



San Simon Fire District

Post Office Box 244
2249 W. Firehouse Lane
San Simon, AZ 85632
520-845-2439



Proudly Serving the Community Since 1966

Regular Board Meeting
Tuesday, November 10, 2020
Minutes

1. **Call to Order** – Meeting was called to order at 6:00 p.m. (1800 hrs.) by Board Chair, Rebecca Phifer.
2. **Roll Call**
 - A. **Attendance and Confirmation of Quorum** – Board Chair, Rebecca Phifer, Board Clerk, Mary Sparkman and Board Member, Michele Larned were present. Board Chair, Rebecca Phifer acknowledged that a quorum was met.
 - B. **Board Members Absent** – None
 - C. **Personnel in Attendance** – Fire Chief Lucas Reynolds, Administrative Assistant, Traci Kent and Firefighter volunteer Thomas Bailey.
 - D. **Guests in Attendance** – Elizabeth Reynolds, Amy Wilstead, Natalie Galgano-Pinkley were present in person and members of the public appeared by phone via conference call
3. **Declarations of Conflicts of Interest** – No one declared a conflict of interest.
4. **The Pledge of Allegiance** – Fire Chief Lucas Reynolds led the attendees in the Pledge of Allegiance.
5. **Approval of Agenda** – Michele Larned, Board Member made a motion to approve the agenda with corrections as stated. The motion was seconded by Mary Sparkman, Board Clerk.

Vote:
In favor – All Board Members Were In Favor.
Opposed – none
Motion carried
6. **Approval of Minutes from October 13, 2020 Regular Board Meeting.** Following discussion, Michele Larned, Board Member made a motion to approve the minutes from October 13, 2020, Regular Board Meeting with corrections as stated. The motion was seconded by Mary Sparkman, Board Clerk.

San Simon Fire District is an Equal Opportunity Provider and Employer

Vote:

In favor – All Board Members Were in Favor
Opposed – none
Motion carried

- 7. Approval of Minutes from October 13, 2020 Executive Session Meeting.** Following discussion, Michele Larned, Board Member made a motion to approve the minutes from October 13, 2020 Executive Session Meeting with corrections. The motion was seconded by Mary Sparkman, Board Clerk.

Vote:

In favor – All Board Members Were in Favor
Opposed – none
Motion carried

8. Financial Report(s).

- A. Review, discuss and possible approval of the financials for October 2020.** Following discussion, Mary Sparkman, Board Clerk made a motion to table the approval of the October 2020 financials so changes could be made. The motion was seconded by Michele Larned, Board Member.

Vote:

In favor – All Board Members Were In Favor.
Opposed – none
Motion carried

- B. Approval of Warrant List.** Following discussion, Michele Larned, Board Member made a motion to approve the warrant list dated October 13, 2020 to November 10, 2020. The motion was seconded by Mary Sparkman, Board Clerk.

Vote:

In favor – All Board Members Were In Favor.
Opposed – none
Motion carried

13. New Business – Review, discuss and possible action on the following item(s):

- A. Municipal Accounts & Consulting, L.P.** A presentation was given by Natalie Galgano-Pinkley from Municipal Accounts & Consulting, L.P. with a question and answer session with Natalie about what Municipal Accounts & Consulting LP could do to help the San Simon Fire District. Natalie left and following discussion, Mary Sparkman, Board Clerk made a motion to table the issue of hiring an outside accounting firm until the board members have a chance to review all the information and additional information provided by Natalie that was asked and whether it is feasible for San Simon Fire District to do because the District will still need an administrative assistant. The motion was seconded by Michele Larned, Board Member.

San Simon Fire District is an Equal Opportunity Provider and Employer

Vote:

In favor – All Board Members Were In Favor.

