

**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, Izzo; Ruppel and Tomlinson absent.

Pledge of Allegiance

Approval of minutes of December 19, 2011 – motion by Pfitzenmaier, second by Bianchi, motion carried.

New Business –

Chief's Report – Chief DeWolf addressed the Board on the meetings and events at which the District was represented; Sonoita by Starlight, Sierra Vista Christmas Parade, Breakfast, Casas Arroyos Home Owner's Association Meeting, Palominas Fire District Badge-pinning, pot-luck at JP Court #2, Arizona Wildfire Lessons Learned, National – Ready, Set, Go! Program (Feb. 17, 2012 at 6 p.m.), SEFD Potluck. Freightliner update – the engine will go in to be repaired, estimate on the cost of repairs is between \$3 – 4000 dollars. We do have a loan of a Structure Engine from Palominas Fire District for the week, I did talk to our insurance company and we are covered. Their structure truck is set up just like our so our people should be able to set in and use it. Engine 826 – this engine went down last Thursday, we were able to work on it ourselves, a metal bushing had disintegrated; we did order it, it will be in tomorrow. We hope to have this truck running tomorrow afternoon – the cost will be under a couple hundred bucks. (On 826)... we don't know if the foam system is down, we won't be able to determine this until the pump is fixed and we can test the system. Septic System update by BC Venos – with regards to septic system, the engineer is on hold because of the County, not having the properties recorded. The engineer feels that he feels that we have enough information to submit to the state and he'll go ahead send them to the state and a copy to me to begin requesting bids from local businesses. We've been in contact with Ian Tomlinson; the trust that donated the land has been dissolved. We're waiting for Tomlinson to handle that...(transfer the deed). Website hits (Pfitzenmaier would like to continue to see this data.) Chief continued with the December Run Report and a year end Run Report; showing a 14% increase in in-district calls over last year's calls. Bianchi – the simultaneous runs, were they mostly medical calls. **DeWolf** – no. it's everything. Bianchi – The structure fires...? **DeWolf** – Chimney fires. Most of our fires are preventable. Pfitzenmaier – How are we looking against our projection regarding ambulance revenue? **DeWolf** – We can address that under the financials. Izzo – do we have a projection for 2012? **DeWolf** – I don't see our calls going up much more – depending on the gas and the economy, we may go down. I think our ambulance runs will plateau.

Financial Statement and Balance Sheet – Chief DeWolf reviewed the Financials – the Balance Sheet and the Profit and Loss. There was nothing remarkable. (While reviewing the P & L, it was discovered that Katie had printed the wrong version, she left the room to print the correct version, which was presented to the board.) Ambulance transport income was right on track for the number of runs we projected and the amount of money we are collecting. **Bianchi** – Chief what we book is the cash we receive, so even though there is a bigger disparity between our rate and what we receive, it's not going to be reflected in the income. **DeWolf** – Sure it will, because when we did our projection for the \$243,000 we projected 200 and some-odd runs at \$900. So you'll see a fluctuation in that, in our uncollectible, which will be greater. Our bill out will be \$1100 say, but our collection will only be \$700. The \$243,000 is what we expect to bill out. On the last page, there is an uncollectible ambulance fee, that's the offset. Budget... we're six months into it, we're right on track. Bianchi – on line 59 – I presume that's income you've received to pay for the academy? Yes. (DeWolf). Newsletter – will be mailed out shortly. This has gone out internally over email to the staff as well. Chief went on to talk about the Fuels Treatment Program, the Ready Set Go Program, HR Policies – we're 100% completed in reviewing them with the staff and volunteers at this time, Scott Rutter moving to

Rural Metro, Priscilla Perez will be replacing Scott Rutter effective January 29, 2012. Gave the Board an update on the wage/benefit comparison between Rural Metro and SEFD, and advised them that we have 3 additional personnel who are testing out at other departments. 2012/13 Budget preparation; we'll have the Pima and Santa Cruz assessments by the 10th of February per state statute. I did receive Pima County's assessment today, they are 3% down from last year. Santa Cruz County is stating that they will be 5% down from last year. Items that have been postponed are the water tenders and the Elgin Site; new items are; new radios for our dispatchers (we have 10 radios that are not able to be narrowbanded), a project would be a second repeater. With our increase in call volume and simultaneous calls, the problem that we're finding is we're walking onto each other because we only have one repeater. If we have two calls going on we have to pause and wait for [traffic from] the other call. The second repeater would allow us to move the second call to the second frequency and not over walk each other. Next month I'm supposed to present a budget to the board, I need to know from the Board where we're going to head and what we're going to do for the budget. . **Pfitzenmaier** – Only that we need to come see you and talk to you before the next month. **DeWolf** - Budget schedule – we've always scheduled meetings on Board meetings, I'd like to push this schedule up a bit as we also have to schedule elections this year. **Izzo** – present a schedule that has what you think we need to do. Back to the budget, I would like to see you present a budget that you think you need. I'd like to see what the need is, then let us evaluate them and get back to you. It really is imperative that we do not decide a budget before we have a meeting. I know it is scary to publish a proposed budget, but that is the system. I do agree with Larry if we could meet with you individually. **DeWolf** - Our appreciation dinner is January 28, 2012, where we hand out our awards to our volunteers and our staff. I hope to see all of you there; it will be a fun evening.

Bianchi – you pretty well covered things when you were going through the financial statements. The only comment I'd like to make concerns the annual audit. I was finally able to make contact with our auditor, Michael, he said that he anticipates that he will have a preliminary report out. We'll see, it might not be for another two weeks. Once that's available the audit committee will meet with the Chief to review this. Then if there are no issues from our standpoint (the groups) then he can go forward with the published statement. He will present it to the Board, tentatively, at the February meeting. Now his presentation will be to the Board, he will answer question put to him by Board Members, but he will not address any questions from the audience. His contract is with the Fire District and the Board and it's not with individuals out there – he will not be entertaining questions from the audience. But we members of the Board can certainly ask him questions. **Pfitzenmaier** – will the audit committee have an opportunity to hear him, hear what he has to say before he presents to the Board at the February meeting? **Bianchi** - I would think we could discuss it with him, cause it will have to be a public meeting and we'll have to post it and have an agenda. He will present to the full Board. He did say that there were no issues with the audit that he came up with. I anticipate that it will go smoothly. That's all.

DeWolf – remember that next month our meeting is on the fourth Monday due to a holiday.

Correspondence – none

Audience comments – none

Board member comments – none

Adjournment – motion to adjourn by Bianchi, seconded by Pfitzenmaier, motion carried.