



SAN SIMON FIRE DISTRICT

*SERVING RESIDENTS OF THE SAN SIMON FIRE DISTRICT,
AND NEIGHBORING COCHISE COUNTY*

Mailing Address: PO Box 244, San Simon, AZ 85632
Phone (520) 845-2439

1. **Call to Order** – Meeting was called to order at 6:35 p.m. (1835 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** – No Board Member was absent.
 - C. **Personnel in Attendance** – Fire Chief, Lucas Reynolds and Jon Penderghest, Volunteer Firefighter
 - D. **Guests in Attendance** – Jeffrey Matura, Attorney
3. **Declarations of Conflicts of Interest** –
 1. Rebecca Phifer, Board Chair, declared a conflict of interest on items 17E.
 2. Mary Sparkman, Board Clerk, declared a conflict of interest on items 6, 7, 8, 9, 10, 11, 12A, 12B, 12C and 12D.
4. **The Pledge of Allegiance.** Rebecca Phifer, Board Chair, led attendees in the pledge of allegiance
5. **Approval of Agenda.** Following discussion, Mary Sparkman, Board Clerk made a motion to approve the Agenda. The motion was seconded by Michele Larned, Board Member.

Vote:
In Favor – Board members voted unanimously in favor.
Opposed – none
Motion carried
6. **Approval of Minutes for April 14, 2020 Regular Board Meeting.** Following discussion, Rebecca Phifer, Board Chair made a motion to approve the minutes for the April 14, 2020 regular board meeting. The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor – Rebecca Phifer, Board Chair and Michele Larned, Board Member
Abstained – Mary Sparkman, Board Clerk
Opposed – none
Motion carried

- 7. Approval of Minutes from March 10, 2020 Regular Board Meeting.** Following discussion, Rebecca Phifer, Board Chair, made a motion to approve the minutes from the March 10, 2020 regular board meeting. The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor – Rebecca Phifer, Board Chair and Michele Larned, Board Member
Abstained – Mary Sparkman, Board Clerk
Opposed – none
Motion carried

- 8. Approval of Minutes from May 4, 2020 Special Board Meeting.** Following discussion, Rebecca Phifer, Board Chair made a motion to approve the minutes from the May 4, 2020 Special Board Meeting. The motion was seconded by Michele Larned, Board Member

Vote:

In Favor - Rebecca Phifer, Board Chair and Michele Larned, Board Member
Abstained – Mary Sparkman, Board Clerk
Opposed – none
Motion carried

- 9. Approval of Minutes from April 14, 2020 Executive Session Meeting.** Following discussion, Rebecca Phifer, Board Chair, made a motion to approve the minutes from the April 14, 2020 Executive Session Meeting. The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor - Rebecca Phifer, Board Chair and Michele Larned, Board Member
Abstained – Mary Sparkman, Board Clerk
Opposed – none
Motion carried

- 10. Approval of Minutes from May 4, 2020 Executive Session Meeting.** Following discussion, Rebecca Phifer, Board Chair, made a motion to approve the minutes from the May 4, 2020 Executive Session Meeting. The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor - Rebecca Phifer, Board Chair and Michele Larned, Board Member
Abstained – Mary Sparkman, Board Clerk
Opposed – none
Motion carried

- 11. Approval of Minutes from February 11, 2020 Executive Session Meeting.** Following discussion, Rebecca Phifer, Board Chair, made a motion to approve the minutes from the February 11, 2020 Executive Session Meeting. The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor - Rebecca Phifer, Board Chair and Michele Larned, Board Member
Abstained – Mary Sparkman, Board Clerk
Opposed – none
Motion carried

12. Financial Report(s).

- A. Review, discuss and approval of Financials for March 2020.** Following discussion, Rebecca Phifer, Board Chair made a motion to approve the financials for March 2020. The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor – Rebecca Phifer, Board Chair and Michele Larned, Board Member
Abstained – Mary Sparkman, Board Clerk
Opposed – none
Motion carried

- B. Review, discuss and approval of Financials for April 2020.** Following discussion, Rebecca Phifer, Board Chair made a motion to approve the financials for April 2020. The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor – Rebecca Phifer, Board Chair and Michele Larned, Board Member
Abstained – Mary Sparkman, Board Clerk
Opposed – none
Motion carried

- C. Review, discuss and approval of Warrant List for Mar 11-Apr 14, 2020.** Following discussion, Rebecca Phifer, Board Chair moved to approve warrant list for March 11-April 14, 2020. The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor – Rebecca Phifer, Board Chair and Michele Larned, Board, Member
Abstained – Mary Sparkman, Board clerk
Opposed – none
Motion carried

- D. Review, discuss and approval of Warrant List for Apr 15-May 12, 2020.** Following discussion, Rebecca Phifer, Board Chair moved to approve warrant list for April 15-May 12, 2020. The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor – Rebecca Phifer, Board Chair and Michele Larned, Board, Member
Abstained – Mary Sparkman, Board clerk
Opposed – none
Motion carried

13. Board Reports

- A. Board Chair – Rebecca Phifer – See attached**

- B. Board Clerk – Mary Sparkman – See attached**

C. Board Member – Michele Larned – No Report

14. **Fire Chief's Report-** See attached.