Opposed – none

Motion carried

9. Board Reports.

A. Board Chair – Rebecca Phifer – No Report

B. Board Clerk – Mary Sparkman – No Report

C. Board Member – Michele Larned – No Report

10. Chief Report – Chief Reynolds presented his report verbally but will provide a written report for both October and November at the December Regular Board Meeting. There were a total of 8 calls in the month of October. The Blazer has had new lights, a new siren, and new carburetor installed. The Blazer stills needs new tires and it looks like Walmart will be the best value. The Tender has had new lights and needs the siren to be fixed. The rest of the grant for gear should be coming in this month. The gas to the fire house needs to be turned back on for use of the heater so Southwest Gas will be called and the lines tested before the gas for the heater is turned back on. For the swearing in ceremony, tables and chairs will be borrowed from Bowie Fire District. San Simon Fire District will be leading the San Simon Longhorns Girls Volley Ball Team out of town for going to the state championships.

11. Administrative Report – Traci Kent – No Report

12. Old Business – Update, review, discussion and possible action on the following:

A. Purchase of Fire Truck – Fire Chief Reynolds reported that there is a new issue with the truck that was to be purchased after his visit to Alabama to inspect the vehicle. The engine needs to be rebuilt. So we have 4 options on the purchase of the fire truck. The first option is to buy the vehicle now at a cost of \$5,000 (less the down payment made) as is and San Simon Fire District will have to get the vehicle fixed. The second option is to have the engine rebuilt and Brindlee Mountain Fire Apparatus will split the cost of the repairs ½ they will pay and ½ San Simon Fire District will pay. The cost could be anywhere from \$10,000 to \$15,000 (rough estimate). The third option is to look for another vehicle and the fourth option is to buy a higher price vehicle but those are usually around \$35,000 to \$40,000. Following discussion, Mary Sparkman, Board Clerk, made a motion to table the purchase until the Fire Chief learns about the cost of the engine rebuilt and then if District needs to do an emergency meeting again, the District can do that. The motion was seconded by Michele Larned, Board Member.

San Simon Fire District is an Equal Opportunity Provider and Employer

Vote:

In favor – All Board Members Were In Favor.
Opposed – none
Motion carried

B. How the down payment was handled for the Purchase of the Fire Truck – There was a discussion about the amount of the down payment for the new fire truck. A check in the amount of \$3,750 was sent to Brindlee Mountain Fire Apparatus. The reason that this is on the agenda is because at the emergency meeting held on October 9, 2020, the motion was made that a 20% down payment would be made for the fire truck. 20% of the cost of \$15,000 is only \$3,000 and they requested a check for \$3,750. Because this was over the amount of the 20% down, Traci called all board members to verify that it was okay to send the check out for that amount. All board members approved since at a previous meeting when discussion took place that San Simon Fire District would pay \$5,000 as a down payment. So this item is for information only to the public about why the amount of the down payment was not just \$3,000 or 20% of the cost. Fire Chief Reynolds is still waiting to hear back from Brindlee as to why the amount was more than the 20% that San Simon Fire District was told. No Action Taken.

C. Coffee Pot/Coffee Donation from Jays Travel Center – Where is it? A discussion took place about what happened to the coffee and cappuccino machines that were donated by Jay's Travel Center that was worth \$1,745. Rebecca Phifer, Board Chair said that because it was an operational issue, that it was decided to let the Fire Chief decide on what to do with the equipment since it was filthy and the rats had gotten into the coffee, etc. When the electrician came to fix the wiring in the bay with the tanker so extension cords were not hanging down, he and Amy had a discussion about the coffee equipment. An email was sent from Amy to Fire Chief Reynolds that after Amy and Becky having a discussion about the equipment and with the description of it only being a coffee pot (the value or nothing else was mentioned to the Fire Chief) a decision was made to donate the equipment to someone else. Fire Chief Reynolds mentioned that if he would have gotten more sufficient information, not just a coffee pot, then his decision would have been different. Mary Sparkman, said that she was told by Amy that it was donated to a person that was going to open a coffee place in St. David. Following discussion, Mary Sparkman, Board Clerk made a motion that a policy be made in regards to the in kind donations, the amount the Fire Chief can just make the decision on what is surplus and when it needs to go to the board, how we keep track of them and it will also be checked with other fire districts on how they handle the donations. The motion was seconded by Michele Larned, Board Member.

