Sonoita-Elgin fire District

Minutes to the Board of Directors Meeting

December 18, 2023

**Chair of the board Chris Johnson calls the meeting to order at 9:00a.m.**

1. **Roll call and confirmation of Quorum.**

Chris Johnson, Russ Kolsrud, Robert Garber, Eddie McArthur, and Ruth Ann LeFebvre are present at the meeting and the Board has a quorum.

1. **Pledge of Allegiance to the Flag.**
2. **Call to the public.**
* **Members of the public are invited to address the Board and/or submit written comments for inclusion in the minutes.**

No call to the public.

1. **Approval of the minutes from November 27, 2023.**

*Russ Kolsrud makes a motion to approve the minutes for Board Meeting November 27, 2023, Robert Garber seconds the motion and it passes unanimously.*

1. **Report from the Fire Chief.**
* **Administration and Budget**: Walker and Armstrong putting final touches on the audit presentation and it should be ready in February, possibly January. Administration has streamlined the purchasing of supplies for the district specifically through amazon, where we can save some money and get larger orders for supplies. For medical billing we have started to take credit card payments via square for walk in payments at the district.
* **PSPRS Local Board:** Is meeting today and will ensure that they have met twice in the calendar year.
* **Operations:** Getting ready to do a new round ofeligibility testing, where we will take applications for prospective volunteers and potential future full-time members. They will undergo a round of testing and then they are placed on a list for future hiring.

New Members:Captain Moreno started in December and is the new captain for “B” Shift and has many years of experience in the fire service and EMS. Captain Bowman is the new captain for “A” Shift and has several years’ experience in the fire service and as a paramedic.

Apparatus:Engine 822 is back and looking really good. Utility 819 got it’s lettering and is still being prepped for service. Tender 828 had a bunch of switches replaced but still has an air leak. We will still be using Palominas’s tender until 828 is repaired and ready to be back in service.

Service*:* November had 51 incidences and the breakdown was 24 EMS calls, 8 Fire calls and 19 calls for service. Zone 1 had 20 , Zone 2 had 9 , Zone 3 had 9 , Zone 4 0 , Zone 5 had 13 . Shift “A” had 18, Shift “B” had 16, Shift “C” had 17 incidences.

* **Legislative Update**: HB 2609 for our CON, some provisions have been tabled and others will go into effect January 2024 and one provision is that all Ambulances have non removable devices for real time GPS monitoring. We have applied for a waiver with DHS, that will give us twelve months to comply. There will be a change to how times are recorded, time from dispatch to leaving the station and time from leaving the station to the scene for all emergent calls annually.
* **Other**: Rosemont mine is currently closed and all mining on hold as it involves so much public land. They are moving forward with project “Copper World”, as it involves private land, and it will be outside of our district and be covered by Green Valley Fire District. As a district we will continually reach out and try to address the impact of South32 on the communities of Sonoita and Elgin and our ability to

provide services. Russ Kolsrud brings up a concern of the manganese and the threat of airborne materials having a health impact on the surrounding communities. Chief explains that if an incident occurs SEFD fire fighters are trained on hazardous materials and when to call in a hazardous team to address the incident.

1. **Presentation and Approval of Monthly Financial Reconciliation and Reports pursuant to ARS Sec. 48-807.**
* Monthly financials presentedby Ben Archer-Clowes from James Vincent Group**.**
* JVG points out an increase in available cash on the balance sheet.
* Ambulance revenue was slightly under budget, but if you look at the year to date the district is on budget.
* District expenses are slightly over budget in overtime and salaries for the month due to 3 pay periods in November, however if you look at the year to date the district if slightly under budget. The district if trending over on overtime, but most of 2023 the district was not fully staffed and due to the 48-hour work week fire fighters automatically get eight hours of overtime weekly, FSLA overtime. The district will need to make some changes in coding in the annual budget for this to make more sense in the future.
* Russ Kolsrud asks about the purchase of the UTV, Chief responds that we received more Wildland revenue than budgeted and we had the ARPA funds injection into the payroll budget.
* Chief explains that the district will expect to end the year cash positive so there is no risk to the district’s stability.

*Robert Garber makes a motion to approve the November financials and Eddie McArthur seconds the motion and approves unanimously.*

1. **Information item-update on new website since launch**
* We are continually updating the website and now sharing our monthly incidence stats on the website.
* Ruth Ann LeFebvre asks if we are going to be putting the power point on the website and chief responds that we could do that.
* Chris Johnson suggests that we first approve the minutes and content and then include minutes and package from Board meeting online.
1. **Update on referral to AZ Attorney General’s office of investigation regarding department claim with former Chief.**
* No new updates from the Arizona Attorney General’s Office**.**
1. **Information item-Strategic Planning Process 2023-2026**
* The district had the last internal stakeholders meeting last Friday. Chief took a moment to thank everyone for participating in the Strategic Planning Process.
* We have come up with 6 main strategic initiatives and then assigned goals to accomplish the initiative. It will start on January 1, 2024 and will conclude December 31, 2026, a three-year plan. We assigned a start month and year for each initiative and started to assign goal leaders for the initiative.
* The participation exceeded expectation both with the external stakeholders and internal stakeholders.
* Russ Kolsrud expressed a concern about Ironwood logo being on our strategic plan, Chief responded and clarified that it is SEFD’s plan.
* Ruth Ann Lefebvre asks about South 32 being addressed in the strategic plan and Chief responded that it is addressed in the plan.
* Russ Kolsrud asks about discussing a member in executive session and Chris Johnson explains that it would need to on the Board Meeting agenda and the member would need 24-hour notice.
1. **Consideration of agenda items for future meetings.**
* New Captains introduced to the Board in a future meeting.

*Russ Kolsrud makes a motion to adjourn, Robert Garber seconds the motion and it passes unanimously.*

*Chris Johnson adjourns the meeting at 9:57 a.m.*

A digital copy of this meeting is available to the public at the Sonoita-Elgin Fire District, located at 3137 AZ Highway 83 Sonoita, AZ 85637

**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)**

Minutes approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Board Clerk, on \_\_\_\_­­­­­

 Ruth Ann LeFebvre Date