



# San Simon Fire District

PO Box 244 - 2249 W. Firehouse Lane  
San Simon, AZ 85632

520-845-2439 [sansimonfire.ssf@gmail.com](mailto:sansimonfire.ssf@gmail.com)

Dedicated  
to:  
Calming  
Fears  
— .

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San Simon Fire District  
Regular Meeting  
Tuesday, August 26, 2025

1. CALL TO ORDER:

Chairman Reynolds called the meeting to order at 6:00 pm, at the San Simon Fire Station, 2249 W. Firehouse Lane, San Simon, AZ 85632.

2. PLEDGE OF ALLEGIANCE:

Chairman Reynolds led the Pledge of Allegiance.

3. ROLL CALL OF OFFICERS:

Governing Board:

Chairperson R.C. Reynolds – Present  
Clerk of the Board Pati Fickett – Present  
Board Member Fernando Guzman - Present

Administration:

Chief John Novak – Present  
Captain Heather Lentz – Absent  
Wildland Division/Vol. Admin. Assistant Chief Chris Anthis – Present

Firefighters/Support:

Michele Larned                  Chuck Fickett

Guests:

Judy White      Rebeca Phifer

Donna Aversa, SSFD Attorney, attended via phone.

4. CALL TO PUBLIC:

None

5. CONSENT AGENDA:

A. APPROVE MEETING MINUTES:

- a. Budget Workshop April 1, 2025

Mr. Reynolds moved to approve the meeting minutes for April 1, 2025, as presented.

Mr. Guzman seconded the motion.

Motion Passed

| Voting       | Aye | Nay | Abstain | Absent |
|--------------|-----|-----|---------|--------|
| Mr. Reynolds | X   |     |         |        |
| Mrs. Fickett | X   |     |         |        |
| Mr. Guzman   | X   |     |         |        |

b. Regular Board Meeting July 29, 2025.

Mr. Guzman moved to approve the minutes for July 29, 2025, Regular Board Meeting as presented.

Mr. Guzman seconded the motion.

Motion Passed

| Voting       | Aye | Nay | Abstain | Absent |
|--------------|-----|-----|---------|--------|
| Mr. Reynolds | X   |     |         |        |
| Mrs. Fickett | X   |     |         |        |
| Mr. Guzman   | X   |     |         |        |

**B. CHIEF'S REPORT:**

a. OPERATIONS:

21 July Calls: 5- Motor Vehicle Collisions, 1- ALD, 7-BLS, 3- Cancelled Calls, 3- Investigations, 1-Public Assist, 1-Mutual Aid Motor Vehicle Collision

The new engine has arrived. We are in the process of getting it into service.

Brian has rebuilt and upgraded all the ball valves in the new engine.

We received a donated AED (Automatic External Defibrillator) from Regional Fire Department in Casa Grande. This will allow us to have an AED on each brush engine, and on our first out fire engine, as well as the squad.

The San Simon Fire District the heat stroke protocol, developed by the Phoenix Fire Department and IMD (Internal Medicine Diagnostics). This new protocol for treating heat stroke reduces a patient's temperature 3 to 5 times faster than previous methods and greatly increases their chance of survival. San Simon Fire District is the second agency based with IMD, to be able to administer this protocol and treatment and the only agency in Cochise County.

San Simon Fire District collected \$28,130.00 on interstate billing for FY 24/25.

b. AUXILIARY REPORT – MICHELE LARNED:

None

c. LEADERSHIP REPORTS:

None

C. ASSISTANT CHIEF REPORT:

- a. FINANCIAL REPORT – PREPARED BY MUNICIPAL ACCOUNTS & CONSULTING, L.P., CLERK FICKETT AND PRESENTED BY CHRIS ANTHIS, FOR REVIEW/DISCUSSION/POSSIBLE ACTION:

Municipal Accounts & Consulting, L.P. report dated July 31, 2025.

Assistant Chief Anthis reported the district is in the process of reviewing and organizing retained records. Continuing to work with MAC to improve reporting of revenue and expenses.