Vote:

In favor – All Board Members Were In Favor.
Opposed – none
Motion carried

D. Toys Donated by Mary Sparkman, Where are they? Mary Sparkman, Board Clerk stated that there was a box in Amy's office that had coloring books, some firemen and some other

San Simon Fire District is an Equal Opportunity Provider and Employer

little toys and stuff and Mary looked in the plastic container in the back and Traci looked too and there are two little baggies of the firemen and Mary has no idea where the other stuff went. Rebecca Phifer, Board Chair stated that all of the books were put in one of the boxes that we got the paper from Jay's. The helmets were put in one box and the books were put in the other and they were in the back room stored. Mary asked so they are in a box somewhere? Traci stated that she has seen the helmets but she has not seen the coloring books. Traci stated again that she has seen the helmets and she knows where they are. Rebecca stated there is a mess back there so if you went through it, you could probably find them. Mary stated again that this has to be part of that policy and make sure that things get written down so what I'm going to do like for the Halloween decorations, I'm making a detailed list and of the cost and I'm going to hand it to Traci and say here are my donations for that and she is going to keep track of that of whoever the admin is at that time will keep track of it. Mary stated maybe what we need to do is keep a book of all the donations or something. Mary asked "Anyone else have a suggestion?" Rebecca asked "I thought you already started a spreadsheet?" Mary stated "Well, I did" but that it's kept in a book somewhere so that it is kept in one centralized location so that if someone has where are they at, the District knows where it is at. Mary stated "that's all, because I don't know what happened to my stuff and I don't know why the firemen got put in the baggies instead of in their original packaging?" Mary asked "Because it was dirty?" Rebecca stated "because the packaging had mice feces on it". Mary stated "Well that makes sense okay."

No action was taken because it will be handled in the future with the motion made under 12C.

- E. Missing July bills, where are they?** A discussion took place about what happened to the July bills. This discussion has taken place before but as of this meeting, Traci has yet to find any of the bills except one that was missing. Mary Sparkman never got to see the bills since she was sitting on the couch and never approached the table. Michele Larned said she never saw the bills either. Rebecca Phifer, Board Chair stated that all the bills were sitting in the middle of the table so that board members could check those and the backup. Rebecca stated that the Chief called her the day after. At the end of the meeting Becky stated that she put her stuff in her bag (it was a rough meeting) and she did go into the office. The next day or the day after the Chief called Becky and asked her whether she had the file and her response was no. Before the next board meeting when Becky went to get her bag that she went through her bag and the file, which wasn't the complete file that she originally had (The original file had backup and check stubs for three months in there and that was when I was working as admin in there and Michele had not seen the everything because only Mary and Becky were signing checks), the file was in her bag but it was only the July stuff. Becky brought them to the firehouse the next morning and gave them to the Chief. The Chief responded that anything that he received was put into the office. Traci stated that she verifies that a file came in but not all the bills were there, there was

San Simon Fire District is an Equal Opportunity Provider and Employer

only one July bill in the file and she didn't have anything to do with the July bills because she was not working yet. Mary Sparkman stated and I don't have a key to the office nor was Mary preparing the checks or anything then. Michele asked do we have to take the warrant list and call and get copies of the bills. Mary stated we may have to call the county and get copies of the cancelled checks then. Traci stated that we don't need the cancelled checks, she can print a new check stub to attach to the bills once we get the hard copies of the bills. So no one at this point knows what happened to them. Following this discussion, Mary Sparkman, Board Clerk made a motion that San Simon Fire District will recreate the bills and checks so that the District has a hard copy in the files for review/audit purposes. The motion was seconded by Michele Larned, Board Member.

Vote:

In favor – All Board Members Were In Favor.
Opposed – none
Motion carried

13. New Business – Review, discuss and possible action on the following item(s):

A. Was done above after the approval of the warrant list.

B. InZone Bill - Pay as One Payment or Breakdown into Installments – Following discussion, Mary Sparkman, Board Clerk made a motion that the InZone Bill be paid as one payment and not installments. The motion was seconded by Michele Larned, Board Member.

