



# SAN SIMON FIRE DISTRICT

PO Box 244 - 2249 W. Firehouse Lane

San Simon, AZ 85632

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Dedicated to:  
Calming Fears  
Easing Minds  
Saving Lives

San Simon Fire District  
Regular Meeting  
Wednesday August 16, 2023

1. CALL TO ORDER:

The meeting was called to order at 6:11 pm, at the San Simon Baptist Church, 2907 N Cochise Ave, San Simon, AZ. Location was changed for the comfort of those attending as the AC Unit at the firehouse is not working.

2. PLEDGE OF ALLEGIANCE:

Pledge of Allegiance lead by Pati Fickett.

3. ROLL CALL OF OFFICERS:

Governing Board: Chairperson Pati Fickett – Present  
Clerk Savanna Valdez – Absent  
Board Member Fernando Guzman - Present

Administration: Chief John Novak – Present  
Captain Heather Lentz – Absent

Firefighters: James Fickett  
Rose Rothplatz

Support: Michelle Larned

Guests: Mary Sparkman  
Ronny Mahan  
Becky Phifer  
Marcos Garcia  
Chuck Fickett  
Norma Helton  
Elisia Nunez

4. APPROVE FINANCIAL REPORT:

Mr. Guzman made a motion to approve the Financial Report as presented.

Mrs. Fickett seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mrs. Fickett	X			
Ms. Valdez				X
Mr. Guzman	X			

5. CORRESPONDENCE:

Chief Novak reported receiving information:

Received a letter from Cochise County Elections Department regarding 2024 election process, as SSFD Board has a position up for reelection at that time. Workers Comp, working with them to complete payroll audit for payroll period 5/8/22 to 5/8/23.

USAA – Received a letter stating a person who was involved in a wreck on I-10 had no current insurance coverage at the time of accident.

FOIA Request to be discussed later in the meeting.

6. AUXILIARY REPORT – Michelle Larned, Auxiliary President:

Ms. Larned reported the Auxiliary currently has a balance of \$3,048.00.

Auxiliary planning to hold a meeting to begin planning for 2024- 4<sup>th</sup> of July celebration.

7. CHIEF'S REPORT:

Ran 17 calls for the month of July: 4 ALS, 4 BLS, 1 MVC, 2 Wildland Fires, 2 cancelled calls, 1 Public Assist, 1 Smoke investigation, 1 railroad fire and 1 semitruck fire.

David Meredith and Mike Bradley resigned from the fire district.

All members of the fire district successfully completed a random urinalysis.

Chief Novak spoke with Jay Parke from Walker and Armstrong. Mr. Parke is sending paperwork outlining the requirements for the annual financial review, due December 31,2023.

EMR class is completed.

Conducting ISO pre-survey. Need a current pump test on the engine to qualify for an ISO rating.

Purchased swivel for the booster reel, as the old one had developed a bad leak.

8. OLD BUSINESS:

a. Update on sale of surplus fire district vehicles.

Total amount surplus vehicles sold for - \$40,433.22.

Recommended proceeds be placed in SSFD Reserve Account for future capital improvements.

b. Update on fixing the 1972 Van Pelt pumper/tanker.

Chief Novak is awaiting estimates for repairs from vendors.

9. NEW BUSINESS:

a. Approve minutes of the July 19, 2023, regular meeting.

Mr. Guzman noted, at the July 19,2023 meeting the board approved a reimbursement claim by Mrs. Fickett and the warrant still requires a second signature. After discussion it was decided Mr. Guzman would contact Carmen Bernal at the treasurer’s office for advice on how to properly handle the issue. Mr. Guzman made a motion to accept the minutes of the July 19, 2023, regular meeting as presented.

Mrs. Fickett seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mrs. Fickett	X			
Ms. Valdez				X
Mr. Guzman	X			

b. Purchase Medical Supplies

Mr. Guzman made a motion to approve purchase of medical supplies from Bound Tree to replenish inventory.

Mrs. Fickett seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mrs. Fickett	X			
Ms. Valdez				X
Mr. Guzman	X			

c. Purchase Helmet for Captain Lentz.

Mr. Guzman moved to approve the purchase of Captain’s, Red, Helmet for Captain Lentz, from United Fire.

Mrs. Fickett seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mrs. Fickett	X			
Ms. Valdez				X
Mr. Guzman	X			

d. Send two Nozzles to Task Force Tips to be repaired.

Mr. Guzman recommended tabling action to approve repairing the two nozzles until the Sept. 19, 2023, meeting.

No action taken.

e. Discuss purchase of salvage cover for Tanker.

Mr. Guzman made a motion to approve the purchase of a Salvage Cover Tarp from Darley, for Tanker.

Mrs. Fickett seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mrs. Fickett	X			
Ms. Valdez				X

Mr. Guzman	X			
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f. Quotes for installation of AC Mini Split unit in fire station.

After review and discussion of the three quotes for installation of unit it was decided to go with the lowest quote.

Mr. Guzman moved to approve Sam's Heating and Cooling, Inc to install the AC Mini Split Unit in the fire station.

Mrs. Fickett seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mrs. Fickett	X			
Ms. Valdez				X
Mr. Guzman	X			

g. Accept the following checks:

a. #4053 for a donation to the fire district by Mr. Hill.

*(In Call to Public, Ms. Sparkman, said Mr. Hill was in the process of changing banks and as the check had not been deposited, she indicated it might not clear the bank. The check was returned to Ms. Sparkman, in order to issue one on the current account.)*

b. #224347412 for record request

c. #1030 for Invoice #1026

d. Check for Invoice #1028

Mr. Guzman moved to accept checks b, c, and d for a total of \$2,540.00.

