

Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
At the Fire House, Sonoita, AZ
Monday, October 22, 2018
6 p.m.

Call to Order

Pledge of Allegiance

Roll Call – Present: Bahti, Webber, Johnson, Jenkins. Absent: Archibald. Also present: Chief De Wolf

Approval of Minutes of 24 September 2018: Motion to approve minutes of the meeting of September 24, 2018 made by Webber, seconded by Webber; motion carried unanimously.

Presentation of Audit Report: Jay Parke, Auditor for Walker & Armstrong: Mr. Parke presented the Board with three different reports but he wouldn't go over them page by page. Jay discussed the final Audit Report for 2018 as reviewed by Walker & Armstrong. For the main report, Statement of Cash Receipts. SEFD received an "unqualified" opinion (very positive) and the reported negative findings. They did make two internal control recommendations (1. Credit card transactions – have an internal review of the credit card purchases, an individual who asks for receipts for credit card purchases, making sure everyone turns in their receipts for credit card purchases, and 2. Budgeting – put large ticket items into capital outlay, you want to make sure it is in the correct account by classification). Questions: Johnson - Internal Controls... Auditors are hired to review the financials and, in the process, we review the internal controls – the language of the document is kinda boiler-plate. If we were to officially review the internal controls, that would be a whole separate process. Internal controls in relation to missing checks & the check register. It boils down to having a segregation of duties... you don't want your accountants to be involved in the check writing process – there needs to be a segregation between the people writing the checks and the people reviewing the checks. These are "advisory" comments, they are not material to the audit, just something for management to be aware of. SEFD is sitting in a good position. He asked if there were any questions or anything else they could explain, there were no questions. Motion to accept the Audit Report presented by Jay Parke by Johnson, seconded by Webber, Chief read Sue Archibald's email accepting the Audit Report, motion carried unanimously.

Chief's Report: Chief gave his monthly reports for September: Run Report, Fire Billing Report, Fuels Mitigation Grant update (so far, we've touched 359 acres, protected 169 structure, and treated 89 properties), Palominas IGA is going well, we're working with the board to purchase new apparatus. Palominas has ordered new cardiac monitors last board meeting. We're still reviewing the IGA possibilities especially feasibility from the financial perspective. We've begun the transfer to electronic reporting and Captain Marc Meredith will be speaking to you about our new Cardiac Monitors and Emergency Reporting. He will also give you a little talk on our cardiac monitors.

Marc Meredith – I'm grateful to the Zoll Monitors, they have made every call easier and we appreciate your investment. On behalf of my C shift crewmembers, the patient received very good and expedited care that they would not have gotten before the new monitors came online. From our base hospital ... outstanding work and kudos to you and the rest of your team. (To put it into laymen's terms – the patient was having a heart attack, we were able to prove she was having a heart attack AND show where within the heart the problem lay prior to the arrival of the helicopter, which lead the hospital to activate the STEMI team to be ready for the patient, which then allowed the patient to receive definitive care within less than 50 minutes from the transmission of the data from our new monitors to the hospital. This is significant.)

Emergency Reporting – Because of a mandatory transfer from written reports SEFD has purchased the Emergency Reporting Program and supporting equipment. This tool will help us meet state mandates and uploading information to NFIRS as required for FEMA Grant applications. The implementation (investment) will be steep this year, but it will improve the quality of our data, we'll have consistency of our reporting, it will reduce the number of paper-based systems we have. We plan on being fully integrated by the end of 2019. Training is included in the purchase.

Financial Reports – Vicki Rutter presented the financials to the Board (Balance Sheet, Profit & Loss, and Cash-Flow Forecast). Webber – Are there any grants open right now? Chief – Yes, we're working on a regional grant with Tubac, Rio Rico and Nogales Suburban right now, and we're working on one for extrication equipment for ourselves. The other thing I wanted to point out is your financials last year were very, very accurate last year, because the only change was \$.46 to the net income for last year, that was just them rounding numbers. They moved a few things around (mentioned earlier) but there were no changes to the net income for the fiscal year. That's really good, I really try to have things accurate, so you did have very accurate financial for all of last year. Motion to accept the financials as presented made by Webber, seconded by Johnson, motion carried unanimously.

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Strategic Plan Outline – Discussion and possible action – S. Jenkins – Presented a draft Strategic Plan Outline...because of Jenkin’s voice problems, Johnson lead the discussion on the document. Johnson read through the draft for the Board. Jenkins – I would like to get comments back from the rest of the Board members on where do you think we’re going from here. So, it’s nothing we have to have back tonight, but is this kind of the direction you were envisioning? Would this be a useful document for us? Bahti – it seems to me that a lot of this is in the Overview. Jenkins – yes, but not in a lot of detail. Personally, this is like getting the audit, I need some time to review it. Webber – You mention a number of charts. Are these new charts? Jenkins/Johnson -it was the maintenance charts Chief had. Bahti – I’d like to review this myself then have a meeting with the Chief. I’d like to set up another meeting to go over just this. Webber – I’d agree with this (time for review). Let’s schedule a meeting for 1 pm on Friday, Nov. 9th. Jenkins – Bring your input to what belongs in there. Bahti – I’d like to meeting with the Chief and one of you after I’ve had time to digest this if you have some time later this week. Webber – can we do this Wed., Oct 24th (Reba & Kurt with Chief).

Jenkins – After talking with the Chief I’d like to submit my letter of resignation effective today, in order to meet all the requirements to get my replacement picked in time to attend the January 2019 Board Training in Laughlin. If the Board is not willing or able to have a new member selected in time, then I will not resign and complete my term which ends in November of 2018. Chief – I have put together a timeline that includes special meetings to make this happen. The Board needs to accept the resignation, and determine if they can meet the timeline. Monday, 9 a.m. have a meeting to approve the postcard sent to residents and clarify the dates for future meetings. Webber – I commend you Suzanne for thinking of the Board and the timeline. The Board accepted the resignation of Suzanne Jenkins. Bahti – Thank you for your service.

Adjournment – Motion to adjourn by Johnson, seconded by Webber, motion carried unanimously

Minutes approved on November 26th _____, Clerk of the Board.
Susan Archibald