San Simon Fire District

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San Simon, AZ 85632
520-845-2439

Proudly Serving the Community Since 1966

Regular Board Meeting
Tuesday, January 12, 2021
Minutes

1. **Call to Order** – Meeting was called to order at 6:00 p.m. (1800 hrs.) by Board Chair, Savanna Valdez.

2. **Roll Call**
   A. **Attendance and Confirmation of Quorum** – Board Chair, Savanna Valdez and Board Clerk, Mary Sparkman in person and Board Member, Rebecca Phifer by telephone conference.
   B. **Board Members Absent** – None.
   C. **Personnel in Attendance** – Fire Chief Lucas Reynolds.
   D. **Guests in Attendance** – Elizabeth Reynolds and Michele Larned.

3. **Declarations of Conflicts of Interest** – No declarations of conflict of interest

4. **The Pledge of Allegiance** – Savanna Valdez, Board Chair, led the attendees in the Pledge of Allegiance.

5. **Approval of Agenda** – Following discussion, Rebecca Phifer, Board Member made a motion to approve the agenda. 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 May 12, 2020 Budget Work Sessions.** Following discussion, Mary Sparkman, Board Clerk, made a motion to approve the minutes. The motion was seconded by Rebecca Phifer, Board Member.
   Vote:
   In favor – Mary Sparkman, Board Clerk and Rebecca Phifer, Board Member.
   Abstained – Savanna Valdez, Board Chair.
   Opposed – none

7. **Approval of Minutes from November 10, 2020 Regular Board Meeting**. Following discussion, Rebecca Phifer, Board Member made a motion to table until Rebecca has a chance to review and make the changes that she wants done. Mary Sparkman, Board Clerk, also said she would listen to the tape again and verify the minutes. The motion was seconded by Mary Sparkman, Board Clerk.

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

8. **Approval of Minutes from December 8, 2020 Regular Board Meeting.** Following discussion, Savanna Valdez, Board Chair made a motion to approve the minutes from December 8, 2020 regular board meeting. The motion was seconded by Mary Sparkman, Board Clerk.
   Vote:
   In favor – Savanna Valdez, Board Chair and Mary Sparkman, Board Clerk
   Opposed – Rebecca Phifer, Board Member.
   Motion carried

9. **Approval of Minutes from December 11, 2020 Work Session Meeting.** Following discussion, Rebecca Phifer, Board Member made a motion to approve the minutes from December 11, 2020 Work Session Meeting. The motion was seconded by Savanna Valdez, Board Chair.
   Vote:
   In favor – All Board Members Were in Favor
   Opposed – none
   Motion carried

10. **Approval of Minutes from December 18, 2020 Emergency Board Meeting.** Following discussion, Savanna Valdez, Board Chair made a motion to approve the minutes from December 18, 2020 Emergency Board Meeting. The motion was seconded by Mary Sparkman, Board Clerk.
    Vote:
    In favor – All Board Members Were in Favor
    Opposed – none
    Motion carried

11. **Approval of Minutes from December 18, 2020 Work Session Meeting.** Following discussion, Mary Sparkman, Board Clerk made a motion to approve the minutes from the December 18, 2020 Work Session Meeting. The motion was seconded by Savanna Valdez, Board Chair.
    Vote:
    In favor – Savanna Valdez, Board Chair and Mary Sparkman, Board Clerk
    Abstained – Rebecca Phifer, Board Member
    Opposed – none
    Motion carried

12. **Approval of Minutes from December 31, 2020 Work Session Meeting.** Following discussion, Savanna Valdez, Board Chair made a motion to approve the minutes from the December 31, 2020 Work Session Meeting. The motion was seconded by Mary Sparkman, Board Clerk.

Vote:
In favor – Savanna Valdez, Board Chair and Mary Sparkman, Board Clerk
Abstained – Rebecca Phifer, Board Member
Opposed – none
Motion carried

13. **Financial Report(s).**
    A. **Review, discuss and possible approval of the financials for December 2020.** Following discussion, Rebecca Phifer, Board Member made a motion to approve the financials for December 2020. The motion was seconded by Savanna Valdez, Board Chair.
    Vote:
    In favor – All Board Members Were In Favor.
    Opposed – none
    Motion carried

    B. **Warrants & Warrant List to be approved/signed for Dates November 11, 2020 to December 8, 2020**. Following discussion, Rebecca Phifer, Board Member made a motion to approval the warrants and warrant list for dates November 11, 2020 to December 8, 2020. The motion was seconded by Savanna Valdez, Board Chair.
    Vote:
    In favor – All Board Members Were In Favor.
    Opposed – none
    Motion carried

