000.10000.30.3000.999	0	
		0.00
Real Estate Taxes		
500.50720.10.10000.10000.40.4110.007	0	
500.50720.10.10000.10000.40.4110.008	0	
500.50720.10.10000.10000.40.4110.009	0	
500.50720.10.10000.10000.40.4110.010	0	
500.50720.10.10000.10000.40.4110.011	0	
500.50720.10.10000.10000.40.4110.012	0	
500.50720.10.10000.10000.40.4110.013	0	
500.50720.10.10000.10000.40.4110.014	0	
500.50720.10.10000.10000.40.4110.015	0	
500.50720.10.10000.10000.40.4110.016	0	
500.50720.10.10000.10000.40.4110.017	0	
500.50720.10.10000.10000.40.4110.018	0	
500.50720.10.10000.10000.40.4110.019	(3.26)	
500.50720.10.10000.10000.40.4110.020	(39,902.83)	
500.50720.10.10000.10000.40.4110.088	0	
500.50720.10.10000.10000.40.4110.089	0	
500.50720.10.10000.10000.40.4110.090	0	
500.50720.10.10000.10000.40.4110.091	0	
500.50720.10.10000.10000.40.4110.092	0	
500.50720.10.10000.10000.40.4110.093	0	
500.50720.10.10000.10000.40.4110.094	0	
500.50720.10.10000.10000.40.4110.095	0	
500.50720.10.10000.10000.40.4110.096	0	
500.50720.10.10000.10000.40.4110.097	0	
		(39,906.09)
Personal Property Taxes Collected		
500.50720.10.10000.10000.40.4120.007	0	
500.50720.10.10000.10000.40.4120.008	0	
500.50720.10.10000.10000.40.4120.009	0	

500.50720.10.10000.10000.40.4120.010	0
500.50720.10.10000.10000.40.4120.011	0
500.50720.10.10000.10000.40.4120.012	0
500.50720.10.10000.10000.40.4120.013	0
500.50720.10.10000.10000.40.4120.014	0
500.50720.10.10000.10000.40.4120.015	0
500.50720.10.10000.10000.40.4120.016	0
500.50720.10.10000.10000.40.4120.017	0
500.50720.10.10000.10000.40.4120.018	0
500.50720.10.10000.10000.40.4120.019	0
500.50720.10.10000.10000.40.4120.020	(827.66)
500.50720.10.10000.10000.40.4120.088	0
500.50720.10.10000.10000.40.4120.089	0
500.50720.10.10000.10000.40.4120.090	0
500.50720.10.10000.10000.40.4120.091	0
500.50720.10.10000.10000.40.4120.092	0
500.50720.10.10000.10000.40.4120.093	0
500.50720.10.10000.10000.40.4120.094	0
500.50720.10.10000.10000.40.4120.095	0
500.50720.10.10000.10000.40.4120.096	0
500.50720.10.10000.10000.40.4120.097	0

(827.66)

In-Lieu Taxes Collected

500.50720.10.10000.10000.40.4130.007	0
500.50720.10.10000.10000.40.4130.008	0
500.50720.10.10000.10000.40.4130.009	0
500.50720.10.10000.10000.40.4130.010	0
500.50720.10.10000.10000.40.4130.011	0
500.50720.10.10000.10000.40.4130.012	0
500.50720.10.10000.10000.40.4130.013	0
500.50720.10.10000.10000.40.4130.014	0
500.50720.10.10000.10000.40.4130.088	0
500.50720.10.10000.10000.40.4130.089	0
500.50720.10.10000.10000.40.4130.090	0
500.50720.10.10000.10000.40.4130.091	0
500.50720.10.10000.10000.40.4130.092	0
500.50720.10.10000.10000.40.4130.093	0
500.50720.10.10000.10000.40.4130.094	0
500.50720.10.10000.10000.40.4130.095	0
500.50720.10.10000.10000.40.4130.096	0
500.50720.10.10000.10000.40.4130.097	0
500.50720.10.10000.10000.40.4130.999	0

0.00

Fire District Assistance

500.50720.10.10000.10000.40.4140.007	0
500.50720.10.10000.10000.40.4140.008	(0.30)
500.50720.10.10000.10000.40.4140.009	(0.03)
500.50720.10.10000.10000.40.4140.010	0
500.50720.10.10000.10000.40.4140.011	(0.06)
500.50720.10.10000.10000.40.4140.012	(0.06)
500.50720.10.10000.10000.40.4140.013	0

