



# 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

**Saturday, June 27, 2020**

### Agenda

**5:00 PM (1700 Hrs.)**

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 PUBLIC MEMBERS ARE INVITED TO JOIN THE MEETING EITHER IN PERSON AT THE FIREHOUSE OR BY PHONE CALL. DISTRICT PUBLIC 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.**

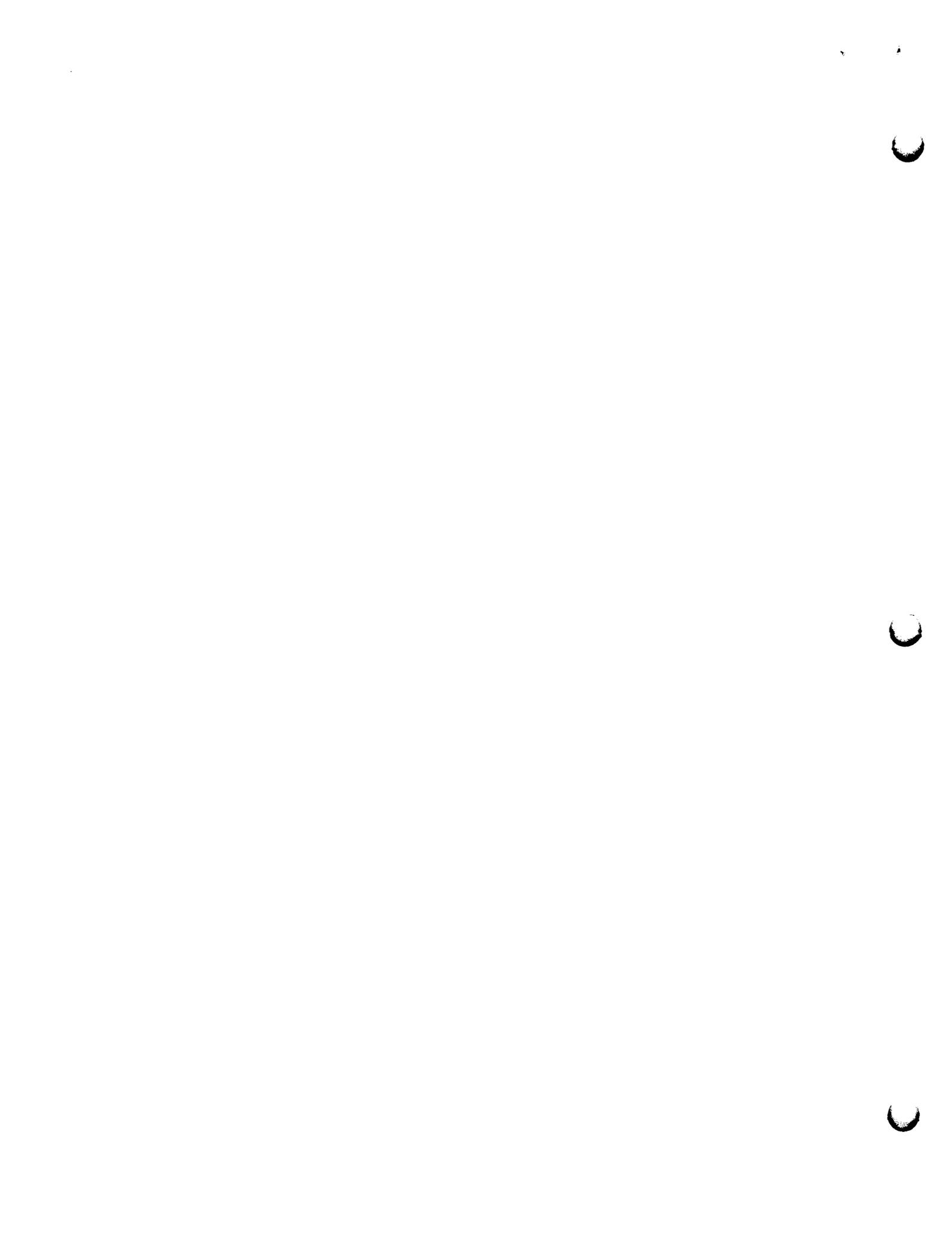
**CALL-IN NUMBER IS: (978) 990-5000 ACCESS CODE: 765545**

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.

