San Simon Fire District

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Administrative Assistant Report
For August 9, 2022 Regular Board Meeting

1) Working on filing and binders to get these completed.

2) Payroll Transfer Was Not Made – Workers' Comp Insurance refund check was Received

3) It does not look like it would be worth it to do the community COVID-19 testing since it only runs through November 2022. We have to have 10 people tested before we get the $250 – see email.

4) Per Jeffrey Matura, the following are answers to questions that were sent to him:
   a) In regards to donations from employees – "You are allowed to donate to the District. There is no prohibition on employees donating."

   b) Defacing of Document Posted at Post Office – "I am not aware of any statute that covers the tempering with a notice of public meeting. It is obviously improper and should not occur, but it does not impact the notice or the right to hold the public meeting. Ideally, notices would be posted behind a glass case or somewhere that is secure, but I know that is not always possible. Although unfortunate, I would just move forward with the meeting as notices on the agenda."

   c) For Tape Recordings of Meetings - "Arizona law does not currently require a fire district to post recordings of meetings on its website. Cities and town are required to post recordings, but fire districts are not yet covered by the same requirement (it'll happen eventually).

   As for how long to keep the recordings of executive sessions, I would follow the state guidelines. I don't believe the state requires you to keep them forever, but just check with the state on its latest guidelines, and then follow those guidelines (the state changes the guidelines periodically)."

   d) For getting new board members up to speed - "The ideal situation is that the outgoing Board members will help inform the incoming Board members of the status of pending issues. However, that is not required. Often times new Board members need to start from scratch, and usually the other Board members or the Fire Chief help get them up to speed. It's not the ideal scenario, but it is what occurs most often"

   e) In regards to approving documents at the meeting with new board members: "If you have two new Board members, then I would have the one remaining member approve the minutes. If you had a situation in which you had three new Board members, then you would be in a situation in which the new Board members would approve the minutes based upon their review of the recording or their

discussions with the administrative assistance and Fire Chief. It's not ideal, but there really isn't any other choice."

f) Sale of Equipment - Regarding equipment, yes, it is ok to try and sell the equipment through the public surplus auction. If that does not work, then the District can take any other necessary and prudent action to try and sell the equipment. The only issue that might arise is if an existing Board member or personnel wants to buy the equipment. In that situation, the purchase price needs to be commercially reasonable and not reduced because the person is a Board member.

g) Meeting the day of the election – "If the meeting is on the same day as the election, the District can still hold the meeting, as the new Board members are not part of the Board until they are sworn in."

h) Executive Meeting in regards to Personnel – "Regarding the personnel issue , it is up to the Board who attends the meeting, not the person who is being talked about. If the Board wants the administrative assistant present, then the assistant can attend. If the Board elects to not have the administrative assistant attend, then the Board should designate someone else (a board member) to take the notes of the meeting. Regarding executive session, the Board can request that anyone take the minutes of an executive session. That person is subject to the same rules of confidentiality as any other Board member. It therefore can be you as the administrator who takes the minutes."

i) Payroll Advances – "I am not aware of any statute that precludes a public entity from advancing an employee's payroll. It is therefore a decision for the Board as to whether payroll advances are permissible. If the Board votes to permit payroll advances, I then recommend that the District adopt a policy on the issue."

j) Emergency Meetings – "The Board can hold a special meeting. A special meeting is a meeting that is held outside the adopted meeting schedule of the District. The Board can discuss any issue during a special meeting that it deems appropriate, but they are usually used for emergency issues that cannot wait until the next regularly scheduled meeting. All the same rules regarding notice, agenda, minutes, quorum, etc. apply to a special meeting just as if it were a regular meeting. The only difference is that the special meeting is held during a time that is not the standard adopted meeting schedule of the District."

4. Turn-out Gear – Answer received from Mark was that they do a little bit of both – Email is at the back of the packets

5. There is a Preferred Vendor List in the back of the packets

6. There are several printouts for classes that upcoming in the back of the packets

7. A new Things to Get Done list is also in the back of the packets.

8. A copy of the 2022-2023 Budget is also in the back of the packets.