500.50720.10.10000.10000.40.4140.014	(0.09)	
500.50720.10.10000.10000.40.4140.015	(0.20)	
500.50720.10.10000.10000.40.4140.016	(0.08)	
500.50720.10.10000.10000.40.4140.017	(0.12)	
500.50720.10.10000.10000.40.4140.018	(0.52)	
500.50720.10.10000.10000.40.4140.019	(47.87)	
500.50720.10.10000.10000.40.4140.020	(9,004.12)	
500.50720.10.10000.10000.40.4140.088	0	
500.50720.10.10000.10000.40.4140.089	0	
500.50720.10.10000.10000.40.4140.090	0	
500.50720.10.10000.10000.40.4140.091	0	
500.50720.10.10000.10000.40.4140.092	0	
500.50720.10.10000.10000.40.4140.093	0	
500.50720.10.10000.10000.40.4140.094	0	
500.50720.10.10000.10000.40.4140.095	0	
500.50720.10.10000.10000.40.4140.096	0	
500.50720.10.10000.10000.40.4140.097	0	

(9,053.45)

Investment Income

500.50720.10.10000.10000.40.4500.999	(4.81)	
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(4.81)

Unrealized Gains/Losses on Investments

500.50720.10.10000.10000.40.4505.999	0	
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0.00

Disbursements

500.50720.10.10000.10000.50.5000.999	17,085.41	
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17,085.41

Ending Balance

\$49,792.01

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
PURPOSE OF THE CASH FLOW FORECAST IS TO SHOW ALL CASH IN AND CASH OUT ON A MONTHLY BASIS.															
THE CUMULATIVE CASH BALANCE MUST NOT GO BELOW ZERO.															
	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September
	2020	2020	2020	2020	2020	2020	2021	2021	2021	2021	2021	2021	2021	2021	2021
1	Sonoita-Elgin Fire District														
2	Cash Flow Forecast														
3	July 1, 2020 through June 30, 2021														
4		Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
5	Budget	July	August	September	October	November	December	January	February	March	April	May	June	July	August
6	2020-2021	2020	2020	2020	2020	2020	2020	2021	2021	2021	2021	2021	2021	2021	2021
7															
8	Budgeted Revenues														
9	Fire District Tax														
10	Santa Cruz County	1,568	2,950	1,717	105,824	361,220	100,526	48,053	28,463	19,198	179,485	58,400	30,359	937,762	
11	Pima County	1,861	1,583	14,800	40,734	10,693	5,049	2,625	4,990	6,537	23,441	8,949	2,782	124,044	
12	Fire District Assistance Tax														
13	Santa Cruz County						25,428							50,856	
14	Pima County	171	43	2,284	9,053	1,984	1,141	425	888	1,291	6,281	969	279	24,308	
15	Fire Suppression Income	35,000												35,000	
16	EMS Support	2,200		1,836									364	2,200	
17	Ambulance Revenues	18,040	17,747	26,184	23,266	18,642	22,149	20,198	23,346	28,783	38,128	15,983	17,534	270,000	
18	PPE Purchase	9,254											9,254		
19	Interest Income	800	18	16	129	65	67	67	67	37	37	18	800		
20	Rental Income	400					70	40	20				270	400	
21	Prior Year Carryforward	38,136											38,136		
22															
23	Total Budgeted Revenues	56,919	22,340	46,836	179,006	392,604	154,430	71,408	57,773	55,846	247,372	84,320	124,406	1,493,269	
24															
25	Budgeted Operating Expenses														
26	Salaries	625,787	38,038	46,579	45,835	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	61,943	
27	Sick Pay	9,400	633			855	855	855	855	855	855	855	855	2,782	
28	Vacation/Holiday	45,000	6,010	5,050	4,281	3,429	3,429	3,429	3,429	3,429	3,429	3,429	3,429	1,326	
29	Transport Stipend	78,400	5,995	5,208	5,377	6,582	6,582	6,582	6,582	6,582	6,582	6,582	6,582	7,787	
30	Payroll Taxes	30,000	2,352	2,087	2,204	3,326	3,287	3,514	2,311	2,278	1,562	2,899	2,527	30,000	
31	PSPRS	75,000	982	6,287	5,741	6,057	11,169	6,141	2,178	6,144	6,755	6,390	7,553	75,000	
32	ASRS	15,500	1,321	1,273	1,363	1,310	1,341	1,329	1,217	1,320	1,266	1,280	1,193	15,500	
33	Employee Health Insurance	71,400	5,838	6,044	1,907	5,960	5,960	5,960	5,960	5,960	5,960	5,960	5,960	71,400	
34	Physicals	8,800												8,800	
35	Workman's Compensation	34,600	9,168	3,297				6,443	9,262			6,430		34,600	
36	Clothing Allowance	8,400	457	168	96	36	36	247	3,085	8	75	1,025	3,167	8,400	
37	Training	25,217	170	2,443	6,250	3,741	639	639	1,659	1,003	1,930	5,292	1,451	25,217	
38	EMS Consumables	15,000	495	(1,571)	87	2,148	1,192	1,161	1,446	602	3,866	1,755	3,765	15,000	
39	Maintenance Plans	4,500												4,500	
40	Oral Hydration Fluids	1,200												1,200	
41	Fire Prevention Education	1,000	581											1,000	
42	Office Expense & Postage	10,000	73	241	577	539	1,649	706	1,356	236	134	951	3,465	10,000	
43	Recruitment & Retention	11,000	(45)	2,509	835	177	3,207	132	1,227	599	178	410	855	11,000	
44	Payroll Preparation	4,500	334	359	342	371	328	750	281	341	278	285	482	4,500	
45	Ambulance Billing	21,600	3,429	1,733	2,112	1,200	1,179	1,714	1,593	626	2,112	2,607	1,461	21,600	
46	Equipment Rental	1,800	127	127	127	127	127	127	127	127	127	127	402	1,800	
47	Internet Provider	3,300	81	218	341	299	299	299	299	218	393	300	253	3,300	
48	Bank Charges	800	57	64	98	72	41	37	41	44	59	55	227	800	

