

**Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
November 15, 2010
Sonoita-Elgin Fire Station
6 p.m.**

Call to Order

Pledge of Allegiance

Roll Call – Board members present – Rutter, Ruppel, Izzo; Parker and Tomlinson absent. Also present were; Chief DeWolf, BC Venos, Goodwin, Kelley, Bianchi, Pfitzenmaier, Townsend, Kauss, Motzkin, Hiraes, Soliere, O’Dell and Murphy.

Approval of Minutes:

September 20, 2010 – Motion to approve by Rutter, seconded by Ruppel, motion carried.

October 18, 2010 – Motion to approve by Rutter, seconded by Ruppel, motion carried.

Fire Chief’s Report –

Chief DeWolf advised the board of the revised dates for Board Meetings for the months of January and February due to Federal holidays – January 24, & February 28. DeWolf also gave a review of the call-load for the month of October. DeWolf then asked Treasurer V. Rutter to come up to the front of the room. He then presented Rutter with a plaque and a jacket as a token of the District’s appreciation of her contributions to the Fire District for the past three years. There was a good round of applause.

Treasurer’s report –

Rutter – All Bank accounts are balanced. The cash on hand on 10/31/2010 was \$46,220, so we are down quite a bit. The net loss for the first four months of the fiscal year is \$240,934. The taxes collected for the first four months was \$28,253. Ambulance income for the first four months is \$34,319, so that’s still our highest income item. Santa Cruz County, the November receipts were \$24,881 last year the November receipts were \$48,023, so we are down \$23,142 from last year. That’s a little scary, I don’t know if it’s timing or posting or where it’s actually ending up when it gets to the county. Pima, the November receipts, \$22,679 – we just got them today; last year the Pima tax receipts were \$25,952.74, so that’s not too much of a difference. But, the Santa Cruz County tax receipts are significantly down. Any questions?

Ruppel – no questions, but I would like to echo the Chief’s in terms of your service on the board.

I’ve appreciated your diligence and abilities on the board on the last several years, and then transition from SEESI to the District. So, I’ll really miss you and hope that you make yourself available to the new treasurer to help them through the process.

Correspondence – None

Action Items –

Izzo - The only action item we have is to set the date for the new meeting. Chief can you refresh us on what we need to do on our timeline? By December 1st, the county has changed how they do things, the new board members have to go down to Melinda Meeks to get sworn in – this has to be done after Wednesday. Wednesday the Board of Supervisors will certify the election results, sometime after

Wednesday and before the first, they have to be sworn into office. The two gentlemen will get an election certificate when they get sworn in, they need to bring that back to us. Then we have to have a special meeting to certify the election results and elect officers from amongst the Board Members. There was a bit more discussion on the timing of events leading to the special meeting and the date after which the new Board Members could actually take office. After a bit more discussion among the present board members, the date of December 3, 2010, was chosen for the special meeting date. As both Jerry Bianchi and Larry Pfitzenmaier were present, they were asked if they could make the December 3rd date. The both responded with affirmative. Bianchi asked if that would be open to the public, Ruppel answered that all of our meetings were.

Ruppel – Motion for December 3, 2010; seconded by Rutter, motion carried.

Audience comments – none

Board Member Comments –

Ruppel – I have a concern, and there's nothing we can do about it this evening, I just want to get it on the record. One of the things that has been a problem in the almost 10 years that I've been on the fire department, is when we transition from one treasurer to another, a lack of consistency in how things get done. What happens is, the fire department ends up with a set of books that is not, does not track all the way through from one date to another. I just want to bring that up as a concern and that that be a focus in this transition. Vicki has done a outstanding job in tracking tax income, tracking our expenses, putting together budget sheets and things, and I'd like to see if there's going to be big format changes to how it gets done I'd like to see it's something the board considers rather than being just the purview of one individual on the board.

Izzo – I agree. Probably most of you don't know, when Doug was talking about what Vicki has done for us, I think what most of you really don't know, we had basically nothing. We moved from this volunteer organization [to the District], the need to have an accounting process that would satisfy the public accounting process, and for us to not only account for all of our funds, but to manage it. As you heard tonight, tax revenues come in, they don't come in very steady from Santa Cruz County, we had bank accounts to set up, we had letters of credit to be developed, we had to have a financial system where we could make public all of our financial information. All this is new and Vicki has done all of this. So it's no small feat what she's accomplished. Doug I totally agree, I'll just echo Doug's sentiments that I hope that you will make yourself available to transition the records that we need – I don't know how much you have or how much is here...

Rutter – It's all in the minutes...

DeWolf – It's all here at the fire house, nothing leaves. We host all the records, and it's actually one thing that we did do different from SEESI. SEESI allowed the treasurer to take records home and do their stuff, we never had any records here. A lot of it has to do with records retention laws. Everything we have is here on a District owned computer.

Ruppel – As I say, this has been a problems with SEESI, when it was a much lower level of income, much less complicated, much less oversight. Now we have a much larger budget, a much more complicated revenue stream that has to be tracked, relationships that need to be maintained with the county in order for things to go smoothly, and Vicki has really done an outstanding job of stewarding those relationships. The downside for the fire district is pretty significant if we don't maintain those levels of accountability.

Izzo – Any other comments? None.

Adjournment – Motion by Rutter, seconded by Ruppel, motion carried.