

**Minutes to the Regular Meeting of the Board of Directors of the Sonoita-Elgin Fire District
19 January 2009**

Meeting called to order at 6:00 pm.

Pledge of Allegiance

Roll call – All Board members are present.

Also present were: Chief DeWolf, Kevin Venos, Kyle Lange, Annette Kelley, Katie Goodwin, Jerry Bianchi, Pete Daniels and Matt Parrilli.

Approval of Minutes –

Minutes to Special Meeting of December 5, 2008 – Motion to approve by Parker, seconded by Ruppel, motion carried.

Minutes to meeting of December 15, 2008 – Motion to approve by Parker, seconded by Ruppel, Motion carried.

Call to the Public – Pete Daniels, Elgin. It's January, budget time is approaching, and I would like the board to consider the possibility of appointing a committee, a budget committee, to prepare a budget in conjunction with the Treasurer and the Chief, the budget for the next fiscal year. I would very much like to serve on that committee. I think I have as good an understanding of the budget process for fire districts as anybody. Some of you may recall I had some issues on how the budget was done for the current year, and I would like to see it not repeated I'd like to ensure that it doesn't happen again.

Izzo – Any discussion or board member comments?

Ruppel – Not at this time.

Chief's Report – Chief DeWolf presented a summary of the December run reports and advised the Board that he would have 2008 year totals for them by the next board meeting.

We just returned from Laughlin about two hours ago, where we attended the Arizona Fire District Association Conference. Katie attended some administrative classes and we both attended classes in budgeting and public relations.

We had a breakfast last Saturday, fairly well attended, not as high as some, but consistent.

Wednesday we begin our 1 & 2 class, it will run to May.

Chairperson's Report – none

Treasurer's Report –

Izzo – Has everyone had a chance to review them? Mrs. Rutter, is there anything you'd like to point out to us?

Rutter – This issue on the taxes – if you look on the 1st page of the financial report under taxes, Santa Cruz County, the first column shows what we've actually received Based on our budget we should have received \$256,142, we're under budget about \$100,000. We did get \$109,000 in January for December taxes. We haven't received a breakdown yet for this money. We are getting tax money from both Pima and Santa Cruz Counties – this includes FDAT. Fundraising is way down from our budgeted amount. So, for six months we have a loss of \$(51,403); we still have our line of credit out, so we need to pay that back.

Izzo – Thank you for that report.

Daniels – Would you entertain a question on the budget?

Izzo – I don't think we can.

Daniels – That's fine.

Correspondence –

Chief DeWolf – we did receive a bill from Pima County for the elections. Pima County would like their payment as fast as we could. I think we'll be able to handle it, it was \$117.70. They charged us \$.55 per registered voter in Pima County.

Discussion and Possible Action Items –

Administrative Support for the Board of Directors - Ruppel

We have a couple of things coming up that are going to require more administrative support, both for board activities as well as billing (ambulance and MVC for non-residents). There will be a need for administrative duties above and beyond what Katie is currently handling. Chief do you want to outline the hours and what is needed.

DeWolf – We're looking at 8-10 hours at the rate of \$12.50 per hour.

Parker – What's the potential for out-sourcing the billing?

DeWolf – We have talked to Fry about billing for the ambulance calls, but they want \$700.00 per month. At the conference we were at we made a couple of contacts that we'll follow up. We do have one to explore that will do a percentage on whatever we bill.

Izzo – Will that include benefits?

DeWolf – Yes, but not figured into the \$12.50.

Parker – Does this involve additional software needs?

DeWolf – no, it does involve keeping up with coding, being current with medical billing terms.

Parker – on the surface, it would seem that out-sourcing would be beneficial.

DeWolf – I want to find someone who is capable of doing Katie's job as well.

Rutter – What is the status of the CON?

DeWolf – we passed the first phase, they bounced it back and we have one more question to answer. They've waived the hearing. So as soon as we answer this question and they stamp it we'll have our CON.

Ruppel – What's the question?

DeWolf – There's actually five questions. If they'd read the CON they would have their answers. The question were on right now is on the FTE's. (Katie explained the issue.)

Parker - This covers only Pima County

DeWolf – Yes.

Izzo – Motion to authorize the Chief to hire additional help to the tune of \$200. per month.

Seconded by Ruppel. Motion carried.

Announcements – next meeting will be February 23, 2009 due to the federal holiday on February 16.

Meeting adjourned.