15. **Administrative Report –** See attached.

16. Old Business

A. Donations from Jay's Travel Center. Michele Larned, Board Member is still trying to get ahold of the owner and managers of Jay's Travel Center to get this information.

B. AG Complaint, dtd. April 6, 2020 and Ratifications. Mary Sparkman, Board Clerk reported everything that the San Simon Fire District Board could do has been completed and no other action needs to be taken.

17. New Business

A. Review, discuss and possible action regarding Workman's Compensation Pool. Fire Chief Lucas Reynolds reported that everything has been turned in and we are just waiting to hear back from them so no action was taken.

B. Review, discuss and possible action regarding District Website Design. Following discussion, Rebecca Phifer, Board Chair made a motion to table until next month's meeting. The motion was seconded by Mary Sparkman, Board Clerk.

Vote:

In Favor – Board members voted unanimously in favor

Opposed – none

Motion carried

C. Review, discuss and possible action regarding Donation from Thomas Bailey of new computer. Following discussion, Mary Sparkman, Board Clerk made a motion to accept the donation of the new computer (we will need the cost for donation letter). The motion was seconded by Rebecca Phifer, Board Chair.

Vote:

In Favor – Board members voted unanimously in favor

Opposed – none

Motion carried

D. Review, discuss and possible action regarding purchase of an external hard drive. Following discussion, Rebecca Phifer, Board Chair, made a motion to purchase the Seagate external hard drive 5T for \$104.99 from Amazon Smile. The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor - Board members voted unanimously in favor

Opposed - None

Motion carried

Motion at 7:17 p.m. (1917 hrs.) was made by Mary Sparkman Board Clerk to go into Executive Session. The motion was seconded by Rebecca Phifer, Board Chair.

Vote:

In Favor - Board members voted unanimously in favor
Opposed - None
Motion carried

Motion at 7:43 p.m. (1943 hrs.) was made by Mary Sparkman, Board Clerk to resume the Regular Board Meeting. The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor - Board members voted unanimously in favor
Opposed - None
Motion carried

E. Review, discuss and possible action regarding Reimbursement to R. Phifer for Park signs and notebook paper for Volunteer training binders. Following discussion, Mary Sparkman, Board Clerk made a motion to approve the reimbursement to Rebecca Phifer for the park signs and notebook paper. The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor – Mary Sparkman, Board Clerk and Michele Larned, Board Member
Abstained – Rebecca Phifer, Board Chair
Opposed - None
Motion carried

F. Review, discuss and possible action regarding Sale or Disposal of Ambulance. Following discussion, Mary Sparkman, Board Clerk made a motion to donate the ambulance to Mexico pending all paperwork and any government requirements are met. The motion was seconded by Rebecca Phifer, Board Chair.

Vote:

In Favor – Board members voted unanimously in favor
Opposed - None
Motion carried

G. Review, discuss and possible action regarding Call to Election. Following discussion, no action is required at this time. Rebecca Phifer, Board Chair will get the necessary paperwork and information filled out and ready for posting and publication in the newspaper. Election information is due in July 2020.

H. Review, discuss and possible action regarding adding Budgeting to QuickBooks. Following discussion, Rebecca Phifer, Board Chair made a motion to add Budgeting to the QuickBooks so the budget reports can come straight off of QuickBooks instead of doing manually. The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor – Board members voted unanimously in favor
Opposed - None
Motion carried

- I. **Review, discuss and possible action regarding Support of SSUSD 2020 Graduation Parade.** No action was taken except that the Fire Chief Lucas Reynolds is to get together with the school to see how we can participate or help with the parade.
- J. **Review, discuss and possible action regarding new Call to Public Form.** Following discussion, Rebecca Phifer, Board Chair, made a motion to approve the form with a new system or numbering forms, etc. be put into place. The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor - Rebecca Phifer, Board Chair and Michele Larned, Board Member
Abstained - Mary Sparkman, Board Clerk
Opposed- none
Motion carried

18. **Call to the public.** There was no response

19. **Request from board members for future agenda items**

- What to do with all the older printers that the fire district has
- Follow up on New Printer that was Ordered

20. **Next meeting scheduled for Tuesday, June 9, 2020 at 6:00 p.m. (1800 hrs.)**

19. **Adjournment** – Mary Sparkman, Board Clerk made a motion to adjourn meeting at 8:06 p.m. (2006 hrs.) The motion was seconded by Michele Larned, Board Member.

Vote:

In Favor - Board members voted unanimously in favor
Opposed - none
Motion carried

Respectfully Submitted

Mary Sparkman
Board Clerk


Board Clerk

Approved: June 27, 2020