

**Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District**  
**Monday, 22 July 2019**  
**9 a.m.**

*(Unfortunately, the recording device did not record – we had a power outage over the weekend and ended up having to reset the recording equipment but apparently, I failed to check the device that controls the recorder.)*

**Call to Order**

**Roll Call** – all Board members present

**Pledge of Allegiance**

**Approval of minutes of 24 June 2019 and 26 June 2019:** motion to approve made by Johnson, seconded by Webber. Motion carried unanimously.

**Chief's Report** - Chief De Wolf presented information on the following topics: Palominas IGA going well. Jon Buonaccorsi, our former Captain is doing well as their new Ops Chief. We had 47 runs last month, a bit higher than last month with a total of 290 runs to the end of June. Thanks to the arrival of the rains, we've lowered the fire danger a bit. The Fuels Grant – WFHF 17-206 – has closed, we received our final reimbursement. I have been invited to the Recruitment & Retention Certification Course in Fairfax, Virginia from August 1-6. We've posted Volunteer Program (Stipend) flyers around the state, on our website and on Facebook to invite participation in SEFD's stipend program. Besides Jon Buonaccorsi we've recently had four volunteers find employment with other career departments throughout southern Arizona.

**Financial Reports** – Rutter: MS Rutter presented the Balance Sheet, Profit & Loss Statement and the Cashflow Forecast – all in Preliminary status - to the Board. There were no unusual transactions. The Year-end statements will remain in preliminary status until after completion of the Audit. Motion to accept the financial reports as presented by Johnson, seconded by Dorney, motion carried unanimously.

**PSPRS Local Board** – Archibald: MS Archibald gave a brief update as to the status of bringing SEFD's Local Board operations under compliance with statute. The Local Board held their first training meeting on July 15.

**Resolution 07-22-2019 Sale of District Asset - WHEREAS:** the Board of Directors declares the 2004 Chevy 3500 (1GBJK392X4E282729) miles 92,795 (current 824) as surplus, and, **WHEREAS:** the Board of Directors authorizes Chief DeWolf to sell the above declared surplus vehicle at or above low Kelley Blue Book Value, **THEREFORE BE IT RESOLVED:** that the Board of Directors authorizes these sales, designating that the funds received are used to fund an updated phone system. SEFD is asking that Brush 824 be decommissioned and sold. Brush 824 began its career with SEFD as a rescue vehicle. Later it was reconfigured to be a brush truck. There are a few minor electrical issues with the vehicle, the

**Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District**  
**Monday, 22 July 2019**  
**9 a.m.**

headliner is falling down, and the interior is pretty rough. We'd like to use the funds from the sale to purchase a new phone system for the station. Motion to approve resolution by Johnson, seconded by Webber, motion carried unanimously.

**Study Session** – at this point the Board moved to study session to discuss two topics: Chief Review Process and Hotline reporting for Ethics, Compliance, Human Resources, Internal Control, Fraud, Theft, and Anonymous Reporting. Brenda Tranchina, HR Specialist who works closely with SEFD was in attendance for professional opinion and to discuss industry standards and the revised Chief Review process. Chief Review – outcome – Goals & Objectives for the coming year would be discussed at the regular meeting of the Board on August 2019, Chief's Contract will be opened to discuss shortening the time-frame of the review process and the date of the contract-required preview. The Hotline discussion ended with a request for more information. Discussion was to be continued at a later meeting.

**Motion to adjourn:** motion to adjourn was made by Johnson, seconded by Dorney, motion carried unanimously.

Minutes approved on 26 August 2019, \_\_\_\_\_, Board Clerk.  
Susan Archibald.