

Adopted 28 Feb 2011

**Minutes of the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
24 January 2011
6 pm**

Call to Order

Pledge of Allegiance

Roll Call - All Board members were present; Pfitzenmaier, Bianchi, Izzo, Tomlinson and Ruppel. Also present were V. Rutter, B. Barnhill, B. Belt, S. Brock, A. Kelley, J. Polcari, C. Belt, J. O'Brien, K. Goodwin, K. Venos and Chief DeWolf.

Approval of Minutes of the 20 December 2010 – motion by Ruppel, seconded by Pfitzenmaier, motion carried.

Fire Chief's Report – Chief DeWolf presented information to the board on the following topics...

- Volunteer Flyer
- Appreciation Evening
- Open Meeting & Records Retention Class
- Out & About – meetings/functions during December
- December Run Report
- Ambulance Data for the past quarter
- Donations received for our EMT Class

Treasurer's Report – Bianchi - Everyone should have received an emails with all the financial sheets, hopefully. On the Balance Sheet, there are a couple comments I'd like to make; first of all, looking at the total checking and savings (\$316,590) last month I think we were at \$55,000. So, we got a whole bunch of tax revenue in, that helps get us healthy cash-wise again. There are a couple of line items you might have questions on; Santa Cruz County Treasurer and Pima County Treasurer. I haven't had the opportunity to discuss any of this with the new auditor, my understanding is that he wants to have traceability from what the counties say they're going to pay us on into what we finally get paid. Those amounts really aren't checking accounts, they're more like accounts receivable and accounts payable and it is for the auditor to have the amount of tracing that he wants to have. In terms of the statements themselves; Income – we are roughly 58% of our annual budgeting of taxes, which, I don't have any historical information at his point in time for what we have collected. Chief do you have a feel for anything along that line?

DeWolf – actually, we're sitting just a little bit ahead of where we generally are.

Bianchi – I was pleased to see, because with the economy being the way it was there's always the concern that we're going to have an escalation in foreclosures and things, but it is looking pretty good. Let's see, Income-wise we're doing well. On expenses, payroll/salaries are about 49% of the budget, so we're actually a little bit under in that category, Line 24, EMS Consumables, we have a budget of \$12,500 and we've spent \$9,500, Chief is that just building up supplies?

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DeWolf – No, there are categories combined in there you have maintenance contract for the lifepaks which is \$4000, so if you pull that out our EMS Consumables are right on schedule.

Bianchi – Repair and Maintenance - Buildings & Grounds – we’re already overspent our annual budget.

DeWolf – a lot of that was the money we just sunk into our septic system and that we’ll continue to spend until we replace it.

Bianchi – Along those lines, as I was walking in, I saw a place where there are two six inch cuts in the sidewalk.

DeWolf – that actually was cut in there for an irrigation system so we can put plants in front of the station.

Bianchi – On station fire supplies – can you expound on that, we’re at \$17,000 with a budget of almost \$6,400.

DeWolf – we expended an RFA Grant that was worth \$15,000 – we did receive that check that will be credited to that account next month.

Bianchi – Unless there are any questions, that’s all I’ve got.

Ruppel – I’ve got a few questions – fundraising expenses seem kinda’ low, what was our budget?

Bianchi – That’s the budget, that’s what got spent, I don’t know.

DeWolf – what we started to do this year is crediting the fundraising account towards the expenditures so our actual profit shows in the income.

Ruppel – Membership Dues & Subscriptions – What all goes into that?

Bianchi – I’d have to get the trial balance out to answer that question, I don’t know off the top of my head.

DeWolf – This includes Rotary, magazines, that also has some money from the kitchen remodel – our membership In Direct Buy.

Ruppel – my last question is the Safer Grant. They appear to be being combined. Is that correct? Would it be better to keep those separate? My main question is – I think we should be tracking them separately.

Tomlinson - We received money so they should be showing it as income.

Ruppel – That’s what I wanted to understand.

Discussion and Possible Action Calendar -

SEFD Public Relations – Pfitzenmaier

Bulletin Box – Any reason why we can’t post our Run Report? I’m trying to think of some display that is simple, already done, that no one has to recreate, that displays the level of activity at the fire department.

Chief’s Report sent out by email – And I can see where this would get a little complicated.

DeWolf – anything in this report is public documentation – available as is to the public. DeWolf went on to talk to the board about records law and public access.

SEFD Website – Pfitzenmaier - I’ve spent some time looking at our website, it’s out of date, photos are out of date. It is derelict at the moment, but wouldn’t take much to return it to useful status; I believe the folks who were doing that are no longer with us.

DeWolf – That’s not true. (DeWolf pulled up the Website)

Pfitzenmaier – I know of one person who might be willing to take this on as a task.

DeWolf – We have a webmaster, we’ve been working with him for the past 3 and a half weeks or so. This is what he said he’d have up by this weekend. It’s time consuming. This is where we’re at – Katie & I put it together, then email it to him, then he puts it up. We’ve been taking pictures, taken on Katie’s personal camera, and then she puts it on her personal computer because we do not have the program in order to put it into a format that this individual can use to put it on the website. There’s a process that takes place, we do want to move the process faster.

Pfitzenmaier – It appeared that it had not been for a year when I looked at it.

DeWolf – It is being maintained, it is not a high priority for us.

Pfitzenmaier – back to the Chief’s Report, making it available online would be another way to display that and make it available to the public instead of email.

