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

NOTICE OF REGULAR BOARD MEETING
Tuesday, January 12, 2021
Agenda

6:00 pm

SAN SIMON FIRE DISTRICT
GOVERNING BOARD OF DIRECTORS

San Simon Fire Station
2249 West Firehouse Lane, San Simon, Arizona 85632

(520) 845-2439

NOTICE:

THIS REGULAR BOARD MEETING WILL BE HELD BOTH AT THE FIREHOUSE AND VIA CONFERENCE CALL. DISTRICT MEMBERS ARE INVITED TO JOIN THE MEETING EITHER IN PERSON AT THE FIREHOUSE OR BY PHONE CALL. IF YOU COME IN PERSON TO THE MEETING, IT IS RECOMMENDED BY THE COUNTY AND THE GOVERNOR THAT YOU WEAR A MASK DUE TO COVID 19 STILL BEING DETECTED IN THE AREA. COVID PROTOCOLS ARE BEING WORKED ON AND A LIST WILL BE AVAILABLE INSIDE THE FIREHOUSE AT THE DOOR OF WHAT THESE WILL BE. A SANTIZATION STATION HAS ALSO BEEN SET UP INSIDE THE DOOR OF THE FIREHOUSE AS YOU ENTER, SO PLEASE USE IT WHEN VISITING THE FIREHOUSE. ARRANGEMENTS FOR SAFE DISTANCING WILL BE MADE IF MORE THAN 10 DISTRICT MEMBERS COME TO THE MEETING.

CALL-IN NUMBER IS: (701) 802-5094 ACCESS CODE: 7579687

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the San Simon Fire District Governing Board and the general public that the San Simon Fire District Board will hold a meeting open to the public on the date and time and at the location as specified above.

San Simon Fire District is an Equal Opportunity Provider and Employer

Agenda Approved by Entire Board at 01/12/2021 Regular Board Meeting

San Simon Fire District
Regular Board Meeting
Agenda
January 12, 2021

The Board may vote to go into executive session on any agenda item pursuant to A.R.S. 38-431.03(A)(3), to discuss or consult with the district's attorney in person or via telephonic conference call. Board Members or other participants may attend the meeting by telephonic conference. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

A copy of the agenda provided to the San Simon Fire District Board is available for pickup once it is available at SSFD, 2249 W Firehouse Lane, San Simon, AZ 85632 by contacting the district at (520) 845-2439. Copies will be provided at the meeting also.

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Declaration of any Conflict of Interest**
4. **Pledge of Allegiance**
5. **Approval of Agenda**
6. **Approval of Minutes from May 12, 2020 Budget Work Session**
7. **Approval of Minutes from November 10, 2020 Regular Board Meeting**
8. **Approval of Minutes from December 8, 2020 Regular Board Meeting**
9. **Approval of Minutes from December 11, 2020 Work Session Meeting**
10. **Approval of Minutes from December 18, 2020 Emergency Board Meeting**
11. **Approval of Minutes from December 18, 2020 Work Session Meeting**
12. **Approval of Minutes from December 31, 2020 Work Session Meeting**

13. **Financial Reports for December 2020**
    A. **Review, discuss and possible approval of the financials for December 2020.**
    B. **Warrants & Warrant List to be approved/signed for Dates November 11, 2020 to December 8, 2020**
    C. **Warrants & Warrant List to be approved/signed for Dates December 9, 2020 to January 12, 2021**
    D. **Transfer money to Payroll Account**

14. **Board Reports**
    A. **Board Chair – Savanna Valdez – Computer Update**
    B. **Board Clerk – Mary Sparkman**
    C. **Board Member – Rebecca Phifer**

15. **Chief Report**

16. **Old Business - Update, review, discuss, and possible action on the following:**
    A. **Fire Truck Purchase**
    B. **Electronic Signatures**
    C. **Per Diem Rates**
    D. **Chief Contract**
    E. **Performance Evaluation**

17. **New Business – Review, discuss and possible action on the following:**
    A. **New Protocols**
    B. **Email Strain (Thread)**
    C. **Attendance of Board Meetings**
    D. **Office 365 Program**
    E. **Review of 2020/2021 Goals**

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F. **Stipends**

G. **Policy 300.3 - Mission, Vision and Values**

H. **Policy 301.4 - Immigration Reform Control Act (IRCA)**

I. **Policy 301.5 - Employment-At-Will**

J. **Policy 301.6 - Harassment & Sexual Harassment**

K. **Policy 301.7 - Pregnancy Discrimination**

L. **Policy 301.9 - Violence & Threats of Violence**

M. **Policy 301.10 – Fraternization**

N. **Policy 303.1- Employment Categories**

O. **Policy 303.4 - Work Schedules – Non Operations**

P. **Policy 303.5 - Work Schedules - Operations**

Q. **Policy 303.6 - Timekeeping Requirements**

R. **Policy 303.7 - Pay Period & Check Distribution**

S. **Policy 311.3 - Call to Public Rules of Conduct**

T. **Public Participation Rules of Conduct Handout**

U. **Call to Public Form**

V. **Policy 330.1 - Loans & Borrowing Resolution**

W. **Policy 330.2 - Donation Jars & Boxes**

X. **Letter to Facilities in Regards to Donation Jar/Box**

Y. **Donation Jar/Box Accountability and Deposit Report**

Z. **Acknowledge Statement of Policy for Board Members Form**

AA. Policy 340.1 - Public Records Request

AB. Public Records Request Policy Handout

AC. Public Records Request Form

PURSUANT to ARS 38-431.03(A)(1), the Board may vote to go into Executive Session, for personnel matters, discussion, consideration or evaluation of employment of any of the individual holding the position(s) listed below. These items will not be open to the public unless such individual request that the matter be held in open session. If the individual request the discussion to be held in open session, the discussion will be held when the discussion and approval portion of the agenda is reached. The Board may vote to go into executive session on any agenda item pursuant to A.R.S. 38-431.03(A)(3), to discuss or consult with the district's attorney in person or via telephonic conference call.

18. **Call to Public –** Consideration and discussion of comments and complaints from the public. Those wishing to address the San Simon Fire District Board (or in lieu of Board, Administrator) need not request permission in advance except a Call to Public Form needs to be filled out at the beginning of each meeting. The Fire District Board is not permitted to discuss or take action on any item raised in the Call to the Public. (ARS 38-431.01(H)) However, individual Board Members (or in lieu of Board, Administrator) may be permitted to respond to criticism, direct staff to review a matter or ask that the matter be placed on a future agenda. The Fire District Board (or in lieu of Board, Administrator) cannot discuss or take legal action on any issue raised during the Call to the Public, unless that issue is listed on the agenda and the time of that discussion/action item.

19. **Requests from board members for future agenda items –** A Governing Board Member may bring forth general topics for a future meeting agenda. The Governing Board may not discuss, deliberate or take any action on the tropics presented, pursuant to A.R.S. § 38-431.02 (H).

20. **Next Board Meeting – February 9, 2021 at 6 p.m.**

21. **Adjournment**

Board Clerk

Approved: January 12, 2021

Persons with a disability may request a reasonable accommodation by contacting the San Simon Fire Station at (520) 845-2439. Requests should be made as early as possible to arrange the accommodation. The Agenda is posted at the US Post Office, located at 2908 N. Arizona Ave., San Simon, AZ 85632. Only this location can be relied upon for official postings under the Arizona Open Meet Law. Any problems with the posting of this notice (i.e. someone taking it down) does not preclude the holding of the meeting for which the notice was posted, if the public body complied with all other public notice requirements pursuant to ARS §38-431.02(A)(1)(b).

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