

Minutes to the Regular Meeting of the Board of Directors of the Sonoita-Elgin Fire District
23 October 2017
6 pm

Call to Order

Pledge of Allegiance

Roll Call – Bahti, Jenkins, Archibald, Webber

Approval of the minutes of 25 September 2017: motion to approve by Archibald, seconded by Webber. Motion carried.

Report from the Chief: Chief De Wolf presented information regarding our call load for the month and year-to-date, wildland billing update, reported on a \$10,000 donation from a construction company who had been involved in the building of Dollar General.

Call to the Public - none

Audit Report – Jay Parke, Walker & Armstrong – Mr. Parke presented an unqualified opinion for the audit report that he presented to the Board. [Each Board member was presented with a copy of the final report. A copy of the Statement of Cash Receipts, Reimbursements and Disbursements and Changes in Cash and Investment Balance is included in the Oct. 23, 2017 Board Packet that is on the website.] The disclosures also include information on the retirement systems and the excess PSPRS contribution refund. Mr. Parke also stated that the review of internal compliance and segregation of duties disclosed “no findings” that needed to be addressed, this is a real positive for the fire district.

Board member Jenkins made a motion to table the acceptance of the report until the next regular Board meeting so the Board could have time to review the report. Motion was seconded by Webber. Ayes – Bahti, Webber & Jenkins. Nays – Archibald. Motion carried.

[audio from Jenkins’ mic not understandable]

Monthly Report on Financial Statements presented by V. Rutter: The financials are no longer preliminary because the Audit has been completed. The prior year balance is exactly the same as the Audit Report, we had a few re-class statements on the P & L Report and there were no journal entries for the balance sheet – so what this means is that your monthly financial information is accurate. Ms Rutter brought the board up to date on the current Balance Sheet and Profit & Loss Statement, and the total loan balances. Motion to approve the monthly financial reports as presented by Webber, seconded by Webber; motion carried.

Resignation of Board Chair Kevin Venos: Due to a recent diagnosis of cancer, Kevin Venos sent a Letter of Resignation to the Board this past week. A motion to accept, with regret, Kevin’s letter of resignation was made by Webber, seconded by Jenkins, motion carried. Discussion of proposed processes for filling the position followed. Chief spoke for a few minutes on our current policy and suggested process. Chief proposed sending out a postcard to all postal customers in our area, having interested residents pick up an application packet and submit the application by a specific date. The Board could review the packets, then sit down at a Nov. 27th meeting to discuss the applications. Applicants could speak for a few minutes, like you do when up for election, then the Board would nominate, discuss, then choose a new member. After quite a bit of discussion the Board elected to... *Send a postcard out to the community members, have them pick up applications by Nov. 10th, turn them in by Nov. 16th, collate the applications and give to the Board on Nov. 17th. The board would have a special meeting on Nov. 20th to interview the candidates (no action will be taken) and then the Board would meet for the regular monthly*

meeting on the 27th and make the formal discussion and selection. We would have an information sheet with the application for potential applicants to be aware of what is expected of a board member - Motion by Archibald, seconded by Webber; motion carried.

Discussion on updating the strategic planning: Archibald thought it was time to get down and dirty on how this was done. [Unfortunately most of the conversation was quite convoluted and hard to follow, plus the mics were too far away from Jenkins and Webber to clearly understand their speech.] Can we get the specifics on how we're going to do this [strategic plan] for the December meeting? (Archibald) It would be difficult; we've a lot going on during the holidays including vacations and other projects. (Chief) I'd really like to know how we're going to do this...the plan. (Archibald) So this will be an update of the current Strategic Plan. (Bahti) We'll discuss it as an agenda item. (Archibald)

Discussion of Board Goals and Accomplishments: [Jenkins barely audible, too far away from the mic] Believe this concerned discussion of Board Goals and Accomplishments as a basis for discussion for the strategic plan.

Discussion on Volunteer-Career Incentive Program; Chief plans to present more information to the Board at the January Board meeting.

Discussion & Action of the IGA with Palominas Fire District: The Chief of the Palominas Fire District has resigned his position due to health reasons; Palominas needs some assistance. They don't have the same structure as SEFD; they are looking to SEFD to provide that structure – specifically the service of the Fire Chief. With the IGA, you have the ability to set the conditions of the contract. Ms Aversa, SEFD and Palominas FD attorney, reviewed the contract with the Board, highlighting the various clauses of the contract and clarifying terms & conditions and the time-frame involved (30-day escape clause). The Board conducted a long discussion with the Chief and Ms Aversa, clarifying points as they came up. After much discussion that touched on many things including: escape clauses, Board review at each meeting, agreeing to waive the conflict of interest section, and discussion of management fee. Key to this would be PFD supplying Chief with a Palominas phone, computer access and other pertinent devices needed to manage their district. Chief – In looking out for us (SEFD), I would suggest a management fee of \$1,625 per week plus \$.54 per mile for vehicle, \$45 per hour for any additional SEFD personnel needed. Breakdown would be \$700 per week for Chief De Wolf, \$500 per week for SEFD, \$425 per week for Vehicle Allowance. Bahti – I would make a motion that we enter into this agreement with Palominas, make it a 90 day agreement, with terms that the Chief has requested here and that the board review this at each board meeting while this contract is in effect, with the waiver of Conflict of Interest. Seconded by Archibald. Motion carried unanimously. Archibald – I move that the compensation as described in the agreement be given to Chief De Wolf. Seconded by Webber. Motion carried unanimously.

Chief's Goals & Objectives – the main speaker on this discussion was not audible therefore I won't put any discussion here... no action was taken, no discussion.

Motion to Adjourn: Archibald motion to adjourn, seconded by Webber. Motion carried unanimously.

Minutes approved on 27 November 2017. _____ Susan Archibald, Clerk.

Susan Archibald