Minutes to the Board of Directors Meeting

August 26, 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, Russ Kolsrud and Robert Garber (via zoom) 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.
* No public live or online.

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

*Ruth Ann LeFebvre makes a motion to approve the July 22, 2024 minutes and Eddie McArthur seconds the motion, Russ obtains, and the rest of the Board approves 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. We still have some printed copies and we can email a PDF copy at any time. External stakeholder participants have received a printed copy with a letter. The Implementation Team met this month and established a schedule for the balance of 2024. Everyone on the Implementation team has a SEFD email and looking at OneDrive for shared data and access for the team. We have started to complete selected objective.
* **Administration/Budget:** We are continuing to investigate our tax revenue from SCC with the help of JVG. We have been formally contacted by a law firm with the information about the Santa Cruz County’s preliminary findings. It is approximately 3.9 million plus that was embezzled and we should be ready to engage in whatever dialogue but to not give up our right to follow the legal process. Thomas Benavidez is assisting the district with the process and the next logical move is to acknowledge receipt of the letter on behalf of the district but we would like to see the actual forensic report. Another goal would be getting the three district Boards in Santa Cruz County together to continue the discussion, possibly all three Boards. Chief continues that as of this morning a civil suit was filed by Santa Cruz County against the former treasurer and his understanding is that it is ongoing. The OAH hearing for Mr. Jackson’s appeal has been postponed until December due to scheduling needs of the Judge.
* **PSPRS Local Board:** PSPRS Local Board will meet again before the end of the calendar year.
* **Operations:**
* Member Accomplishments/Recognition: Two new recruits started the process last month. Captain Moreno’s daughter Zahriya was killed in a domestic violence incident earlier this month and we are supporting him through this very difficult time. Captain Moreno has a very large support system, which we are a part of. Tucson Fire reached out immediately with support, the One Hundred Club reached out and issued a check to the Moreno family and we have also been in touch with the Greater Tucson Fire Foundation. Several of us were at Banner University Center when Zahriya was taken off life support and her organs were donated. We were grateful to be a part of it and give him our support. The department has stepped up and we are going out of our way to support him in any way we can. Her services will be this Friday and we will be bringing some apparatus and we will be getting coverage from other districts so we can all attend the service in Tucson. Captain Bowman and his wife welcomed a new son this past week.
* Apparatus: Engine E822 is back in service as a type 1 structure engine. We will still need to get the pump fixed at some point. All other apparatus is in service. Diesel tank has been replaced and is in service.
* Incidents by Service Type, Zone & Shift: Incidents by Service Type: Fire 9, EMS 39, and Service Calls 21. Incident count by zone: Zone 1 had 43, Zone 2 had 3, Zone 3 had 9, Zone 4 had 2, Zone 5 had 12. Incident count by shift: Shift A had 27, Shift B had 22 and Shift C had 20.
* **Legislative Update:** Our HB2609 GPS waiver was approved for 12 months. We are still 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.

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 from JVG is not with us today, he is on his way back from Europe. Chief explains that the financial presentation is all there and we are keeping track of the personnel time and most importantly overtime. Chief explains that he put in more codes into First Due so that the district can keep track of the type of overtime that is happening. Ruth Ann Lefebvre asks about the increase in fuel cost, chief explains that we had an increase in fuel expense due to the time without a diesel tank and filling up at the Sonoita gas station. Chris Johnson asks a question on ambulance revenue and what might contribute to it being down quite a bit. Chief responds that we are done with Aeromed billing company and will be exclusively with AMB medical billing and we will be taking a closer look at the numbers and make sure we are not missing anything.

*Russ Kolsrud moves to approve the July 2024 Financials; Robert Garber seconds the motion and it is approved unanimously.*

1. **Review, discussion and possible action- new HR policy for leave donation.**

Chief explains that we will table this item as there are a few more tweaks to the HR policy. The purpose of this HR policy is for the members to be able to donate to another member upon an event keeping the member out from work. Captain Moreno’s situation made us aware that this is not addressed in our current SEFD HR Policy.

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

*Russ Kolsrud makes a motion to adjourn the meeting; Eddie McArthur seconds the motion and all approve unanimously.*

Chris Johnson adjourns the meeting at 10:13 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