Sonoita-Elgin Fire District

Minutes to the Board of Directors Meeting

November 27, 2023

**Chair of the board Chris Johnson call 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 October 23, 2023.**

*Ruth Ann LeFebvre makes a motion to approve the minutes for Board Meeting October 23, 2023, Russ Kolsrud seconds the motion and it**passes unanimously.*

1. **Report from the Fire Chief**
* **Administration and Budget,** FY 23/24 should be completed in December and then we will make arrangements to have them present it to the Board. We are working with JVG to streamline our bill pay system. The meeting Owl is here for the first time for better Zoom audio and visual for the community.
* PSPRS local Board Meeting should be meeting before the end of the year.
* The district responded to 44 incidences in October: EMS 23, Fire 11 and Service 10. 14 in Zone 1, 7 in Zone 2, 7 in Zone 3, 1 in Zone 4, 15 Zone 5. A shift had 19 incidences, B shift had 12 incidences and C shift responded to 13 incidences.
* Added another member with fleet responsibilities due to the amount of our apparatus.
* Three new recruits in October, no one completed the process in October. We will be taking applications in January.
* New Captain will be starting in December.
* Captain Jackson completed his ropes operations class and Chief completed his Arson #3 investigation training.
* Engine 822 is almost done; the last detail is a new install on a windshield.
* Utility 819 is continuing to prep for service. We borrowed a water tinder from Palominas until tender 828 is repaired, as it has an air leak.
* First due is easier to grab data and we are still working out details.
* Legislature has tabled certain provisions of HB 2609, but we will be reaching out to them for an extension.
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**.**
* Ambulance revenue we are slightly over budget by $400.
* We are $18,000 over budget for total expenses, but we are trending higher on revenue also, when looking at Wildland. When you trend over on revenue, you will typically see the expenses trend over budget as a result.
* Year over Year we are up $165,000, the cash continues to stay stable.
* Our district looks at the budget as Year over Year instead of Month over Month, keep that in mind when looking at the numbers.
* Ruth Ann LeFebvre commented that the $35,000 spent on the UTV did not affect us very much.

*Russ Kolsrud makes a motion to approve the October 2023 financials, Robert Garber seconds the motion and it passes unanimously.*

1. **Information item-update on new website since launch**
* Our website is ADA compliant and when we add information, it gives us a score so we can adjust information to be ADA compliant.
1. **Update on referral to AZ Attorney General’s office of investigation regarding department claim with former Chief.**
* Chris Johnson comments that he is in touch via email and voicemail with an investigator, he has started the process.
1. **Information item-Strategic Planning Process 2023-2026**
* **Update following external meetings: we had the two external meetings.**
* **Next Steps in planning timeline:**

**\* November to December – internal stakeholder meetings,** we have completed a couple internal meetings and will continue into December until we reach our goals. We are making sure that our goals are “SMART”: Specific, Measurable, Attainable, Realistic and Time Specific. We have settled on six strategic initiatives and each of those will have a couple goals and then objectives. Then the planning process if over and we put it together into a printed presentation.

**\* December to March – Planning**

**\* April to May – plan finalized produced and distributed**

* Ruth Ann LeFebvre asks if all the crews have had a chance to participate. Chief comments that all the shifts have an opportunity.
* Russ Kolsrud comments on how the presence of the crews makes a huge difference in the process.

**10. Review, discussion and possible action on the continued discussion of the Fire Chief’s annual performance evaluation. The Board may vote to go into Executive Session, pursuant to A.R.S. 38-431.03.A(1).**

1. **Consideration of agenda items for future meetings.**
* No Specific agenda item was brought up, just a discussion of the next Board Meeting being on the 18th of December instead of the 25th due to the Christmas holiday.

*Eddie McArthur makes a motion to adjourn the meeting to go into executive session with Marc to discuss his performance evaluation and Russ Kolsrud seconds the motion and it passes unanimously.*

**Board goes into executive session at 9:40 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