



SAN SIMON FIRE DISTRICT

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Dedicated to:
Calming Fears
Easing Minds
Saving Lives

San Simon Fire District
Regular Meeting
Tuesday, January 14, 2025

1. CALL TO ORDER:

The meeting was called to order at 6:05 pm, at the San Simon Fire Station, 2249 W. Firehouse Lane, San Simon, AZ 85632.

2. PLEDGE OF ALLEGIANCE:

Pledge of Allegiance led by R.C. Reynolds.

3. ROLL CALL OF OFFICERS:

Governing Board: Chairperson R.C. Reynolds – Present
Clerk of the Board Pati Fickett – Present
Board Member Fernando Guzman - Present

Administration: Chief John Novak – Present
Captain Heather Lentz – Absent
Wildland Division Chief Chris Anthis – Present

Firefighters: Mike Craft
Michele Larned

Support: Chuck Fickett

Guests: Trish Anthis Judy White
Rebecca Phifer

Via Phone: Lisa Parke, Walker & Armstrong LLP
Donna Aversa, San Simon Fire District Attorney
Ms. Aversa joined meeting at 6:43 pm.

Agenda Item 9-A: *Moved for convenience of presenter via phone.*

PRESENTATION BY LISA PARKE, CPA, WALKER & ARMSTRONG LLP, OF SAN SIMON FIRE DISTRICT ANNUAL FINANCIAL AND INTERNAL CONTROL REVIEW FOR YEAR ENDING JUNE 30, 2024:

Ms. Parke presented, via phone, an overview of the report and stated they found no financial or internal control discrepancies in their Annual Review of San Simon Fire District.

Ms. Fickett moved to approve the Annual Financial Review as presented by Ms. Parke. Mr. Guzman seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mr. Reynolds	X			
Mrs. Fickett	X			
Mr. Guzman	X			

4. CALL TO PUBLIC:

Judy White – Addressed Call To Public procedures and placement on the agenda.

5. CONSENT AGENDA:

Mrs. Fickett moved to approve the minutes of December 3, 2024, Regular Meeting as presented.

Mr. Reynolds seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mr. Reynolds	X			
Mrs. Fickett	X			
Mr. Guzman	X			

Mrs. Fickett moved to approve the minutes of December 5, 2024, Special Meeting as presented.

Mr. Reynolds seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mr. Reynolds	X			
Mrs. Fickett	X			
Mr. Guzman			X	

6. CHIEF’S REPORT:

Operations:

The District ran a total of 207 calls in 2024. 28 – EMS-A, 1 – EMS-A, MA, 51 – EMS-B, 27 – MVC, 3 – MVC-E, 1 – MVC-V, MCI, 1 – MVC-V, 10 – PA, 1 – PA-MA, 30 – CC, 3 – HM, 10 – I, 3 – S, 1 – S-MA, 10 – W, 1 – W-MA, 13 – W-OOD, 6 – V, 1 – V-MA, 1 - Missed Correspondence – Received some Christmas Cards.

Auxiliary Report – Michele Larned – None

Leadership Reports – None

Wildland Program Update – Wildland Division Chief Anthis presented an update on the program, including a detailed spread sheet of expenses and revenues from July 2024 to

January 2025. Total Revenues - \$436,993.71, less Total Expenses - \$291,681.43, Net Revenue - \$146,312.28.

Currently the Type 3 truck and crew are in California, and it's expected the Type 6 truck will be deployed soon. This wildfire season is lasting longer than usual with the dry conditions and there appears to be no relief in sight.

7. MONTHLY FINANCIAL REPORTS – REVIEW/DISCUSSION/ACTION:

Mrs. Fickett presented a monthly overview of finances along with the Financial Report prepared by Municipal Accounts & Consultants (MAC). As of January 14, 2025 the District's account balances were as follows; Cochise County Operations Account - \$71,841.05, Reserve Account - \$100,784.49, Chase Bank Payroll Account balance – \$15,919.64.

