Minutes to the Board of Directors Meeting

November 25, 2024

**Chair of the board Chris Johnson calls the meeting to order at 9:03 a.m.**

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

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

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. Members of the Board shall not discuss or take legal action on matters raised during an open call to the public, unless the matters are properly noticed on the agenda for discussion and legal action.
	* No members of the public were present.
3. **Approval of the Minutes from past meetings.**

*Russ Kolsrud moves to approve the October 1 and October 28th Board Minutes, Robert Garber seconds the motion and the Board approved the motion unanimously.*

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

* **2024-2026 Strategic Plan Implementation:** The plan has been uploaded to the SEFD website. The Implementation Team meets December 9th and will meet monthly in 2025, the second Monday of each month. We have started to complete selected objectives and will provide a full update at the December Board meeting.
* **Administration/Budget:** Medicare audit was successfully submitted with help from JVG. Tricia is working with a retired grant writer Deborah Rodriguez to prepare to submit the AFG grant that is due December 20th, 2024. The AFG grant is a chance to replace monitors and add two new monitors for the district. The application process is very competitive and we will continue to look for additional grant writing opportunities and people to assist the district. Santa Cruz County treasurer update includes that the county has sued the auditor general for the state of Arizona and the auditor general individually. The former SCC treasurer pleaded guilty to three felonies and the plea agreement is available for review. Russ Kolsrud comments that the chances of recovering the money is zero or negligent at best and he continues to speaks about the responsibilities of Board of Supervisors over the SCC treasurer. Chief comments that he will try to get someone from the SSC treasurer’s office to attend a future meeting.
* **Public Safety Personnel Retirement (PSPRS) Local Board**: The Local Board met last month and will meet again in the spring or as needed. The Board met 2 times this year and has met the requirement.
* **Fire and Emergency Medical Operations:**
* Member Accomplishments/Recognition: We had three new recruits who have started the process. Chief interviews for open positions will take place the first week of December and we hope to have new FF on shift before the end of the next month.
* Apparatus: The pumper/tender to replace E821 is being shipped and should arrive this week. It should be in service in January once radios have been installed. The lighting improvement project in the primary bay is complete. We will next work on the back bay. The room dedicated to cardio workouts is being updated with flooring and new equipment. The district growth and development: Planned subdivision of Papago Springs have moved forward in their process, Chief Polcari and Chief Meredith met with them to let them know what is expected with the project, may be another year before construction starts. AZ 82 and then a proposed dude ranch has no new updates.
* Incidents by Service Type, Zone & Shift: 84 Total incidents for the month of October and break down of service type: EMS 41, Fire 19 and Service 24. Incident count by zone: Zone 1 had 31, Zone 2 had 11, Zone 3 had 10, Zone 4 had 4, and Zone 5 had 28. The busiest day of the week in October was Sundays, with Wednesday and Friday as the next busiest days. The district was the busiest during the day with 69% of the incidents occurring during the day and 15% at night. Incident count by shift: A Shift had 26 calls, B Shift had 23 calls and C Shift had 35 calls.
* CON: HAAS devices are scheduled to be installed in all ambulances by the end of November to meet HB2609 requirements. The district has a end of year reporting to do for AZ DHS that will be completed by the end of December.
* **Legislative Update:** The new legislative session is gathering bills for consideration and there may be something to report in the next couple months.

**6. 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 and county accounts;

• revenues and expenditures; and

• cash flow projection report.

Ben from James Vincent Group presents the October financials and points out a correction under Key Points: “Tax revenue for October is $398,248 which is $73,043 **over budget**” (\*not under budget as printed in the report). Overtime wage expense is $25,238 over budget, salaries expense is $16,150 over budget and PSPRS expense is $8,295 over budget. Ben and Chief are discussing these over budget categories monthly to keep tabs on them.

*Robert Gerber makes a motion to approve the October financials and Russ Kolsrud seconds the motion and it passes unanimously.*

1. **Review, discussion, and possible action-Santa Cruz County Treasurer issue.**

Chief communicates to the Board that it is the Board’s prerogative of the next steps. One point that we have discussed is that the impact to us is far less to us than many of the other victims, and puts us into a weird position as the cost of recovery could be more than the amount of money that is owed to us by SSC Treasurer. Eddie McCarthur would like to wait till January to take action, let’s hold off long enough for the new SCC Board to become involved. Ruth Ann LeFebre asks if there is a deadline. Robert Garber asks Russ Kolsrud about how much time it would take to hire a lawyer to lay out a suit, it comes down to risk versus reward. Russ Kolsrud comments about the parties and if they collect money in the process what they may look like. Chris Johnson discusses the amount of money owed to us and what that process may be and agrees to make a decision about next steps in December. The Board discusses and requests the presence of someone from SCC Treasurer to attend the December Board meeting along with SEFD’s attorney Thomas Benavidez.

1. **Consideration of agenda items for future meetings**
* The Board would like a separate stand-alone subject on the agenda for the SSC Treasurers office and see if a representative from SCC Treasurer and Thomas Benavidez is available to attend the December Board meeting.
* Two members, Russ Kolsrud and Robert Garber are going to continue on the Board and we can swear them in during a December meeting, we will need legal consult to verify the steps.

*Russ Kolsrud makes a motion to adjourn the meeting; Eddie McArthur seconds the motion and the motion is carried without opposition.*

Chris Johnson adjourns the meeting at **10:18 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