Minutes to the Board of Directors Meeting

July 22, 2024

**Chair of the board Chris Johnson calls the meeting to order at 9:02a.m.**

1. **Roll call and confirmation of Quorum.**

Chris Johnson, Eddie McArthur, and Ruth Ann LeFebvre are present at the meeting, the Board has a quorum. Russ Kolsrud and Robert Garber are absent.

1. **Pledge of Allegiance to the Flag.**
2. **Call to the public.**

* **Members of the public are invited to address the Board and/or submit written comments for inclusion in the minutes.**

1. **Approval of the Minutes from past meetings.**

*Eddie McArthur makes a motion to approve the June minutes and Ruth Ann LeFebvre seconds the motion and all approve unanimously.*

1. **Reports from the Fire Chief or his designee may include the following topics:**

* **2024-2026 Strategic Plan:** The plan has been uploaded to the SEFD website. The external stakeholder participants have received a printed copy with a letter from the fire chief. The implementation team met this month and established a schedule for the balance of 2024. We have started to complete selected objectives.
* **Administration/Budget:** FY 24/25 began on July 1. We have transitioned our payroll process for the suppression members away from equalized pay and several HR polices will need to be updated as a result, expect that for the August meeting. We are investigating our tax revenue from SCC with the help of JVG. We will be seeking the Boards approval to engage BDR Richards to conduct the FY23/24 financial audit.
* **PSPRS Local Board:** The local PSPRS Board will be meeting today after this meeting.
* **Operations:**
* Member Accomplishments/Recognition: We had 1 new recruit start the process in June. Bill Mitchell passed away last month and SEFD is very grateful for his long and dedicated service. FF/EMT Glasser and FF/EMT Marine are in the final weeks of their Driver/Operator course.
* Apparatus**:** E822 is waiting on parts to have its pump seals replaced. T828 has ongoing issues that we are triaging while also working on a viable replacement option. E821 is out of service and we will be requesting approval for a replacement today. M833 is out of service for repairs, but should be back in service within a week. Diesel tank replacement is behind schedule due to vendor error but should be resolved before the end of the month.
* Incidents by Service Type, Zone & Shift: Incidents by Service Type: Fire 8, EMS 24, and Service Calls 21. Incident count by zone: Zone 1 had 31, Zone 2 had 3, Zone 3 had 6, Zone 4 had 0, Zone 5 had 13. Incident count by shift: Shift A had 19, Shift B had 16 and Shift C had 18.
* **Legislative Update:** 
  + CON: Our HB2609 GPS waiver was approved for 12 months. We are looking at compliance solutions and should have one in process by July 1, 2024. Our current plan is to work with a firm 3AM Innovations which has state backed grant funding that includes hardware and will satisfy our requirement. M831 had its annual DHS Inspection and passed with no findings.

1. **Presentation and Approval of Monthly Financial Reconciliation and Reports pursuant to ARS Sec. 48-807 including: reconciled balance sheet accounts, month-end statements, month-end balances at all institutions, county accounts and revenues and expenditures and cash flow projection report.**

* Ben Archer Crowes presents the financials prepared by James Vincent Group. Ben points out the Santa Cruz County Taxes in the financials to further explain the tax situation with Santa Cruz County that can get complicated, and has many challenges to configure missing money. Ambulance revenue is slightly under what we budgeted last year. From a revenue perspective we were 53,000 over what we budgeted. Most expenses that put us over budget were repairs on the grounds, like the septic tank repair. Over budget on buildings and land category, and over budget on capital outlay with the purchase of the U819. Ben continues to explain that we trended over budget on overtime and he has explained to Chief that we have to manage the overtime. We will also be tracking the different types of overtime, to look closer at what we can manage or not manage.

*Ruth Ann LeFebvre moves to approve the June 2024 Financials, Eddie McArthur seconds the motion and it is approved unanimously.*

1. **Review, discussion and possible action- approval for Fire Chief to engage BDR Richards to conduct the FY23/24 audit.**

* Chief lets the Board know that we have not considered using a different audit firm for many years. Walker & Armstrong has served us well but we have not had a different set of eyes for audit purposes for SEFD. Tricia did a lot of research to find the right audit firm for the size of SEFD and BDR Richards fits our needs. The total fee for Walker & Armstrong’s audit was $9,500 and BDR Richards would be $10,000.

*Eddie McArthur makes a motion to approve the use of BDR Richards for the FY23/24 audit, Ruth Ann LeFebvre seconds the motion and it is approved unanimously.*

1. **Review, discussion and possible action- acquisition of a replacement apparatus for E821.**

* Captain Sapienza presents information about the seller of the proposed pumper/tender, Brindlee Mountain Fire Apparatus. He continues with a full presentation of the 2004 Pierce Saber Pumper Tanker at a cost of $279,000.00 (no sales tax) to the Board highlighting that it may be an older engine but it is in excellent condition with low miles at 41,834 and will serve us well for at least 10 years. Captain Sapienza on behalf of SEFD made a trip to Brindlee Mountain to test the pumps and to inspect the entire engine. It holds 2,000 gallons of water and has seating for 5 fire fighters.
* Engine 821 will be out of service and eventually be sold. Ruth Ann LeFebvre asks about the age of the Pierce Saber Pumper Tanker and how long it will serve us. Chief let her know that NFPA standard is 10 years. Brindlee Mountain Fire will pay for repair within the first year of use at a certain amount. Eddie McArthur asks about the repairs and the process and Chris form Brindlee Mountain says that the vendor would invoice them directly. Chris Johnson reads that it holds 2,000, and where does that put us, and Chief responds that this apparatus would give us an additional 1,000 gallons of water.
* Chief lets the Board know that we can finance this apparatus with NBAZ and should not have a problem getting financing. Eddie McArthur asks how it will affect the budget. Ben from JVG says the money would be coming out of what we budgeted for reserves.
* Chief Meredith will be setting up a separate Board meeting for the purpose of approving the financing for the 2004 Pierce Saber Pumper Tanker.

1. **Consideration of agenda items for future meetings.**

*Eddie McArthur makes a motion to adjourn the meeting, Ruth Ann Lefebvre seconds the motion and all approve unanimously.*

Chris Johnson adjourns the meeting at 10:37 a.m.

A digital copy of this meeting is available to the public at the Sonoita-Elgin Fire District, located at 3137 AZ Highway 83 Sonoita, AZ 85637

**NOTICE: The Sonoita-Elgin Fire District Board of Directors may go into executive session for the purpose of obtaining legal advice from the fire district’s attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3)**

Minutes approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Board Clerk, on \_\_\_\_­­­­­\_\_\_\_\_\_\_

Ruth Ann LeFebvre Date