Minutes to the Board of Directors Meeting

June 24, 2024

**Chair of the board Chris Johnson calls the meeting to order at 9:05a.m.**

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

Chris Johnson, Robert Garber, Eddie McArthur, and Ruth Ann LeFebvre are present at the meeting, the Board has a quorum. Russ Kolsrud is 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.**
* Reba Webber, community member and former Board member addresses the Board about the former fire chief Joseph DeWolf issue that was sent to the Arizona Attorney General’s office of Investigation. Reeba states that she was very disappointed about the district attorney not pursuing the case. Reeba wonders why the SEFD Board does not have a response and the PRT does not have a response to the loss of money. She says she will be contacting the PRT, all local officials and state representatives to find out why they will not be pursing the DeWolf case. Chris Johnson replies that was a while ago but the Attorney Generals Office sent an email and, in a couple, brief sentences stated that they would not be pursing Joseph DeWolf case. Chris continues that the Board had a discussion about if it was worth it to pursue the case and they decided not to pursue it. Robert Garber comments that it came down to money and it would not make sense to pursue it due to the cost. Chris Johnson continues that it is not our position to question the Attorney General’s decision and Ruth Ann LeFebvre comments that it was on the Board Agenda for many months.

**6. Special Presentation:** Presented awards and accommodations.

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

*Robert Garber makes a motion to approve the minutes from May 20, 2024 Board Meeting, Ruth Ann LeFebvre seconds the motion and it is approved 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. The implementation Team has begun meeting. We are behind with most first quarter 2024 items but intentionally left time in 2025 for this reason.
* **Administration/Budget:** We will be including a swearing in and recognition of accomplishments as part of today’s meeting. The FY24/25 budget will be presented today for consideration and final adoption. We are investigating our tax revenue from SCC with the help of JVG.
* **PSPRS Local Board:** The Local Board will meet on the afternoon of Monday 6-24-24, directly after this meeting at 11:30 a.m.
* **Operations:** We had 1 new recruit start the process in May. Jack Cox passed away earlier this month. We are grateful for his long and dedicated service to SEFD.
  + Member Accomplishments/Recognition: FF/PM Jeffrey Binder was honored by the University of AZ, College of Medicine and AZ EMS as a provider of the year. FF/EMT Nathan Marine was acknowledged as a Public Safety Award winner at the Nogales Rotary Public Safety Awards. FF/PM Bailey Breeding completed her studies and is now a certified emergency paramedic. Chief Meredith completed the arson investigation series sponsored by IAAI and received his Fire Investigator II status.
  + 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. All other units in normal operation.
  + Incidents by Service Type, Zone & Shift:For the month of June the counts are:Fire 3, EMS 43, Service 14 calls. Zone 1 had 22, Zone 2 had 5, Zone 3 had 14, Zone 4 had 0, and Zone 5 had 14. Incident count by shift was Shift A had 23, Shift B had 15 and Shift C had 22.
  + 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. Our current plan is to work with a firm 3AM Innovations which has state backed grant funding that includes hardware and will satisfy our requirements.
* **Legislative Update:** Nothing significant since the May meeting. Arizona is now part of the Wildland Fire Compact & Mutual Aid Reimbursement HB2751/HB2767, which makes it much easier to go out of state. The legislature stopped accepting new bills for this year.

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-Clowes from James Vincent Group presents the financials. The month of May we were significantly over budget for the counties, we got $193,000 and from a tax revenue perspective it was a fantastic month. Expenses the district was $200,000 over budget on expenses, $130,000 over budget on overtime, building, repairs on the septic tank with around over $20,000 over budget and then $32,000 on repairs and maintenance due to engine repair. Moving forward the district will have to be really careful about overtime. Robert Garber inquiries about Wildland revenue and was just questioning if we are making money on Wildland. Ben responds that Wildland revenue is at $123,000, which is significantly more than what was budgeted, 20-30% profit on Wildland. Profitability for Wildland depends on what equipment you send out.