Mr. Reynolds moved to approve the Financial Reports as presented by MAC and Mrs. Fickett.

Mr. Guzman seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mr. Reynolds	X			
Mrs. Fickett	X			
Mr. Guzman	X			

8. UNFINISHED BUSINESS – REVIEW/DISCUSSION/ACTION:

None

9. NEW BUSINESS – REVIEW/DISCUSSION/ACTION:

A. FINANCIAL REVIEW BY WALKER & ARMSTRONG:

(Item moved to between Agenda Item 3 and Item 4 for convenience of Ms. Parke)

B. PURCHASE A ROTARY SAW:

Chief Novak presented information regarding the purchase of a battery powered TSA 230 9" Cutoff Saw (Rotary Saw), Charger, 3-Batteries, and blade. This would replace the gas saw the District owns. The older, gas-powered saw has proved to be unreliable in emergencies and again in need of repair. The battery powered saw would be lighter, easier to maneuver and more reliable for use in emergency situations. Chief Novak presented two quotes, Stotz Equipment - \$2,365.10, and Safford Builders Supply - \$1,805.98.

Mrs. Fickett moved to approve the purchase of the TSA 230 9" Cutoff Saw from Safford Builders Supply for the quoted amount.

Mr. Guzman seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mr. Reynolds	X			
Mrs. Fickett	X			
Mr. Guzman	X			

C. PURCHASE AUTO CHARGING SYSTEM FOR SQUAD:

Chief Novak presented information regarding the purchase of a Kussmal Electronics Auto Charging System for the Squad. This auto charging system would ensure items currently drawing charge from the trucks battery while setting in the bay would be fully charged when the truck is awaiting a call out and the truck's battery would not be drained. Purchase price \$1,539.90.

Mr. Reynolds moved to purchase the Auto Charging System from Kussmal Electronics for the purchase price quoted.

Mr. Guzman seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mr. Reynolds	X			
Mrs. Fickett	X			
Mr. Guzman	X			

D. PURCHASE IMAGE TREND FIRE SOFTWARE:

Chief Novak presented information regarding the purchase of Image Trend Fire Software. The software is used to expedite the reporting of medical and fire incidents to the various reporting agencies and an ability to generate reports for District use. Purchasing Cost Quote – Elite Fire Setup & Implementation (1 time cost) - \$ 2,750.00, Webinar Training 2hr Session (1 time cost) - \$450.00, and Elite Fire-SaaS Annual Fee of \$4,200.00. Total initial cost of \$7,400.00 and a recurring annual fee of \$4,200.00.

thereafter. After discussion it was decided it would be better to table the consideration of this purchase until the District completes the 2025-2026 FY Budget.

Mr. Reynolds moved to table consideration of this purchase until the next meeting.

Mr. Guzman seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mr. Reynolds	X			
Mrs. Fickett	X			
Mr. Guzman	X			

Amended the motion after the approval of Item 9-H:

Mr. Reynolds amended his motion to table consideration of this purchase until the March meeting.

Mr. Guman seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mr. Reynolds	X			
Mrs. Fickett	X			
Mr. Guzman	X			

E. POLICY: RECORDS REQUEST:

POLICY: CALL TO THE PUBLIC:

Chief Novak asked to move this Agenda Item to next meeting.

No action was taken.

F. RESOLUTION No. 2025-0001 – ADOPT FEE SCHEDULE FOR 2025:

Chief Novak presented a new Out of District Fee Schedule for San Simon Fire District, changed to reflect the increased cost of foam used to suppress fires.

Mr. Reynolds moved to approve Resolution No. 2025-0001 to be effective immediately.

Mrs. Fickett seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mr. Reynolds	X			
Mrs. Fickett	X			
Mr. Guzman	X			

G. MONTHLY MEETING FREQUENCY:

Mrs. Fickett presented the following; As per A.R.S. § 48-805. A.01(a) which states;

A. Fire district, through its board, shall:

1. Hold public meeting at least once each calendar month except as follows:

a. If a board consists of three members and the fire district levies less than \$500,000 annually, the board shall meet in July and at least every two months thereafter.