Vote:

In favor – All Board Members Were In Favor.
Opposed – none
Motion carried

C. Food from Travel Center for Ceremony for both Chiefs – A discussion took place that San Simon Travel Center will donate everything: hamburgers, hot dogs, condiments, chips, paper products, utensils, and anything that may be needed. Rebecca Phifer wanted to know whether the travel center will handle the cake also because the committee quit. Mary Sparkman asked why the committee quit. Rebecca responded that the committee feels like after spending all the hours, discussion, leg work, the agendas and everything and then at the zulu hour everything changed. The committee had to stop the flyers, because they didn't know what was going on. Rebecca stated you don't wait until the final hours to take care of an event on the Wednesday before the event on Saturday. Michele Larned stated that this was discussed at the last meeting that she would check but was pretty sure that the San Simon Travel Center would donate the food. Rebecca stated again because of the short time frame and with the COVID restrictions that the committee had decided that no food would be served besides the cake and punch. Rebecca asked how San Simon Fire District will handle the COVID restrictions. Michele stated that it will be done the same way that they do at her work, the servers will be wearing gloves and the food will be put into to go boxes and then handed to the people. Rebecca then asked what San Simon Fire District is going to do about the cars and whether the constable will be available to handle to make

San Simon Fire District is an Equal Opportunity Provider and Employer

sure there are exits for the emergency vehicles. Thomas Bailey said he would be available. It was discussed that the park could not be used because of the condition and the building condition also so everything will be outside. Fire Chief Reynolds stated that he thought there would not be an issue with social distancing. Rebecca stated that it felt like a slap in the face and Michele stated she was sorry but this was all discussed at the last meeting and that as soon as she was able to talk to the owners of the travel center she let Traci know. Michele stated that she is sorry that if it felt like a slap in the face but it had been discussed. Mary asked so do you want to cancel the ceremony now and Rebecca replied no but that is not how you treat people who have dedicated their time and attention to something. Mary stated that Judy has been out of town, so what kind of time did she spend. Because the committee quit, the travel center will handle the cake also.

- D. Reimbursements for Board Member – Guidelines and Policy for when Board** – A discussion took place that again that the San Simon Fire District board needs to get the policies finished so that board members know when and how they can be reimbursed because it even states in the bylaws that board members can be reimbursed. Mary stated what happens if an emergency comes up and no one is here to prepare a check and it's something that needs to be done and a board member pays for it, it won't be approved because it wasn't approved at a meeting or talked about at the last meeting. There needs to be a policy.

During the discussion about the reimbursements to the board members, it was brought up that it was found out that the committee had decided that there would be no food at the ceremony but that was not discussed with the board. Mary read the paragraph about committees in the bylaws. "All such Committees shall comply with the Open Meeting Laws of the State of Arizona. A Committee shall provide the Board with copies of any minutes taken of meetings and shall communicate to the Board the results of the deliberation of the Committee." which was not done in this case. The committee did not notify the board of their decision until this meeting.

Mary Sparkman, Board Clerk made a motion that a policy be put together on how reimbursements are handled by the board so that it is not an issue between board members and it will be in black and white. The motion was seconded Michele Larned, Board Member.

Vote:

In favor – All Board Members Were In Favor.
Opposed – none
Motion carried

- E. New Building** – Following discussion where Rebecca she is concerned that it has been a year and the District still doesn't have anything done on it. Rebecca stated that San Simon Fire District needs to get the paperwork with Rural Development going and next year the District may need to go for a bond in order to get a new building. Traci Kent asked when there is a bond, does it on go to an bond election? The answer is yes, it gets voted on by the community during an election. San Simon Fire District has to get a bond company to do the

San Simon Fire District is an Equal Opportunity Provider and Employer

bond and Rebecca stated that Chief DeWolf knows several companies that will work with San Simon Fire District. Fire Chief Reynolds stated that he has an idea of what and how he wants the new building to look like and has been looking at metal buildings with an office on the side or maybe even a quonset hut. Permits will need to be gotten, soil tests will have to be done and the septic fixed, etc. and District will need to make sure funds are available. Rebecca asked if the Fire Chief could start working on this in January/the first of the year. The Fire Chief responded that he wants to space it out so it would be around March or April but will try to start looking at. Rebecca stated the District has to get together all the costs before the District can even have a bond on the election. Rebecca stated that the demolish permit is free. There will still be costs associated with where to put all the trash so a dumpster will be needed, etc. No Action Taken.