    C. **Warrants & Warrant List to be approved/signed for Dates December 9, 2020 to January 12, 2021.** Following discussion, Rebecca Phifer, Board Member made a motion to approve the warrants and warrant list for dates December 9, 2020 to January 12, 2021. The motion was seconded by Savanna Valdez, Board Chair. Just for information the balances in the accounts are as follows as of January 11, 2021: Payroll $7,305.58 and M&O $77,560.30.
    Vote:
    In favor – All Board Members Were In Favor.
    Opposed – none
    Motion carried

    D. **Transfer Money to Payroll Account.** Following discussion, Mary Sparkman, Board Clerk made a motion to table this matter until it is estimated how much money needs to be transferred to make it to June 2021. The motion was seconded by Savanna Valdez, Board Chair.
    Vote:
    In favor – All Board Members Were In Favor.
    Opposed – none
    Motion carried

14. **Board Reports.**
    A. **Board Chair – Savanna Valdez – Computer Update** - It took a little longer than expected due to not having admin privileges on the old PC but we managed to transfer over all the data. It took roughly 7 hours over the course of 3 days but the new computer is set up and functioning properly besides a couple of hick ups.

    B. **Board Clerk – Mary Sparkman** – Nothing to Report.

    C. **Board Member – Rebecca Phifer** – Nothing to Report.

15. **Chief Report** – (See Attached Reports).

16. **Old Business – Update, review, discussion and possible action on the following:**
    A. **Purchase of Fire Truck. This is for information only.** The fire truck that the Fire Chief was looking at got sold. The Fire Chief has been sending out feelers and received an email today about a fire truck up in New Hampshire. It is an 89 with 2,500 gallons of water. They want $7,000 for it and roughly would be $5,000 to ship. This would come in under the budget of the $20,000 that was marked for the new fire truck. The Fire Chief will plan a trip to New Hampshire in the next few days probably next week to check it out and make sure it will work for the District. This is not through the Brindlee Mountain Company so the Fire Chief will have to make a call to get our deposit refunded back to the District.

    B. **Electronic Signatures – This is for information only**. Mary Sparkman, Board Clerk stated that she has looked at the program for doing electronic signatures and still has not figured out how it does two signatures on the check and requests that at the next work session Savanna, since she is more computer literate, to take a look at it and see whether she can figure out how to do two signatures since we were trying to get this done so no one has to come up to the firehouse to sign checks.

    C. **Per Diem Rates** - Following Discussion, Rebecca Phifer, Board Member made a motion to use the federal per diem rates distributed by GSA for Arizona and break them down per meal, etc. The motion was seconded by Savanna Valdez, Board Chair.
        Vote:
        In favor – All Board Members Were In Favor.
        Opposed – none
        Motion carried

    D. **Chief Contract** – Following discussion, Mary Sparkman, Board Clerk made a motion to table until we still get clarification on Section 9.5. The motion was seconded by Savanna Valdez, Board Chair.

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

E. **Performance Evaluation** - Following discussion, Mary Sparkman, Board Clerk made a motion that when the next time we have a work session that we compile the statements made at the Emergency Meeting and combine it onto the performance evaluation form that is included in the SOGs so the evaluation is in writing and can be put in the Fire Chief's employee file so that there is record of. The motion was seconded by Savanna Valdez, Board Chair.

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

17. **New Business – Review, discuss and possible action on the following:**

A. **New Protocols.** Following discussion, Mary Sparkman, Board Clerk, made a motion to approve the COVID-19 Protocols for Board Meetings with changes as stated. It will be completed and posted tomorrow, January 13, 2021. The motion was seconded by Rebecca Phifer, Board Member.

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

B. **Email Strain (Thread). This is for information only**. Rebecca Phifer, Board Member stated that she was not able to find the email regarding the coffee and the cappuccino donation questioned under Amy's name and I was fooling around one day with the computer and pulled up Katie's name and found it up under Katie's. That email has been sent over to the Chief, so it is available if anyone wants to read it.

