



San Simon Fire District

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Proudly Serving the Community Since 1966

Administrative Assistant Report For May 10, 2022 Regular Board Meeting

- 1) I'm still working on the NFIRS information
- 2) The recruiting and marketing committee had their first meeting – the minutes are on the agenda and in the packet.
- 3) The agenda binders are complete and I'll be working on finishing the minutes binders as soon as possible.
- 4) I will also be working on getting the financial statement and banking binders up to date as soon as possible.
- 5) Brochures have been finished – Peggy Judd is helping by having the county do them for free. We just have to fold and distribute.
- 6) I will be working on the last Workers' Compensation Audit with Travelers
- 7) We are missing a lot of grant opportunities – there are several that will end toward the end of this month.
- 8) I actually did the Board of Supervisors Meeting on Tuesday, April 19th and May 10th to see whether San Simon was ever discussed and what kind of things are happening in our area. As I'm watching any of these meetings, I am working at the same time. If minutes are available for any of the meetings, they will be in the packets.
- 9) I also attended by Zoom the CCEMS meeting and the CCFA meeting on April 27th. As I'm watching any of these meetings, I am working at the same time. If minutes are available for any of the meetings, they will be in the packets.
- 10) I had a meeting with the Liaison from ADEQ (Melissa Hayes) and the notes from that are on the agenda.

San Simon Fire District is an Equal Opportunity Provider and Employer

- 11) There are several meetings coming up – don't know if anyone is interested in attending or whether you want the administrative assistant to attend (info is in packets)
 - A) Jeff Bigg's – Aquifer Management (May 25, 2022) \$35.00
 - B) Stakeholders Meeting – Haze (May 26, 2022-virtual)

- 12) There is an email in your packet from Coye Trujillo AZ Work to help us put ads for job opportunities on the website.