

**Minutes to the regular meeting of the Board of Directors of the
Sonoita-Elgin Fire District
Monday, 25 November 2019**

Call to Order. - 0900

Roll Call of Board Members - Webber, Bahti, Johnson, Dorney were present in person, Archibald was present telephonically.

Pledge of Allegiance.

Call to the Public. Alison Bunting, advised SEFD Board that the Crossroad Quilters were celebrating a 20-year partnership with SEFD (renting the station hall for their meetings). Last year you made the change from 6 pm meeting time to 9 a.m. meeting time and the Quilters were wondering how successful you've been in drawing community members for that timeframe. Alison asked if the Board would consider changing back to 6 p.m.

1) Review and approval of the governing board meeting minutes of Oct 28, 2019 MS

Webber commented that her name was spelled with two "b's" and that she wanted clarification on her statement regarding her comment on James Rowan and the Grow Your Captain program. MS Sink, who recorded the minutes last month, replied that the comment had been out of context within the rest of the dialog at that time in the meeting and that's how she documented it. After some discussion, the minutes were amended to... "We made the decision to engage James Rowan as part of the Grow Your Captain Program..." to include the SEFD Board of Directors. Motion to approve the minutes as corrected was made by Johnson, seconded by Archibald, motion carried unanimously.

2) Report from the Fire Chief -

Response and service report. – Chief reviewed the run report for October 2019

Status of grants. Chief updated the Board as to the current grants held and advised the Board that SEFD might be offered the opportunity to build a training center in the district. There is a grant opportunity from the Governor for same.

Fire code and inspection items - none

Current community events - none

Apparatus update. – chief discussed the needed repairs being done to 821 and 828.

Palominas – on schedule to receive the new engine in Mar/April of 2020, they are gearing up, like SEFD, for the election and the new budget cycle.

Monthly financial reports and consideration of district financial matters pursuant to

A.R.S.§48-807: Review and approval of monthly financial reports for Oct 2019 to include: reconciled balance sheet accounts; updated cash flow projections; month-end fund statements, and month-end reports of financial institutions in which the SEFD maintains an account MS Rutter presented the financial information to the Board; there were no unusual issues, no discussion on the report. Motion to accept the finances are presented by Dorney, seconded by Webber, motion carried unanimously.

4) Update from PSPRS Board: S. Archibald – The PSPRS Local Board held a short meeting on October 13, 2019 to clear up a few minor details held over from the last meeting. Archibald, Sink

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and Jackson were present for Board members, Attorney Treadwell-Rubin and acting-secretary Goodwin were present.

5) Discussion on Legal / HR phone calls / contact: K. Bahti – Mr. Bahti reminded everyone that phone calls made to our attorney and/or the HR Specialist did in fact cost us money and requested that all contacts be driven through the Board Chair.

6) Discussion on Board members attending the AFDA winter conference: Chief DeWolf: Board members agreed (pending confirmation from Archibald) to attend the 2020 AFDA Conference; Reservations to be made for the conference to include all five Board members and the Battalion Chief.

7) Study session with Board, Staff:

A) **Discussion on reformatting the Chief's review process 2019 – 2020 Goals:** R. Weber Webber was concerned with the process – did you like it and where we're at with Brenda & review process. Bahti commented that he liked it. Webber - Need to review the 2020 Goals from Chief – was there anything to be added to the list? Are we (Board) done with this? No, at next meeting we'll have final copies.

B) **Review and Discussion on HR policies:** K. Bahti – held over to next meeting

C) **Discussion and possible action on board policies and chief's contract:** K. Bahti – tabled to Dec. 16 for presence of Archibald to make sure she is aware of proposed changes to Chief's Contract.

D) **Discussion and possible approval of Questionnaire:** A. Dorney Proposal to create a survey for our website for residents to complete; awareness created through postcards or small flyer/bookmark. Discuss with IT/Website folks regarding setting up a link to the website for the survey; More discussion to follow at upcoming meeting in December.

REMINDER – Board meeting for December has been moved to

8) **Adjournment:** Motion to adjourn by Dorney, seconded by Bahti, motion carried unanimously.

Minutes approved on 16 Dec 2019, _____, Board Clerk.
Sue Archibald