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
PURPOSE OF THE CASH FLOW FORECAST IS TO SHOW ALL CASH IN AND CASH OUT ON A MONTHLY BASIS.															
THE CUMULATIVE CASH BALANCE MUST NOT GO BELOW ZERO.															
		Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	
	Budget	July	August	September	October	November	December	January	February	March	April	May	June		
	2020-2021	2020	2020	2020	2020	2020	2020	2021	2021	2021	2021	2021	2021	2021	Total
1	Sonoita-Elgin Fire District														
2	Cash Flow Forecast														
3	July 1, 2020 through June 30, 2021														
4															
49	Background Checks	1,200	80			80					180	100	700	1,200	
50	Legal Fees	7,800		6,975	2,569									9,544	
51	Accounting Fees	8,500			5,000	3,600								8,600	
52	Bookkeeper	15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	
53	Telephone	14,000	1,069	1,164	1,054	1,000	1,000	1,000	2,241	1,180	1,035	1,058	1,138	14,000	
54	Batteries & Repair	3,000												3,000	
55	Computer & IT Support	4,000	862	3,538	250	250	250	250	250	250	250	250	250	6,899	
56	Streetwise & Vera Earl Tower	5,100			7,565									7,565	
57	Utilities	17,000	1,155	1,055	1,054	771	1,440	1,440	1,440	1,440	1,440	2,110	2,216	17,000	
58	Insurance	30,000			6,888		7,047		7,042			9,023		30,000	
59	Fuel	26,000		4,075	173	84	3,827	488	5,713	97	5,197	3,536	2,810	26,000	
60	Building Grounds & Pests	9,000	534	38	247	1,989	349	1,032	123	103	552	899	2,905	9,000	
61	Vehicle Maintenance	36,500	3,041	3,673	2,242	3,268	3,042	3,042	3,042	3,042	3,042	3,042	2,982	36,500	
62	Equipment Replacement	10,000				153	741	326		1,844	110		6,085	10,000	
63	Station & Fire Supplies	10,000	3,056	742	784	762	631	631	631	631	631	500	371	10,000	
64	Suppression Foam	3,600											3,600	3,600	
65	Interest Expense - LOC	500											500	500	
66	Computer/Radio	4,000		162		63							3,775	4,000	
67	Financial Stability Reserve	52,313											52,313	52,313	
68	Communication to Residents	500	235		12								254	500	
69	Dues & Subscriptions	4,000	746	196	125	114	730	159	765	230		321	401	4,000	
70	PPE Purchase	9,254											9,254	9,254	
71	Miscellaneous			(241)	962									721	
72	Capital Reserve Funds														
73	Apparatus P&I	80,992	80,973											80,973	
74	Ambulance P&I	23,297		22,816										22,816	
75	PPE	6,500											6,500	6,500	
76	SCBA's	9,000											9,000	9,000	
77	Other Equipment														
78	Total Budgeted Expenses	1,493,260	170,939	101,108	127,067	98,469	115,903	105,174	104,650	95,438	103,395	122,823	235,317	1,500,690	
79															
80	Net Budgeted Revenues/Expenses		(114,020)	(78,767)	(80,231)	80,537	276,701	49,256	(33,243)	(62,633)	143,976	(38,504)	(110,911)	(7,431)	
81															
82															