Mrs. Fickett seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mrs. Fickett	X			
Ms. Valdez				X
Mr. Guzman	X			

h. Monthly meeting date and time.

Mr. Guzman moved to set the SSFD meeting date and time and time to Third Tuesday of the month at 6:00 PM (1800 hours).

Mrs. Fickett seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mrs. Fickett	X			
Ms. Valdez				X
Mr. Guzman	X			

i. Authorize Attorney to draft contract.

After discussion it was decided to request a quote for drafting a contract for Chief Novak from district's attorney Jeff Mature.

Mr. Guzman requested to table action to September 19, 2023, meeting.

No action taken pending quote.

j. FOIA request by Mary Sparkman.  
 Mary Sparkman requested to review tape recordings of all public meetings from August 2022 to Present.  
 Chairman Fickett noted the computer many of the recording were stored on crashed and data was unrecoverable. From March 2023, once meeting minutes were transcribed and preserved in writing/in paper format, the recordings were not retained. All the minutes are available for review in writing.  
 Ms. Sparkman was offered the opportunity to amend the FOIA to review minutes, as are on file, in written format.  
 Ms. Sparkman asked the FOIA request be placed on hold until such time as she decides how she would like to continue.

k. Presentation by Chief Novak:  
 Why do we use foam in firefighting.  
 Safety is a major reason, as it reduces fire fighters' exposure to toxic cancer-causing chemicals.  
 By extinguishing the fire quicker, it lessens the fire fighters' time in turnout gear, reducing the possibility of heat exhaustion.  
 Reduces contamination to the environment.  
 Financia advantage by reducing the amount of water needed to extinguish the fire, reducing the cost of transporting additional water.  
 Considered a 'Best Practice in Fire Fighting Industry.'

At the September 14, 2022, SSFD Board Meeting, under New Business: Consent agenda items, item R., the board voted and approved to increase spending limit from \$500 to \$1000 per purchase for the Chief and assistant Chief.

As per Arizona Revised Statutes § 48-805.03 SSFD is in compliance.

National Fire Protection Association 4.8.1 – Hose manufactured prior to July 1987 to meet the requirements of the 1979 and previous editions of the NFPA 1961, *Standard on Fire Hose*, shall be removed from service.

Chief Novak expressed his thwarting of the negative chatter in the community, which is impeding progress within the fire district and his desire to work with the community and the board to move forward.

l. Purchase Additional Foam  
 After discussion and presentation on the practicality and safety of using foam for firefighting, Chief Novak requested the purchase of 17 additional 5gal pails to bring the inventory to 20 pails from United Fire.  
 Mr. Guzman moved to approve the purchase of 17 5gal pails of ENFNF-FB-FF-005 foam from United Fire.  
 Mrs. Fickett seconded the motion.  
 Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mrs. Fickett	X			
Ms. Valdez				X

Mr. Guzman	X			
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m. Purchase tires for the command truck.

Mr. Guzman moved to approve the purchase of three safety rated tires from Haralson.

Mrs. Fickett seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mrs. Fickett	X			
Ms. Valdez				X
Mr. Guzman	X			

n. Discuss call to the public.

Mr. Guzman and Mrs. Fickett agreed to table this discussion to September 19, 2023, meeting.

o. Call to Public

Mary Sparkman requested the check Mr. Hill issued to SSFD returned so a new one can be issued. *(See minutes item g.)*

Beth DeSpain – On behalf of Bowie Fire, they want to “Thank” San Simon Fire District for the assistance and coverage of their district, especially while the Fire Chief took a much needed vacation. She expressed her appreciation for the district and the improved coverage this last year.

Rose Rothplatz – “Thanked, Chief Novak and the Board for their support of the volunteers, as well as the support from Michelle and the Auxiliary with the EMR class.”

p. Executive Session to discuss a personnel item.

Tabled to next meeting September 19, 2023.

q. Board Member Comments

Mr. Guzman expressed his concerns with individuals speculating about SSFD issues/business without the full facts. He was accused of signing warrants and forms without proper authority. He is justified in his decisions and possess legal approval for his actions from the county.

Mrs. Fickett explained Ms. Valdez expressed her unwillingness to sign the Annual Budget Report as Clerk of the Board. As it is a mandatory report the County was contacted, and Mr. Guzman was given approval by the Cochise County Treasurer to sign the reports necessary to comply with the County and State requirements.

r. Fire Chief & Captain Comments

Chief Novak stated, “I was hired a year ago and was told I was expected to improve the performance of the department.” He understands there have been changes in procedures, but all have been made with the consideration of improving the department and better servicing the district. Not everyone is going

to agree on his methodology, but please bring your concerns to him and discuss it rationally, without malice in order to move the district forward.

s. Set Time and date for next meeting:

Mrs. Fickett move to set the next meeting for September 19, 2023, at 6:00 pm (1800 hours).

Mr. Guzman seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mrs. Fickett	X			
Ms. Valdez				X
Mr. Guzman	X			

t. Adjourn

Mrs. Fickett moved to adjourn the meeting at 7:37 pm (1737 hours).

Mr. Guzman seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mrs. Fickett	X			
Ms. Valdez				X
Mr. Guzman	X			

Submitted Respectfully By:

Pati Fickett

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Patricia Fickett, Chairperson

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Date