

**Minutes to the regular meeting of the Sonoita-Elgin Fire District Board of Directors  
Monday, 19 December 2011  
6 p.m.**

**Call the meeting to order**, meeting was recorded.

**Roll Call** – Bianchi, Pfitzenmaier, Tomlinson and Ruppel present, Izzo absent.

**Pledge of Allegiance**

**Approval of minutes of 21 November 2011** – Motion by Bianchi, second by Pfitzenmaier, motion carried.

**New Business –**

**Chief's Report** – Chief DeWolf briefed the Board on the following topics: **Out & About** (Santa Cruz County Fire/EMS, Wilmot Warden Schroeder, Empire Ranch Days, Redistricting Meeting, Volunteer Combination Officer's Conference (one of the big things discussed was social media – Face book and the use of cell phones), [Bianchi – Chief what's – I can't remember, do we have a policy on responders using cell phones and cameras? DeWolf – Sure, that's coming up later, if you want we'll discuss it now. Bianchi – No, I'll wait. ] Veterans Day at Elgin School, Cochise County Fire/EMS, Cunningham Law Firm), **Angel Perez** Paramedic Certification (Pfitzenmaier – let the record show Congratulations from the Board on that achievement), **Meet & Greet Academy Dinner, CON Rate Increase, Port-a-pot** donation from Cadet O'Hara for the term of the Fire Academy, **Christmas Parade** in Sierra Vista. **Update on the Septic System Project** was presented by Battalion Chief Venos. DeWolf concluded his presentation with an update on November's **Web visits** and **Run Report** data. **Bianchi** – I have a question about response times... do you know what our average response time is from page-out to on-scene is? DeWolf – Yes, we're generally about 6 minutes – in January you'll all get the year-ends which will have that on it. Pfitzenmaier – Of course with the large geography we're covering, one or two calls cold really skew that. DeWolf – Yes, that's why we broke it into zones.

**Financial Statement and Balance Sheet** – presented by Chief DeWolf – You can see that we received money for Tax Revenues – we're well above last year on our tax money. Bianchi questions if there was a reason why this money came in November and not December. DeWolf replied that there was no rhyme or reason. Our ambulance income is good – right in there... **Bianchi** – with the firefighter classes we now have going, where does that show up at? **DeWolf** - Training. **Bianchi** – Under training? **DeWolf** – Yes. If you go down to training line 58 – it will be in there Jerry. **Bianchi** – Will it zero out? **DeWolf** - It will close to zero out. Nothing else through the expenses is standing out at this point in the year. I want to thank Jerry for his patience this month, we upgraded our QuickBooks system and in the process we lost the entire month of November, so Katie spent the last week or so scrambling to put everything back into it, which delayed the financials which delayed Jerry coming in – appreciate your patience and your support there.

**Bianchi** – Well I think we need to appreciate Katie for all the work she did on that mess.

**DeWolf** – Yeah, any other questions on the financials. Fuels Treatment program – working along with this – won't see a lot of work until the end of January first of February. HR Policies – we did pass the HR Policies last month and I wanted to give you an update on that. What we did was spend \$30 and burn CDs for all of our volunteers and staff. We've been meeting with them and going over it – we have 45 people on our roster, we've talked to 26 of the 45 people. So they will have the disc like you all have. I talk to them about the changes – there are 31 changes. It is about a 45 minute chat – especially those regarding social media and use of cell phones, District telephones, District cell phones and computers. Does that answer your question, Jerry?

**Bianchi** – Umhum. Yea, I read that whole thing but I didn't commit it to memory.

**Pfitzenmaier** – You read that whole thing Jerry?

**Bianchi** – Absolutely. It took several sessions.

**DeWolf** – There is a lot in there. That is where we're at with our HR Policies and how we're getting them out to our members.

**Ruppel** – are there any more questions for Chief DeWolf?

**Bianchi** – Do we have grants that we're not aware of yet that we don't know about yet?

**DeWolf** – We do have several grants out right now, we have a prevention grant and an apparatus...

**Ruppel** – The apparatus is for the structures...

**DeWolf** – the apparatus is for the structure truck, yes. We've not heard anything yet.

Ruppel – if there's no other comments we'll move on to Treasurer's comments.

Bianchi – Not too much to comment on, it's really nice to see the net income at the bottom of the statements for a change. Commented also on the issues on the system – it took a while to get the bank recs done this month – had to do October a second time, everything appears to be good. We'll have to see next month with all of changes that took place that everything came out okay. Right now I believe everything is fine.

DeWolf – While we're there Jerry, have we heard anything from our Auditor?

Bianchi – Haven't heard a word from him. He indicated that we wouldn't hear much until either January or February.

Ruppel – any more questions for the Treasurer?

Correspondence – two quick notes the Board Meetings for January and February will be the forth Monday of the month due to Federal holidays. To refresh your memory, every year we elect the officers of the Board.

Bianchi – I nominate Ron for chairman, seconded Tomlinson, motion carried.

Bianchi – I nominate Doug for Clerk, seconded by Pfitzenmaier, Aye by Tomlinson, Bianchi, and Pfitzenmaier, nay by Ruppel. Motion carried.

Pfitzenmaier – I nominate Jerry, seconded by Tomlinson, motion carried.

Audience comments – none.

Board member comments –

Bianchi – last month I suggested we have a fire code, I did volunteer to meet with the Chief and I did meet with the Chief and the Battalion Chief to discuss it. My initial idea was I only wanted it in terms of wildland – to control grass issues on the properties – and the Chief informed me that was not really viable you have to go for all of it or none of it. We are working to get out into the community a couple of issues and one of them being **Ready Set Go** to instruct people to be prepared in the event of a fire how then can deal with getting animals, property and stuff out. I will be - see if I can get that on the annual meeting for the forum in February.

Pfitzenmaier – Related to that to some degree, forms were passed out in our church yesterday for residents to put on our refrigerator with data that would be of interest to the EMS people. I assume that's community wide, representatives of other groups have been given those to be distributed to their membership.

DeWolf – Yes.

Pfitzenmaier – is this the first time that we've done this?

DeWolf – No.

Bianchi – Have any of these been given to the Elgin Club?

DeWolf – Actually we gave them some to the Elgin Club when we did the presentation on the AED.

Adjournment – Motion to adjourn by Bianchi, second by Pfitzenmaier. Motion carried.