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	Sonoita-Elgin Fire District																
2	Cash Flow Forecast																
3	July 1, 2020 through June 30, 2021																
4				Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast		
5		Budget	Actual	Actual	Actual	Actual	Actual	November	December	January	February	March	April	May	June		
6		2020-2021	2020	2020	2020	2020	2020	2020	2020	2021	2021	2021	2021	2021	2021	2021	
7																	Total
83	Other Financing Sources																
84	Unbudgeted Revenue					14,625											14,625
85	Palominas Fire District						4,045										6,960
86	Fire Suppression Excess			2,915													15,120
87	Safer Grant 2016			15,120													0
88	Apparatus Sales																0
89	Miscellaneous Income																0
90	Donations			100		1,000											1,100
91	Total Unbudgeted Revenue			18,135	0	15,625	4,045	0	0	0	0	0	0	0	0	0	37,805
92																	
93	Unbudgeted Expenses																
94	Palominas FD - Chief's Salary			4,333	4,333	4,333	4,333										17,333
95	Wildland Labor			1,819	1,139	1,139	4,818										7,776
96	Wildland Expenses																0
97	Safer 2016 Expenses			7,520	7,040	6,080	5,200										25,840
98	Total Unbudgeted Expenses			13,672	11,373	11,552	14,351										50,949
99																	
100	Net Unbudgeted Revenue & Expenses			4,462	(11,373)	4,073	(10,306)	0	0	0	0	0	0	0	0	0	(13,144)
101																	
102	Net Overall Income (Loss)		0	(109,557)	(90,141)	(76,158)	70,231	276,701	49,256	(33,243)	(62,633)	(39,592)	143,976	(38,504)	(110,911)		(20,574)
103																	
104	Cash on Hand			645,997	555,857	479,698	549,795										~ \$734,845
105																	
106																	
107																	
108																	
109																	
110																	
111																	

The Cash on Hand at October 31, 2020 was \$249,795. The Net Overall Loss is projected to be \$20,574 at fiscal year end. Since both balances are not positive so there is potentially an adverse impact on operations or liquidity of the district that should be reported to the county Board of Supervisors. The District cannot legally end the year with a loss and cannot have any balance on a LOC at fiscal year end. Cash on Hand at June 30, 2021 is projected to be approximately \$734,845.

RESOLUTION #2020-16

A RESOLUTION OF THE SANTA CRUZ COUNTY BOARD OF SUPERVISORS CANCELLING FIRE DISTRICT ELECTIONS FOR THE NOVEMBER 3, 2020 GENERAL ELECTION, APPOINTING ALL CANDIDATES THAT FILED TO RUN FOR BOARD MEMBER FOR THE DISTRICTS IN WHICH NO ELECTION IS REQUIRED AND DECLARING VACANCIES TO BE FILLED AS PROVIDED BY LAW

WHEREAS, an election was to be held on November 3, 2020, for Fire District Board members; and

WHEREAS, the deadline for filing nomination papers to run for said offices was July 6, 2020; and

WHEREAS, pursuant to A.R.S. §48-802(D4), if only one person files nominating petitions for an election to fill a position on the district board, the Board of Supervisors may cancel the election for the position and appoint the person who filed the nominating petitions to fill the position; and

WHEREAS, pursuant to A.R.S. §48-802(D4), if no person files a nominating petition for an election to fill a district office, the Board of Supervisors may cancel the election for that office and the office is deemed vacant and shall be filled as provided by law; and

WHEREAS, the list of Fire Districts that are eligible for cancellation and candidates who are eligible for appointment to the office of Fire District Board member is attached as **Exhibit A**; and

WHEREAS, the list of Fire Districts that eligible for cancellation and the seats that are eligible to be declared vacant and filled as provided by law is attached as **EXHIBIT A**; and

WHEREAS, cancellation of the Fire District Elections and the appointment of candidates who filed will foster efficiency, economy and cost saving in the election process.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Santa Cruz County that the election for Fire Districts listed on Exhibit A scheduled for November 3, 2020 is hereby cancelled.

