Minutes to the Board of Directors Meeting

January 27, 2025

**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, Ruth Ann LeFebvre, Russ Kolsrud, Eddie McArthur and Robert Garber 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 in attendance.

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

The Board reviewed minutes from November 5, 2024, December 2, 2024 and December 16, 2024 meetings.

* *Russ Kolsrud moves to approve the Board minutes from November 5, December 2 and December 16, 2024 meetings, Eddie McArthur seconds the motion and it is carried without opposition.*

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

* 2024-2026 Strategic Plan Implementation update has its own agenda item. The Implementation Team met on January 13th and will continue to meet monthly in 2025, the second Monday of each month.
* Administration/Budget: SCC Treasurer update, development and costs incurred to date, discrepancy with amounts received and owed, interview with FBI/US Attorney. Chief had a brief interview with the FBI/US attorney last week and lasted about 20 minutes. DFFM grant submitted for new apparatus. SEFD submitted for two pieces of apparatus, both a Tender and a Type 3 Engine with the DFFM grant.
* PSPRS Local Board: The Local Board met last year and will meet as needed.
* Operations: No new recruits started the process in December. We anticipate needing to hire another FF/EMT and will be looking for a FF/PM. The district has a structure fire on paint trail road and also had a dumpster fire and E821 performed well at both fires. SEFD summarized the response for the paint trail house fire, where a total of 32 personnel responded from neighboring agencies: Santa Rita Fire District, Nogales Fire Department, Patagonia Volunteer Fire & Rescue, Tubac Fire District and Corona De Tucson Fire District. There are two proposed wineries: 4 Tails and Brigand which is a being proposed by the operators of Rune winery.

Incidents by Service Type: EMS had 36, Fire had 3 and Service had 28. Incidents by Service Type for the entire 2024 year: EMS had 401, Fire had 47 and Service had 294. That is a total of 742 calls and an 6% increase over the 2023 year for Incidences. In 2024 the busiest Zone is Zone one with 338 total calls. Incident count by time of day, day time calls are the highest at 574 calls for 2024. Moving forward we will break down the incident counts in these categories as this is how it is reported nationally: Fire, Rescue & EMS, Service, Good Intent, False Alarm & False Call.

* Certificate of Necessity: HAAS devices have been installed in all ambulances to meet HB2609 requirements for State of Arizona.
* Legislative Update: New legislative session opens on January 13, 2025 and there is no new update to report at this time.
* Other:

**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 JVG, updates the Board with the December financials and speaks to the Board about the preparation for the upcoming FY25/26 budget. Ambulance revenue is behind for the month of December by $40,000. Expenses are over by $61,000, however is balancing out due to the unused Wildland personnel funds. Overall we are in a good spot and will look into the Ambulance revenue and get back to the Board.

* *Russ Kolsrud makes a motion to approve the December 2024 Financials as presented by James Vincent Group, Eddie McArthur seconds and the motion is approved unanimously.*

**7. Review, discussion, and possible action regarding the Santa Cruz County Treasurer embezzlement matter- The Board might take action on the following:**

• Consideration of a cooperation agreement to share information amongst all the governmental entities in Santa Cruz County affected by the theft of tax funds

• Consideration of extending tolling agreements with the County, Treasurer and State to delay the expiring of statutes of limitation to file claims to recover stolen funds

• Consideration of filing notices of claims and lawsuits against Santa Cruz County, the former and current treasures of the County, and the State of Arizona/Auditor General

• The Board might vote to convene in executive [closed] session, pursuant to A.R.S. 38-431.03 (A)(3) & (4) for consultation with the district’s attorney and to direct the attorney.

Thomas Benavidez recommends entering into executive session for discussion.

* *Eddie McArthur moves to go into executive session to discuss the SCCT matter, Ruth Ann LeFebvre seconds, and the motion passed with a unanimous vote.*

The Board enters into executive session at 9:51a.m.

SEFD’s attorney Thomas Benavidez forms a motion to be discussed and potentially adopted by the Board after their executive session

* *Eddie McArthur moves to approve the Common Interest Agreement, Ruth Ann LeFebvre seconds the motion and the motion was approved with one opposing vote by Russ Kolsrud.*

SEFD’s attorney Thomas Benavidez forms a motion to be discussed and potentially adopted by the Board after their executive session.

* *Russ Kolsrud moves to extend the Tolling Agreement with Santa Cruz County and with the State of Arizona and with the former Santa Cruz County Treasurer to toll the statute of limitations for filing and processing, Eddie McArthur seconds the motion, and then the Board Chair makes a caveat to the motion that it is subject to review by the Board Chair, Board Secretary or the Board Attorney, the motion and caveat was adopted with unanimous support.*
* *Ruth Ann LeFebvre makes a motion to table a motion to filing claims at this time, Russ Kolsrud seconds, and the motion received unanimous agreement.*

**8. Information item- update on Strategic Plan**

Chief is going totable his report until February’s Board meeting.

**9. Review, discussion and possible action- presentation and approval of Fiscal Year 2023/24 Financial Audit.**

The FY23/24 Financial Audit is presented by Dustin Richards with: The Board is presented with the report and Dustin reports that there are no major concerns at this time, controls are in place and followed and they had complete cooperation for completion from both SEFD Administration and James Vincent Group.

* *Russ Kolsrud moves to approve the FY23/24 Financial Audit as presented by BDR Richards CPA’s, PLC, Eddie McArthur seconds, all members were in favor, and the motion was carried.*

**10. Review, discussion and possible action- declaration of 1994 E-One (VIN# 1FV6JLCB4L452653) as surplus property for sale and/or donation.**

* *Russ Kolsrud makes a motion to offload or to auction the apparatus 1994 Engine, Eddie McArthur seconds the motion, and the motion is carried without opposition.*

**11. Review, discussion and possible action- election of Board officers for 2025.**

* *Russ Kolsrud moves to adopt the officers for their term: Chris Johnson, Robert Garber and Russ Kolsrud, Eddie McArthur seconds and the motion received unanimous agreement for approval.*

**12. Consideration of agenda items for future meeting.**

* Strategic Plan Update.
* Audit-Breakout of “Other Expenses” listed on the FY23/24 audit.
* Ambulance Billing Revenue Update.
* Santa Cruz County Treasurer Agreements/Updates.
* *Russ Kolsrud moves to adjourn the meeting; Ruth Ann LeFebvre seconds the motion and the motion is carried without opposition.*

Chris Johnson adjourns the meeting at **11:24 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