



SAN SIMON FIRE DISTRICT

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

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San Simon Fire District
Special Board Meeting
Minutes
December 26, 2018

In Attendance:

Board Members: Rebecca Phifer (Chair) and Mary Sparkman (Clerk)

Fire Personnel: Laura Hernandez (Admin), Hannah Adame, Ryan Adame, Rose Rothpletz, and Jon Penderghest.

1. **Call to Order** – Meeting was called to order at 7:02 p.m. by Board Chair, Rebecca Phifer
2. **Approval of Agenda** – Since Laura did not bring the agenda, we could not approve it. Mary had a copy of an agenda that she prepared so we went off of that to proceed with the meeting.
3. **ACTION ITEMS - Discussion and Approval of:**
 - Discussion, Review and Approval of Financials for the Month of November
 - (1) Monthly bank, credit card statements and all utility statements. –
Laura only brought the month of December information and Mary explained to her, that it is that we have to review the previous months information and what has been done up to the meeting for the current month. Mary also explained that we need financial statements that in the format of a Balance Sheet and a Profit and Loss. Mary gave to Laura a checklist of the items that are needed for each month since the form that Laura had made up was incomplete and did not have the Balance Sheet, etc. listed.
 - (2) Paid and Outstanding Warrants for the Month of November and partial for December-
Laura gave us a list of the payments that have been made for partial November and partial December. Rebecca and Mary reviewed them. Rebecca asked Laura, when she and Oakie were paid. Laura responded – just once a month. Rebecca asked about employment contracts. Laura responded that she did but she did not know about Oakie. Rebecca and Mary both asked for a copy of the contract. Rebecca



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reminded Laura that it was one of the items that she requested back on December 10, 2018 that was supposed to be provided at the meeting on December 17, 2018, which she did not attend. Rebecca then asked, how many meters do we have with SSVEC? Jon responded that we had three: the well (which there are actually two wells), the building, the cooking area along with five street lights. Rebecca asked if the water company still gave free water? Jon responded, no we pay water bills and for some reason, we only get a bill every other month. Rebecca then asked about Valley Telecom – whether it was two numbers? Jon and Laura responded that it was three phone numbers: Fax, Emergency line and Business line. (520) 845-2307 is the fax, (520) 845-2439 is the Emergency and the Business Line is (520) 845-2221. Mary asked where the fax machine was and Jon stated that is in the office in the fire station. Rebecca asked what NFP was? Laura responded that it was the fire insurance that is paid semi-annually.

Rebecca then asked if the board insurance is included in the fire insurance. Laura and Jon both responded that they don't think there is. Mary stated that we need to get ahold of the person that does the insurance. Laura asks that how does the insurance work for the board? Jon responded that he thought it was just only needed for anybody that is involved. Rebecca explained that there is usually either a separate policy or an addendum to cover the board. Jon stated he does remember seeing anything like that, he has seen the park, the trucks, the employees, and the volunteers. Jon asked if we had the statement in the stuff that was handed to us and it was not there so we didn't get to see that. Rebecca then asked about the IRS notice to see how the name is listed. Laura and Jon both said there should be a bill in the folder. So there were missing bills in the folder that was handed to us to review. No insurance bill, no fleet credit card bill, no IRS bill. Mary then asked where everything is kept. Laura responded that she went out and purchased a file cabinet with a key that she keeps at home. Mary responded that everything needs to be in the office at the fire station and the office has to be kept locked. Jon responded that the office is locked. Mary asked about the Verizon bill. Jon responded that there is no Verizon bill and both Rebecca and Mary stated that they have seen checks made out to Verizon. Jon said he has no idea that was before Laura took over as bookkeeper. Mary asked if Ginny has everything at her house and Jon responded that the bills are here in the office. Rebecca asked about Laura being paid on November 29th and then again on December 10th. Laura responded that she didn't cash it until the 26th, she prepared her check a little bit early. Mary asked what Laura's hours were and Laura responded that she is salary. Mary then asked what hours Laura is available for working and Laura responded in the afternoon and the weekends if it's not a holiday and after she gets home from work. Mary asked if the board can see a copy of her contract. Rebecca then asked Jon if he knows anything about money owed to Angie Vega for yard work. Jon replied that she needed to get permission from the Board to do it, that she just started to come over here and doing the yard work and then went over to Oakie and told him she was doing the yard work. Oakie told her that he would see if he could get her some money but there was no contract and she never talked to Brian or Zamudio and they never told her to come over here and do the work. Jon has already flat out told her that she is not getting paid.



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Rebecca told Laura that she will be sending her a list of things that we will need to add to the agenda for the next meeting and she will try to have the bylaws ready for then. The next meeting is January 8th at 7 p.m. A motion was made by Mary to approve the warrants that we saw on her list with evidence of the bills and Becky seconded it.

Mary asked Laura whether she is using her own computer to do the minutes, etc. on because there is no computer at the office. Laura responded yes. We will have to address that in another meeting about getting some equipment, cabinets, office supplies, etc. for the office at the fire station.

Mary asked about the work session again when it can be scheduled. Lot of conflict so we are just going to schedule with what Josh can do and then the volunteers can try to fit into their schedule. Looks like the later part of January.

Mary asked about the Fleet credit card statement. It was not included in the packet of information given to the board. Went over the financial checklist again with Laura so that she understands what will be needed at the next meetings.

Rebecca asked the bulletin board out front on the building. Jon said that it fell and broke up so it was thrown away. Rebecca then asked about opening the building for commodities and Jon said it would have to go through the insurance company first. So Rebecca or Mary will need to contact the John Stathis. Laura gave them his email address.

Mary asked about the addresses for the fire station since we have seen two different addresses being used. The official address is 2249 W. Firehouse Lane.

Mary asked Laura to scan the IRS statement to both Becky and Mary so that we can see how they have the name listed.

- (3) Warrant for 2019 membership dues to the Arizona Fire District Association –
Laura brought the check for us to sign. Rebecca and Mary signed the check, Jon made a copy of the check for Laura and Mary took the check to get it mailed along with the invoice. Mary will get a copy of the invoice to Laura.

4. **Call to Public** - No one responded.

5. **Adjourn** - Motion was made by Mary Sparkman to adjourn the meeting at 7:24 p.m. It was seconded by Rebecca Phifer. All board members were in favor.

Respectfully submitted
Mary Sparkman

CERTIFICATION OF POSTING

I hereby certify that these minutes were posted

at US Post Office
on 12/31/18 at 10:15 am by Mary Sparkman