DeWolf – We’ll learn a little bit more on the 7th, but there gets to be some problems when you put stuff on the Internet once you start and how much you put up there. If you take the Chief’s Report, out of a Board Meeting, I believe you have to post everything on that meeting, minutes and everything; which then gets into records retention. How long we leave it up, then we have to pull it off we’re creating more work, not only for our webmaster, but for our office staff to be able to keep this up to date. In with that, one of the pieces of legislation that’s up this year, is the transparency law. What that will entail is that within 72 hours of writing a check, it will have to be posted on the website. Then we have to leave them up there for 6 months, then they come down and are archived – administration is going to have that much more work.

Pfitzenmaier – My thoughts were not directed at reinventing the wheel or making a whole new task for somebody who’s got a full-time job already, I’m looking at trying to take that already exists that has been created, that we’re not getting our mileage out of, that we can use in another format and squeeze some good stuff out of.

This discussion continued along these lines for several minutes.

Pfitzenmaier – My motives are not necessarily pure here, I want to put the ball back in their court. I want to be able to say, have you looked at the bulletin board and seen the run report? Have you gone to the website and seen the Chief’s Report.

SEFD Auction – **Pfitzenmaier** – This was discussed at the last board meeting. I am not in favor of a stand-alone Fire District Auction, I am in favor of an auction that is combined in some manner with Rotary and here’s why. It is a very valuable display of the joining of community leadership the business leadership with the firehouse, and I like that. Those people are behind us by the very nature of event. I like the idea of getting some lift by combining the auction with the Rotary.

Ruppel - I would be more than happy to work with them , as long as they understand that we’re raising money for the Fire house. It has to be very clear what we’re raising money for.

Bianchi – Chief, you brought up the auction last month. Who was it that brought it up?

DeWolf – I was approached by the Rotary; they said if we are not doing the auction, we want to do it. Or if we were interested, they would like to do the auction in conjunction with us.

Pfitzenmaier – my thinking along those lines was that we'd both benefit from the auction. We are participating equally in the work and contributions and the monetary return.

DeWolf - If we join forces with the Rotary, we have to watch how we use taxpayer's money.

Tomlinson – The District's attorney could certainly address the legal questions for us, we need an advisory on the subject, and this may be a moot point.

The Auction discussion paralleled the same lines as last month's discussion and circled around the topic of the legality of using taxpayer money to support another organization for the next 10 minutes.

PSPRS Committee Chair – DeWolf – That's our Public Retirement for the firefighters; we have a committee that is made of two community members, two firefighters and a Board Member. The Board Member position is delegated to the Board Chair, however you can appoint another Board Member to that position.

Izzo – What's involved with this?

DeWolf – Not much. We hold a meeting once a year; then when one of us goes to retire, you meet to determine our retirement benefit, or you would meet if someone asked for a medical retirement benefit.

Ruppel – It sounds to me like it ought to be the clerk's job.

Izzo – We'll designate Doug Ruppel to do that.

Disclosure forms – This is in draft form as you need to approve it as your accepted disclosure form.

Tomlinson – I move that we approve the attorney accepted disclosure form.

Bianchi – Second

Izzo – Any Discussion? (none) All those in favor? (Ayes) Motion carried unanimously.

Fee Schedule – DeWolf - This is something that is required by Arizona State Statute.

Izzo – Is there a motion to adopt this?

Ruppel – I move that we adopt this.

Tomlinson – Second

Izzo – All those in favor? (ayes) Motion carried unanimously.

Audience Comments –

Vicki Rutter - this is more for the new Board Members as the other Board Members have been informed of this issue. We do not have an accurate list of the residents in the Fire District. Therefore, we are not able to verify that all residents are being assessed Fire District taxes. We are quite sure that residents outside the District are not paying taxes in error, as some were assessed when the district was first formed and complained about the assessment. If residents inside the District have slipped through the cracks, they are unlikely to step forward and ask that they be assessed taxes. We are also unable to produce an accurate mailing list for District residents for newsletters or other District Business that may need to be mailed to District Residents. Perhaps one of the new Board Members would take on the task of verifying that all

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District residents are being assessed taxes and also produce a mailing list for District residents. We do not have the staff to do this in-house due to the amount of time it will require. Larry Pfitzenmaier volunteered to follow up on this.

Bob Barnhill – There's a group in the Fire Department called the Sonoita-Elgin Firefighters Association, I believe, they are just now being formed. This is mainly people from the Fire Department, they're volunteers, they are filing for a 501c3, and their Articles of Incorporation are about done as well as their Mission Statement. It is my understanding that this group is being formed mainly to help raise money for items that are needed for the Fire Department that are not budgeted. They have no affiliation with the District other than some of them happen to work here. If I understand it, the membership will be open to anyone in the community that wishes to help. This might be an avenue for having someone to put on the auction who is a 501c3, which is a big advantage when you ask people to donate to the auction. Getting volunteers is very difficult anymore. Our groups who have worked on the auction are getting tired, they don't want to do it anymore. Without Board help, without a good committee, in my opinion, you're better off not putting it on at all. It's got to be a good one to be put on at all. It's something else for you to look at. I see no reason why, logically, we could not put on an auction with the Rotary, Chamber or some other group, they will probably provide the basis for the committees that are needed and for the people who have to go out and ask for the donations. Without your help on the board, this probably won't go. We need your help, your enthusiasm and your support.

Board Comments – Izzo We have new Fire District Handbooks 2011, we only have two, so I'm going to give them to the new Board Members. Read them and pass them along to other Board Members.

Adjournment – Motion to adjourn by Tomlinson, seconded by Ruppel, motion carried unanimously.