

**Minutes to the Regular Meeting of the Sonoita-Elgin Fire District  
March 16, 2009**

**Meeting Called to Order** by Ron Izzo – meeting is being recorded

**Pledge of Allegiance**

**Roll Call of Members** – All Board Members are present. Also present are: Chief DeWolf, Goodwin, Bianchi, Venos, Prentice, Kelley and Daniels.

**Approval of Minutes** – Minutes of the meeting of February 23, 2009. Motion to approve by Ruppel, seconded by Rutter, motion carried.

**New Business** –

**Chief's Report** – Chief DeWolf touched on the following topics: February Run Report, letter from a client's mother, Casas Arroyos' Burn and Firewise meeting, received all the bids for our well/storage tank/pump project and the upcoming strategic planning meeting. We'll post a notice that there may be a quorum of Board Members present at the meeting.

**Treasurer's Report** – None

**Correspondence** – Ruppel – SEESI is now formally dissolved.

**Discussion and Possible Action Calendar** –

**Draft Budget** – the Board was presented with the Draft Budget for 2009/10. Rutter and Chief DeWolf reviewed the document with the Board, highlighting major changes or issues. The Board will review the Draft Budget and meet again on April 20, 2009, to discuss the budget in preparation for presenting the budget to the community.

**Board Policies** – Rutter - There are a few loose ends in our Board Policies & Procedures that I believe we should tidy up. The Board asked that these items be addressed at the meeting of April 20, 2009.

Page 3 "...a formal organization chart for management structure..."

Page 3 "...plan of temporary succession in the event of the unexpected or extended absence of the Fire Chief..." This is also referenced on Page 27. (Tomlinson – need two bylaws for that – definition of unexpected and incapacitated - that would call for board action, and something that would spell out the board process to fill the position.)

Page 16 "...the District, through the Board, may..."adopt a nationally recognized fire code," see also page 44. (Chief DeWolf, this is not something that we can do in thirty days; by state statute we fall under the County Fire Code. For future reference, we do need to adopt one in the near future. This will take 8-10 months and has to be approved by the voters. We can't adopt a code without adopting an enforcement policy. )

Page 16 "...adopt a resolution to establish a fee schedule...."

Page 19 "...Board members shall....submit a written Conflict of Interest Disclosure...." (Chief will ask Donna Aversa about this. Tomlinson – it's best to put it on as an agenda item and flesh it out. )

Page 26 "...Provide that a uniform performance appraisal program is established and conducted for all personnel..." Do we have one?

Page 26 "...Develop a systematic wage and salary plan and present it to the Board for approval..." (It's on the budget. Izzo, prepare a document with that on it.)

Page 27 "...Conduct labor surveys...make recommendations to the Board on any revisions required..." (Chief DeWolf... we have done that and we're in line with area departments.)

Page 30 "...The Fire Chief shall report to the Board on the status of delegations of authority..." (This is not applicable.)

Page 39 "...Maintenance of Records..." (We do this.) The minutes must also reflect how each Board member voted and the numerical breakdown of the vote.

Page 40 "In addition to the normal retention of the minutes, an additional copy of the minutes shall be maintained in a separate file labeled "Policies"."

Page 40 "In addition, a copy of all resolutions shall be kept in a separate file labeled "Resolutions" and shall be kept indefinitely."

Page 41 "Notices and agendas for all meetings...must be maintained permanently."

#### **Audience comments –**

##### **Pete Daniels –**

1. Want to report that we're moving forward with the Fire District Creation Celebration, a private function to be held on March 21, 2009, at the Babocomari Ranch from 11 a.m. - 4 p.m. This is an open function, you are welcome to attend. There will be live music and food.
2. General Comments on the Budget; I've had concerns about the budgeting process for a while. We are as a country, as a world, facing some significant economic challenges, I personally think that things are going to get worse, so just keep that in the back of your mind. I have not had a chance to work with the Chief; what I saw tonight looks really good. I will meet with the Chief and probably Vicki before the next meeting. I will strongly suggest that you don't exceed the \$1.50 that we promised the public before we formed the Fire District.

#### **Board Members Comments –**

**Izzo** – Recently there was a fire across the street from us. The excellent response time - our fire department got there and saved the house, saved the other houses. These are very good things, there's a lot of very positive things that our firefighters do in this community that doesn't get out. People don't know about it. We really don't have a public relations effort. I would like to see funds added for a staff member to do some marketing – public relations. We need a spin.

**Tomlinson** – we need a public policy – i.e.: marketing, need a direction.

**Ruppel** – We need to have a cohesive message that the community can buy into.

**Tomlinson** – The organization sells itself; we just need to get the message out.

**Adjournment** – Motion to adjourn by Parker, seconded by Ruppel. Motion Carried.