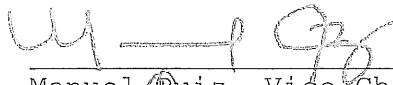
BE IT FURTHER RESOLVED that each of the candidates that filed nomination papers to run for the office of Board Member for those Fire Districts that are designated on the attached Exhibit A are hereby appointed to fill these offices, effective upon the beginning of the term, with all of the powers and duties of that office as if elected.

BE IT FURTHER RESOLVED that the seats that are designated vacant on the attached EXHIBIT A are hereby deemed vacant and shall be filled as provided by law.

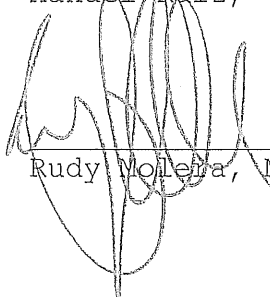
PASSED AND ADOPTED this 6th day of October, 2020.



Bruce Bracker, Chairman

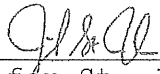


Manuel Ruiz, Vice-Chairman



Rudy Moleira, Member

ATTEST:



Jennifer St. John
Interim Clerk of the Board

EXHIBIT A

NAME	FIRE DISTRICT
David Valenzuela Dora Madrid	Nogales Suburban Fire District
Dora Alvidrez-Urias VACANT	Rio Rico Fire District
Christopher Johnson VACANT VACANT	Sonoita/Elgin Fire District
Peter Benequista Mary Dahl Bill Kirkpatrick	Tubac Fire District



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: September 1, 2020

Title: Cancellation of Fire and Health District Elections

Introduction/Background:

A.R.S. 16-410 allows that if the number of persons who file nomination petitions plus the number of persons who file write-in affidavits is less than or equal to the number of positions to be filled for a fire or health district election, the Board of Supervisors may cancel the election and appoint the person or persons to fill the position for the term of office for which the candidate was nominated.

Discussion:

The Board is being asked to cancel the uncontested governing board elections for the November 3, 2020 General Election.

The deadline for candidates to file write-in affidavits for health and fire district elections is August 19, 2020. A list of the fire and health districts who have requested that the Board of Supervisors cancel their uncontested elections will be sent to the Clerk of the Board no later than August 21, 2020.

Conclusion:

If the Board cancels the uncontested elections, the affected fire and health districts will not incur the expense of conducting an uncontested election. A candidate who has filed nomination petitions or a write-in affidavit for a position on the Governing Board will be appointed by the Board of Supervisors and will have the same powers and duties as if elected. If no nomination petitions or write-in affidavits have been filed, the position will be deemed vacant.

Recommendation:

The Elections Department recommends approval of the resignations and appointments put forth by the county Recommend canceling the uncontested fire and health district elections for the November 3, 2020 General Election.

Fiscal Impact:

None.

Board of Supervisor District:

1 2 3 4 5 All

Department: Elections Telephone: 724-6830

Contact: Anne Lillie Telephone: 724-6869

Department Director Signature/Date: *Braeth Lee* 6-30

Deputy County Administrator Signature/Date: *[Signature]* 7-6-2020

County Administrator Signature/Date: *C. J. DeLuca* 7/7/20

P7014

The following special districts have asked that the Board of Supervisors cancel their election for November 3, 2020 and appoint the listed candidates.

ARIVACA FIRE DISTRICT
(NO CANDIDATES)

AVRA VALLEY FIRE DISTRICT
BAUER, SARA
CASTANEDA, LUIS

CORONA DE TUCSON FIRE DISTRICT
WAGNER, JASON
KARHOFF, PHILLIP

DREXEL HEIGHTS FIRE DISTRICT
FINK, DOUGLAS
MENDONCA, CHARLES
BERTRAND, JIM

GOLDER RANCH FIRE DISTRICT
BRADY, STEVE
HUDGINS, RICHARD
VETTE, WALLY

GREEN VALLEY FIRE DISTRICT
JAMIESON, JEFFREY
RICHEY, SANDI
SCHUSTER, NANCY

HIDDEN VALLEY FIRE DISTRICT
ALTER, LEE
MILWARD, GREG

MESCAL-J6 FIRE DISTRICT
ELLIS, PHYLLIS
MURRAY, ROBERT "BOB"

MT. LEMMON FIRE DISTRICT
PERCHOROWICZ, JOHN

NORTHWEST FIRE DISTRICT
GREEN, PEG
CARTER, GEORGE
AREND-HICKS, REBECCA