San Simon Fire District Fund Balances July 31, 2025

|  |                      |                            |
|--|----------------------|----------------------------|
| County M&O Account Balance                 | \$ 90,365.27         |                            |
| Less-Outstanding Warrants                  | <u>(\$ 9,455.33)</u> |                            |
| <b>Available Cash – M&amp;O Account</b>    |                      | <b>\$ 80,909.94</b>        |
| County – Wildland Fire Account Balance     |                      | \$119,689.93               |
| County – Reserve Account Balance           |                      | \$122,148.67               |
| Chase Bank – Payroll Account Balance       |                      | \$ 48,246.98               |
| <b>Total Balance of SSFD Fund Accounts</b> |                      | <b><u>\$370,995.52</u></b> |

(Cash Available July 31, 2025)

Clerk Fickett provided Summary of SSFD Fund Balances for August 26, 2025.

|  |                       |                            |
|--|-----------------------|----------------------------|
| County M&O Account Balance                 | \$106,241.57          |                            |
| Less-Outstanding Warrants                  | <u>(\$ 12,849.40)</u> |                            |
| <b>Available Cash – M&amp;O Account</b>    |                       | <b>\$ 93,392.17</b>        |
| County – Wildland Fire Account Balance     |                       | \$119,763.25               |
| County – Reserve Account Balance           |                       | \$122,254.17               |
| Chase Bank – Payroll Account Balance       |                       | \$ 26,910.64               |
| <b>Total Balance of SSFD Fund Accounts</b> |                       | <b><u>\$362,320.23</u></b> |

(Cash Available On This Day, August 26, 2025)

Mr. Reynolds moved to approve the Financial Report as presented.

Mr. Guzman seconded the motion.

Motion Passed

| Voting       | Aye | Nay | Abstain | Absent |
|--------------|-----|-----|---------|--------|
| Mr. Reynolds | X   |     |         |        |
| Mrs. Fickett | X   |     |         |        |
| Mr. Guzman   | X   |     |         |        |

- b. WILDLAND REPORT:

The Type 3 Engine was dispatched in July to California.

The Type 3 Engine was dispatched to California on Aug. 26.

6. NEW BUSINESS - REVIEW/DISCUSSION/POSSIBLE ACTION:

A. WALKER AND ARMSTRONG ENGAGEMENT LETTER:

Chief Novak presented the Engagement Letter for Walker and Armstrong to perform the District's financial audit for signing. Chairman Reynolds signed the letter, authorizing Walker and Armstrong to proceed with protocol necessary to perform the audit. No other action taken.

B. EXECUTIVE SESSION FOR LEGAL ADVICE FOR ITEM C:

Mrs. Fickett moved to enter into Executive Session.  
Mr. Guzman seconded the motion.  
Motion Passed

| Voting       | Aye | Nay | Abstain | Absent |
|--------------|-----|-----|---------|--------|
| Mr. Reynolds | X   |     |         |        |
| Mrs. Fickett | X   |     |         |        |
| Mr. Guzman   | X   |     |         |        |

The Board entered Executive Session at 6:25 pm.  
Entered open meeting at 7:47 pm.

C. BOWIE FIRE DISTRICT ISSUES THAT COULD IMPACT SAN SIMON FIRE DISTRICT:

After discussion, the Board directed Chief Novak to review the issues presented and report back to Board.  
No Action Taken

7. SET TIME AND DATE FOR NEXT MEETING: Tuesday, September 30, 2025

8. ADJOURN:

Mr. Guzman moved to adjourn the meeting.  
Mrs. Fickett seconded the motion.  
Motion Passed

| Voting       | Aye | Nay | Abstain | Absent |
|--------------|-----|-----|---------|--------|
| Mr. Reynolds | X   |     |         |        |
| Mrs. Fickett | X   |     |         |        |
| Mr. Guzman   | X   |     |         |        |

Chairman Reynolds adjourned the meeting at 7:49 pm.

Submitted Respectfully By: Pati Fickett

\_\_\_\_\_  
Patricia Fickett, Clerk of the Board

\_\_\_\_\_  
Date