*Robert Garber makes a motion to approve the May 2024 financials as presented and Eddie McArthur seconds the motion and it is approved unanimously.*

1. **Public Hearing for FY24/25 Budget.**

* No public comments.

*Eddie McArthur makes a motion to close the public comments about the FY24/25 Budget, Ruth Ann LeFebvre seconds the motion and it passes unanimously.*

1. **Review, discussion and possible action- final adoption of FY24/25 budget.**

*Eddie McArthur makes a motion to adopt the FY24/25 budget, Ruth Ann LeFebvre seconds the motion and it passes unanimously.*

* Chris Johnson reads aloud Resolution No. 2024-05, which is a resolution of the governing board of the Sonoita-Elgin Fire District approving and adopting a budget for Fiscal Year 2024-2025.

1. **Review, discussion and possible action- adoption of new employment agreement for 2024-2026 between SEFD and the Fire Chief.**

*Robert Garber moves to approve the new employment agreement for 2024-2026 between SEFD and the Fire Chief with the job description, Eddie McArthur seconds the motion and it is approved unanimously.*

1. **Review, discussion and possible action- adoption of standard fee schedule.**

* Chief Meredith comments that it is not meant to be a revenue source, but we have never charged for reviewing plans. It is a chance for us to account for our time cost associated with the services listed. There is an increased demand for these services and one of the reasons we are asking the Board to approve this standard fee schedule.
* Robert Garber asked how do we collect and Chief responds that we will generate an invoice for them to pay. Ruth Ann LeFebvre asks about the ground water for new businesses going in and Chief responds that the county and planning department meets about the parameters of the plan before we review plans.
* Ruth Ann LeFebvre reads aloud Resolution No. 2024-06, A resolution of the governing board for the Sonoita-Elgin Fire District approving and adopting a comprehensive fee schedule for district services, facilities and operations.

*Robert Garber makes a motion to adopt the resolution No. 2024-06, Eddie McArthur seconds the motion and it passes unanimously.*

1. **Review, discussion and possible action- approval of updated HR policy on Compensation Administration.**

* Chief explains that we updated the policy with new terminology, the core policy did not change in any way but now it reflects our adopted pay scale.

*Eddie McArthur makes a motion to adopt the updated HR policy on Compensation Administration, Robert Garber seconds the motion and it passes unanimously.*

1. **Review, discussion and possible action- approval of FY24-25 Pension Funding Policy.**

* Chief explains that this is a policy statement on behalf of the district to PSPRS that we are prepared as a district and we put aside a specific amount of money if everyone who could retired, did retire. We are in really good shape, and we are currently funded at 90.1% if everyone that could retire did retire.

*Robert Garber makes a motion to adopt the FY24-25 Pension Funding Policy, Eddie McArthur seconds the motion and it passes unanimously.*

1. **Information Item- update on new website since launch.**

* Presented a breakdown of this month’s page views for certain categories on the SEFD website.

1. **Review, discussion and possible action- diesel tank replacement.**

* Purchase of a new tank from Senergy, the replacement tank will be a 2,000-gallon tank due to history of usage vs. 3,000 tank we currently have. The invoice presented at $19,388.20 includes removal of old tank and delivery on new tank.

*Robert Garber makes a motion to approve the purchase of the diesel tank, Eddie McArthur seconds the motion and it passes unanimously.*

1. **Information Item- Strategic Planning Process 2023-2026**

* **Update on distribution of printed and electronic plan.**
* **Update of Implementation Team.**
* Ruth Ann LeFebvre asked about a community risk reduction and communication and if the Santa Cruz County Fairgrounds is used. Chief responds that this is part of the Strategic Plan and will be a part of the process, teaching the community what to do in case of an emergency.

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

*Robert Garber makes a motion to adjourn the meeting, Eddie McArthur seconds the motion and all approve unanimously.*

Chris Johnson adjourns the meeting at 10:50 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