- F. **Satellite Estimate – Transport for New Fire Truck** – Fire Chief Reynolds said that this a moot point but he discussed it with the people in Alabama and they really recommend that since the truck is older, that it be transported instead of driven. If it was a brand new truck, they do suggest it be driven. The Chief had a quote of \$3,980 from Satellite includes all the permits also. The quote is only good for 30 days. No Action Taken.
- G. **2020 Annual Report** - It was discussed that the County sent out an e-mail in regards to the 2020 Annual Report that Traci received needs to be prepared. Mary stated that all that really needs to be done is the review financial statement that was prepared by the CPA firm will be sent for the annual report. Mary suggested that the District wait to do all this until after the new board member is officially on the Board. No Action Taken.

14. Call to Public

Judy White stated that she did serve on the committee and that she did go to the meetings. It was a telephone conference and she did give her opinion. The reason that it was decided not to do hamburgers, etc. was because we don't know how many people are showing up and if we have 50 people show up and the hamburgers didn't make a lot of sense with not knowing how many people will show up. Another thing we had everything printed and set up and then you started talking about hamburgers and we had already planned the food without the hamburgers and so it was a slight to us. Yes, it was. And another thing if you have a committee, that committee has taken the strain off the board members and you trust that committee to make the right decision. If you have a committee and then we have to go to the board to get approval, it's a waste of time. I will not be on a committee like that again. And yes, I was out of town but don't say I didn't work because I did telephone conferences just like I'm doing now. Mary Sparkman asked what the food was that they had planned – the Taco Bar? Judy stated no it wasn't the taco bar that was before the virus. Michele asked then, what was it? It was the cake, chips and dip and nice decorations, table cloths and paper. Michele stated that dip is not corona virus friendly. Judy stated it would have been nice. Michele and Rebecca both thanked her.

San Simon Fire District is an Equal Opportunity Provider and Employer

Thomas Bailey asked about the computer that was contributed by the constable's office to the San Simon Fire District because he was told the computers were out of date and the computer he donated was still sitting in the back not set up. Mary Sparkman stated that she didn't know what was going on with it. Traci stated that was before her time. The Fire Chief stated that it was going to be used as the administrative computer but other pressing issues came up and those had to be dealt with. The District has talked about having someone to come look at it and a lot of files have to be transferred and it just has not happened yet. Mary Sparkman stated that she and Savanna will look at it together on a Friday and see about getting it set up. A backup of the administrative computer needs to be done and then restored onto the new computer. The computer has Windows 10 Pro and as far as virus protection you can download a free virus protection program.

15. Requests from board members for future agenda items –

- Legal size paper donation
- New Board Member (12/1)
- Election of Officers
- Board Conduct
- Call to Public (move on agenda)
- Amazon Business Account
- Check backup
- Administrative Assistant Contract
- Chief Contracts
- Traci Travel Time
- Policies
- Donations of Halloween Items and Toys by Mary Sparkman
- Chase Intuit

16. Next Board Meeting – Tuesday, December 8, 2020 at 6:00 p.m. (1800 hrs.)

17. Adjournment – Michele Larned, Board Member made a motion to adjourn the meeting at 7:46p.m. (1946 hrs.). The motion was seconded by Mary Sparkman, Board Clerk.

Vote:

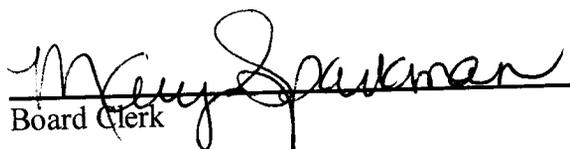
- In favor – All Board Members Were in Favor
- Opposed – none
- Motion carried

San Simon Fire District is an Equal Opportunity Provider and Employer

San Simon Fire District
Regular Board Meeting
Minutes (cont'd)
November 10, 2020

Respectfully submitted,

Mary Sparkman
Board Clerk


Board Clerk

Approved: February 9, 2021

San Simon Fire District is an Equal Opportunity Provider and Employer