C. **Attendance of Board Meetings** – Mary Sparkman, Board Clerk stated that she just wanted to know if there is something that we need to do so that we can get all the members of the board at the board meeting instead of by phone because sometimes there are things we can't do because of visual references. It is hard to do over the phone. Savanna Valdez, Board Chair stated that we had trouble deciphering some of Rebecca's suggestions on the policies. Rebecca stated that the highlighted remarks, she did not get all of her originals back but the highlighted parts were for her for another document. Mary Sparkman stated but she is not talking about that right now. Mary wants to know if there is something that we need to do to get all three board members at the meeting at the same time. Rebecca Phifer stated no, she stated that she is under medical guidance and she has been told as much as she can to quarantine herself because of a medical condition that she has. Mary Sparkman stated that she has people commenting to her that Rebecca is at commodities but yet you don't come to the

board meetings. Rebecca asked "Is it outside?" Rebecca asked "Do I have a mask on?" Mary stated that she can wear a mask at the meeting and sit on the couch if you are afraid to sit next to us. Rebecca asked "In an enclosed room?" Savanna stated she believe that is what Mary is asking, if we need to start having the board meeting in a more open area to be inclusive to all board members. Rebecca stated that due to COVID, there are boards all across the state, all across the nation are doing meetings by conference calls. Mary stated so as an elected official, you are telling the people of this town, that you are not interested in being here but you are interested in being at commodities. Rebecca stated that she is following medical guidance. Mary stated that she is trying to make this so this is a cohesive board and we are all together instead of everyone being separate. Mary stated the board is supposed to be working together. Rebecca stated madam chair move on. NO ACTION TAKEN.

D. **Office 365 Program** – Mary Sparkman, Board Clerk stated that this is the program that Josh got for the District and the District did have trouble getting into it because we had to reset his password because it was under his name. The program is costing us over $100 a year which is paid automatically through the credit card when the District could buy this program, a 2019 version, on Amazon for $150.00 and it would be downloaded to the computer and we would not have to pay every year. Mary stated especially if we can't download stuff from Quickbooks into Excel this is an issue because the program we have now opens in a browser and not on the C drive. Following more discussion, Rebecca Phifer, Board Members made a motion to revisit this before the next installment is due (May meeting). The motion was seconded by Savanna Valdez, Board Chair.

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

E. **Review of 2020/2021 Goals** – Following discussion, Rebecca Phifer, Board Member made a motion to table this until she can find the goals that she has record. The motion was seconded by Savanna Valdez, Board Chair.

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

F. **Stipends** – Following discussion, Mary Sparkman, Board Clerk made a motion to let the Fire Chief come up with some kind of Stipend program for the Volunteer Firefighters and then he can bring it to the board for the board to vote on. The motion was seconded by Rebecca Phifer, Board Member.

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

G. **Policy 300.3– Mission, Vision and Values.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

H. **Policy 301.4 – Immigration Reform Control Act.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

I. **Policy 301.5 – Employment-At-Will.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

J. **Policy 301.6 – Harassment & Sexual Harassment.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

K. **Policy 301.7 – Pregnancy Discrimination.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

L. **Policy 301.9 – Violence & Threats of Violence.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

M. **Policy 301.10 – Fraternization.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

N. **Policy 303.1 – Employment Categories.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

O. **Policy 303.4 – Work Schedules- Non Operations.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

P. **Policy 303.5 – Work Schedules Operations.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

Q. **Policy 303.6 – Timekeeping Requirements.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

R. **Policy 303.7 – Pay Period & Check Distribution.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

S. **Policy 311.3 – Call to Public Rules of Conduct.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

T. **Public Participation Rules of Conduct Handout.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

U. **Call to Public Form.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

V. **Policy 330.1 – Loans & Borrowing Resolution.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

W. **Policy 330.2 – Donation Jars & Boxes.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

X. **Letter to Facilities in Regards to Donation Jar/Box.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

Y. **Donation Jar/Box Accountability and Deposit Report.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

Z. **Acknowledge Statement of Policy for Board Members Form.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

AA. **Policy 340.1 – Public Record Request.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

AB. **Public Records Request Policy Handout.** After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

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

AC. Public Record Request Form. After discussion, Rebecca Phifer, Board Member made a motion that all of items 17G through 17AC be approved. The motion was seconded by Savanna Valdez, Board Chair.

Vote:

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

18. Call to Public – There was no response.

19. Requests from board members for future agenda items

Rebecca requested that we accept her resignation from the board – it is being sent to the County and to the Attorney General's office.

Donations from Mary Sparkman

20. Next Board Meeting – Tuesday, February 9, 2021 at 6:00 p.m. (1800 hrs.)

21. Adjournment – Mary Sparkman, Board Clerk made a motion to adjourn the meeting at 7:10 p.m. (1910 hrs.). The motion was seconded by Savanna Valdez, Board Chair.

Vote:

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

Respectfully submitted,

Mary Sparkman
Board Clerk

CERTIFICATION OF POSTING

I hereby certify that the Minutes of the Regular Board Meeting was posted at the United States Post Office on 1/15/2021 at 11:45 am by Mary Sparkman