Mrs. Fickett recommended the San Simon Fire District adopt the following meeting schedule, to hold Regular District Meetings every other month on the second Tuesday of the month at 6:00 pm, beginning with this January 14, 2025, meeting. Exceptions to this schedule would be in election years when new members are required to take the Oath of Office in December, and any time the board needs to change a date to accommodate other unforeseen issues or ensure a quorum, or a need to conduct a Special Meeting, Work Session, or Executive Session to manage the District’s business matters.

Thus, the meeting schedule would be July, September and November, January, March and May.

Mr. Reynolds moved to adopt the Meeting Schedule as presented, to hold Regular District Meetings every other month on the second Tuesday of the month at 6:00 pm, beginning with this January 14, 2025, meeting. Exceptions to this schedule would be in election years when new members are required to take the Oath of Office in December, and any time the board needs to change a date to accommodate other unforeseen issues or ensure a quorum, or a need to conduct a Special Meeting, Work Session, or Executive Session to manage the District’s business matters.

Mr. Guzman seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mr. Reynolds	X			
Mrs. Fickett	X			
Mr. Guzman	X			

H. CHANGE PAYROLL COMPANY:

Mrs. Fickett asked this item be removed from the agenda.
No action was taken.

I. TIRES FOR BRUSH 2501:

As the tires have reached their allotted life for fire trucks, 7 years, it is necessary to replace them.

Division Chief Anthis presented quotes for the same tires and service from Haralson Tire – \$4,590.72 and Good Year - \$4,674.25.

Mrs. Fickett moved to purchase tires from Haralson Tire for the quoted price.

Mr. Guzman seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mr. Reynolds	X			
Mrs. Fickett	X			
Mr. Guzman	X			

J. POSSIBLE MATCH FOR WILDLAND TENDER GRANT:

Division Chief Anthis passed along the information that, although we do not have to include a 5% matching grant to apply for the Wildland Tender Grant, it increases our chances of receiving the grant.

Mrs. Fickett moved to include the 5% matching funds in the Wildland Tender Grant application.

Mr. Guzman seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mr. Reynolds	X			
Mrs. Fickett	X			
Mr. Guzman	X			

K. EXECUTIVE SESSION: The Board may vote to go into executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the attorney for the District regarding agenda Item L.

Mr. Reynolds made a motion to move the meeting into Executive Session to discussion with the District's attorney regarding agenda Item L.

Mr. Guzman seconded the motion.

Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mr. Reynolds	X			
Mrs. Fickett	X			
Mr. Guzman	X			

The Board moved into Executive Session at 7:42 pm. And back to open meeting 8:15 pm.
No immediate action taken.

- L. THE DISTRICT'S CONTRAT WITH MUNICIPAL ACCOUNTS & CONSULTANTS (MAC):
 Mr. Guzman expressed his concern with the performance, increasing cost of MAC's services to the District. After discussion and viewing options for other services. Mr. Reynolds moved Mrs. Fickett consult with MAC administration to secure clarification of the issues and attempt to resolve the issues considering the needs of both parties.
 Mr. Guzman seconded the motion.
 Motion Passed

Voting	Aye	Nay	Abstain	Absent
Mr. Reynolds	X			
Mrs. Fickett	X			
Mr. Guzman	X			

10. TIME AND DATE OF NEXT MEETING:

With regards to the new Meeting Schedule adopted earlier in the meeting (Item 9-G), the next meeting is scheduled for March 11, 2025, at 6:00 pm (1800 hours).

11. ADJOURN:

Chairman Reynolds adjourned the meeting at 8:28 pm.

Submitted Respectfully By: Pati Fickett

Patricia Fickett, Clerk of the Board

Date