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.

San Simon Fire District is an Equal Opportunity Provider and Employer



**AGENDA**

1. **Call to Order.**
2. **Roll Call.**
3. **Declaration of any Conflict of Interest.**
4. **Board Confidentiality Reminder.**
5. **Pledge of Allegiance.**
6. **Approval of Agenda.**
7. **Approval of Minutes from May 11, 2020 Emergency Work Session.**
8. **Approval of Minutes from May 12, 2020 Regular Board Meeting.**
9. **Approval of Minutes from May 12, 2020 Executive Session.**
10. **Approval of Minutes from May 23, 2020 Work Session.**
11. **Approval of Minutes from June 3, 2020 Attorney Work Session.**
12. **Approval of Minutes from June 9, 2020 Regular Board Meeting.**
13. **Approval of Minutes from June 12, 2020 Administrative Work Session.**
14. **Approval of Minutes from June 19, 2020 Budget Work Session.**
15. **Financial Report(s)**
  - A. **Review, discuss and possible action approval of the financial for May 2020.**
  - B. **Approval of Warrant List.**
16. **Board Reports**
  - A. **Board Chair – Rebecca Phifer: Daily Admin Duties & Admin SOP Preparation, Status of ERG Guide(s), Security Cameras, Dell Printer, Election(s) Reporting, Policies & SOGs, Walmart Grant Application, Work Session(s), Stuffed Toys, Job Aps, Burn Permit(s), Volunteer Uniform(s), Acronym Draft, Agenda Preparation, Firefighter Memorabilia, SSUSD Donation(s), Password Spreadsheet, Social Security Information, Request f/Clarification, Fireworks and Attorney Clarification.**

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- B. Board Clerk – Mary Sparkman: Chase payroll account, Website Policies & SOGs, Spreadsheet(s) and Administrative Instruction Manual**
- C. Board Member – Michele Larned (no submission).**

**17. Chief Report**

**18. Old Business – Update, review, discussion and possible action on the following:**

- A. Donation of Running Boards, Bee Suits, and Copy Paper.**
- B. District Website Design**

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.

**19. New Business – Review, discuss and possible action on the following item(s):**

- A. Adoption of the 2020/2021 Budget.**
- B. In-Kind Donation Rate.**
- C. In-Kind Donation(s) from Mary Sparkman.**
- D. In-Kind Donation(s) from Rebecca Phifer.**
- E. Amazon Business Account.**
- F. Costco/Sam's Club Membership.**
- G. Reimbursement to R. Phifer for District purchases.**
- H. Reimbursement to K. Wilstead for cooler parts.**
- I. Purchase of Adobe/Adobe Pro.**
- J. SEACOM Agreement.**

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- K. Reimbursement to A. Wilstead for accrued PTO time.**
  - L. Arizona Range News/Herald Review Invoice**
  - M. Uniform T-Shirts.**
  - N. Barrett & Matura, P.C. Invoice #48851, dated June 9, 2020**
  - O. Remanufactured ink for printer/copier.**
  - P. Vacation benefit for Fire Chief.**
  - Q. Workers' Compensation Insurance Audit.**
  - R. Timeline for Agenda, etc.**
  - S. Office Hours**
  - T. Use of military time vs 24 hour time.**
  - U. SOG, Section 1, Introduction to SOGs**
  - V. SOG, Section 2, General Responsibilities**
  - W. SOG, Section 5, Page 10, Disciplinary Procedures.**
  - X. Statues for SOGs**
  - Y. Employee Action Request Form**
  - Z. Trash Collection Southwest Disposal.**
- 20. 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.



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21. **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 topics presented, pursuant to A.R.S. §38-431.02 (H).
22. **Next Board Meeting** - Tuesday, July 14, 2020 at 6:00 p.m. (1800 hrs.).
23. **Adjournment.**

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).

CERTIFICATION OF POSTING

I hereby certify that the Notice/Agenda of the Regular Board Meeting was posted

at the United States Post Office on 6/26/2020  
at 1:30 pm by Mary Sporkman  
(1330 hrs)

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