

Minutes to the meeting of the Board of Directors of the Sonoita-Elgin Fire District

28 October 2019

9 a.m.

Call to Order

Pledge of Allegiance

Roll Call – Bahti, Dorney, Webber, Johnson present; Archibald not present

Call to the Public – held at end of meeting by Gary Solaris- cans of water donated by Red Cross and Anheuser-Busch – let public know we have these, post in post office; maybe try giving the survey out at Breakfast

Review & approval of the minutes of 26 September 2019- Motion to accept as presented was made by Johnson, seconded by Dorney; motion carried unanimously.

Chief Report – Chief De Wolf gave his monthly status of the fire district:

- a. **Run Report** – we responded to 42 runs in September, that brings our total for the first 9 months of the calendar year to 448. We've had 63 simultaneous runs to date.
- b. **Palmonias Fire IGA with SEFD** – going well; the Board is reviewing their policies and HR policies; used their engine to cover SEFD for Career Day Event in Tucson. We had a great turn out and networking opportunity.
- c. **Dispatch**
- d. **Grants** – Radio grant meeting on Nov 8 with Rio Rico and Tubac – Nogales Suburban may have to back out. Checking with FEMA to see if other departments can pick up their share.
- e. **Community events** –Halloween - crew participated. Fire Prevention at Elgin School with helicopter. Weekly “flag up” at Elgin School with crew. Meeting with Elgin Club Board about the use of their AED.
- f. **DOC**
- g. **Strategic Planning**
- h. **Fire codes**

Received a donation of 3 pallets of canned water from Red Cross and Anheuser-Busch. We gave one pallet to Patagonia VFD.

Hiring Process – 5 applicants; 3 good candidates accepted positions. Testing was done by officers from Corona de Tucson and Rincon Fire. We still need to fill the Captain position. We will move forward with this after the holidays.

Selling of “824” – not ready yet. It is currently being buffed and polished and, hopefully, it will be out front with a sign by the end of this week.

Webber brought up the use of Fire District computers and equipment and wanted to verify that it was ONLY for the use of district personnel. Chief stated that the HR policy clearly states that district assets are to be used by district personnel only.

We may send trucks to California. We won't know for sure until the end of this week.

PSPRS Update – Archibald gone; Chief gave update: Meeting held in September. All the current full-time employees are now up-to-date. In January 2020 we will up-date the new employees.

Financials – Ms Rutter reviewed the Balance Sheet, the Profit & Loss Statement and the Cash Flow Forecast with the Board of Directors. There were no items of concern. Motion to accept the finances as presented was made by Johnson, seconded by Webber, motion carried unanimously.

Study Session with the Board and Staff

- A. Reformatting the review process 2019-2020 Goals: Board made the decision to engage James Rowan as part of the Grow Your Captain's Program. I would also like to include looking at ongoing methods to contact community/public to get comments on SEFD. He will work with Dorney and EMS Director Sink on the EMS aspect and Bahti and Johnson will work together to cover other areas of interest. The Chief will add the above to his list and resend it out to the Board for review and comment.
- B. HR policy – ongoing discussion. Please send comments to the Chief ASAP so he can compile them for the **Nov 25th** board meeting.
- C. Open Board Policies for review to add Chief's review policies: ongoing discussion of Chief's review procedure.

Note: Board decision to change Dec 23rd meeting to Dec 16th with the understanding that they may have to forgo the financial aspect depending on when bank statements are available.

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

Minutes approved on 25 November 2019 _____, Clerk of the Board.