Minutes to the Board of Directors Meeting

October 28th, 2024

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

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

Chris Johnson, Eddie McArthur, Ruth Ann LeFebvre, and Russ Kolsrud and Bob 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 present.
3. **Approval of the Minutes from past meetings.**

*Ruth Ann LeFebvre moves to approve the minutes from September 26th 2024 with an update on “consideration of agenda items for future meetings”, where appropriate which would be for October 1st’s minutes when drafted, Eddie McArthur 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 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. We have started to complete selected objectives.
* **Administration/Budget**: We are working through both the annual audit and a significant Medicare report that is required this year. We are still looking for a grant writer and will continue to seek one out, as their cost of services can be incorporated into the grant. AMB provided an update that helps clarify the lag in ambulance revenue, SCC Treasurer update, developments and costs incurred to date. All parties that are being represented are continuing to have discussions about the fraud with SCC Treasurer. There is a meeting this week with the CPA in charge of the methodology for Santa Cruz County Treasurer tax collection and numbers. Eddie McArthur asks who hired the CPA, Chief responds that the CPA is working with the county and believes he was hired by SCC. Chief let’s the Board know that as of last Friday SEFD has spent $3,009.000 and that is just legal and not including James Vincent Group; however, JVG has not indicated that they will be charging anything extra for this. Russ Kolsrud expresses his concern about the legal process with SCC Treasurer and feels that we could be wasting time and funds and would hate to see SEFD involved in a law suit. Chief let the Board know that the rate for Thomas Benevidez is $170.00/hour, which is very reasonable. Chris Johnson asks Chief to continue tracking the expenses of the SCC Treasurer fraud for SEFD.
* **Public Safety Personnel Retirement (PSPRS) Local Board:** The Local PSPRS Board will be meeting today following the Fire District Board Meeting. They will have met their obligation of meeting 2 times within the year.
* **Fire and Emergency Medical Operations:**
* Member Accomplishments/Recognition: One new recruit has started the process this last month. Captain Moreno has returned back to his shift. We are interviewing for a new FF the first week of November. Ruth Ann LeFebvre asked why Evan Weaver is no longer with the district and Chief responded that the Wildland Division has been suspended. The Vein Fire blacked 1300 acres on October 12, and mutual aid was received from AZ State and Rio Rico among others. There were five SEFD fire fighters working on the fire during the day, and Chief explained to the Board that he could identify that it was a road side start. Chris Johnson asked about Patagonia Volunteer Fire Department and Chief responds that he will add that into the Operations section for future meetings.
* Apparatus: Our new truck should be here by the middle of next month at which time we will ask that E821 be declared surplus and placed up for sale. We have been working on improving the lighting in the primary bay by removing the old lighting system and installing outlets in their place with rows of LED warehouse lights that can be turned on and off and are energy efficient. For District growth and development there are two planned subdivisions, one on Papago Springs road and one just on the other side of the dispensary on AZ 82. Eddie McArthur asks how many houses are one Papago Springs and Chief responds that eight homes are planned. The property on AZ 82 looks to be commercial property vs. residential. Ruth Ann LeFebvre asks about the building process and Chief responds that it starts at Santa Cruz County and then we weigh in on anything that applies to the fire code. Chief continues with district growth mentioning that the other proposed project is a dude ranch on the Babacomari Ranch and at this time they have a conditional use permit but there is a way to go. Chris Johnson mentions the certificates of Occupancy for our district and how that may impact our future budget processes.
* Incidents by Service Type, Zone & Shift: Incidences by service type: EMS 37, Fire 2, Service, 23 for a total of 62 incidences for the month of September. The Incident count by zone is: 30 in Zone 1, 7 in Zone 2, 4 in Zone 3, 5 in Zone 4, 16 in Zone 5. Incident by shift: 29 for A Shift, 16 for B Shift, and 17 for C Shift. Our total count for 2023 was 700 incidences and we are well on track to beat that number in 2024. Russ Kolsrud asks about simultaneous incidents and the impact, Chief responds that for the 1st incident it would be two members on the Ambulance and two members on the Fire Engine, then after two or more patients everyone would be engaged. Chief continues that we need to look at the numbers to determine when we need to go from our 4-person crew at par 4 to par 5 or par 6 with more personnel available, so we would not be at level zero. We currently rely on neighboring stations for additional resources once we hit level zero. Chris Johnson comments that incidents by shift is not as relevant, Chief responds that he can keep that slide in but also add in the times when we have the most incidences and other data.
* 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. Due to reappropriation of some of the grant money that was earmarked for 3AM software, we are going to secure three HAAS devices and sign a contract for our ambulances that will meet the real time GPS monitoring required by HB2609. HAAS will cost the district about $1,700.00 a year whereas the other 3AM software would cost $99,000.
* Legislative Update: Current legislative session is ongoing but nothing new.

**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.

* No September financials for the Board to approve as the Santa Cruz County Treasurer did not provide an accurate September statement due to a software problem that they are resolving.

**7. Review, discussion, and possible action- change in date for December meeting due to holiday season**

* Date for the December Board Meeting has been set for the week before Christmas on December 16th.

*Chris Johnson moves to put the December Board Meeting on the Calendar for the 16th, Russ Kolsrud seconds the motion and the Board approves it unanimously.*

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.

*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 **10:15 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