



San Simon Fire District

Post Office Box 244
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San Simon, AZ 85632
520-845-2439



Proudly Serving the Community Since 1966

Regular Board Meeting & Work Session
Tuesday, December 14, 2021
Minutes

1. **Call to Order** – Meeting was called to order at 6:00 p.m. (1800 hrs.) by Board Chair, Savanna Valdez.
2. **Roll Call**
 - A. **Attendance and Confirmation of Quorum** – Board Chair, Savanna Valdez, Board Clerk, Beth DeSpain and Board Member, Keven Wilstead (by phone). Board Chair, Savanna Valdez acknowledged that a quorum was met.
 - B. **Board Members Absent** – None.
 - C. **Personnel in Attendance** – Interim Fire Chief Jonathan Penderghest, Mary Sparkman, Administrative Assistant, Assistant Fire Chief, Heather Lentz, volunteer firefighters, AJ Haws and Marcus Garcia.
 - D. **Guests in Attendance** – Michele Larned, Melissa Haws and Loretta Haws.
3. **The Pledge of Allegiance** – Savanna Valdez, Board Chair, led the attendees in the Pledge of Allegiance.
4. **Approval of Agenda** – Following discussion, Beth DeSpain, Board Clerk made a motion to approve the agenda. The motion was seconded by Keven Wilstead, Board Member.

Vote:
In favor – Beth DeSpain, Board Clerk and Keven Wilstead, Board Member.
Abstained – Savanna Valdez, Board Chair
Opposed – none
Motion carried
5. **Declaration of any Conflict of Interest** – No Board Members had a Conflict of Interest.
6. **Approval of Minutes from November 9, 2021 Regular Board Meeting** - Following discussion, Beth DeSpain, Board Clerk made a motion to approve the minutes from the November 9, 2021 Regular Board Meeting. The motion was seconded by Keven Wilstead, Board Member.

Vote:
In favor – Beth DeSpain, Board Clerk and Keven Wilstead, Board Member.
Abstained – Savanna Valdez, Board Chair
Opposed – none
Motion carried

San Simon Fire District is an Equal Opportunity Provider and Employer

- 7. Approval of Minutes from November 16, 2021 Emergency Board Meeting.** Following discussion, Beth DeSpain, Board Clerk made a motion to approve the minutes from the November 16, 2021 Emergency Board Meeting. The motion was seconded by Keven Wilstead, Board Member.

Vote:

In favor – Beth DeSpain, Board Clerk and Keven Wilstead, Board Member.
Abstained – Savanna Valdez, Board Chair
Opposed – none
Motion carried

- 8. Approval of Minutes from November 23, 2021 Emergency Board Meeting.** Following discussion, Beth DeSpain, Board Clerk made a motion to approve the minutes from the November 23, 2021 Emergency Board Meeting. The motion was seconded by Keven Wilstead, Board Member.

Vote:

In favor – Beth DeSpain, Board Clerk and Keven Wilstead, Board Member.
Abstained – Savanna Valdez, Board Chair
Opposed – none
Motion carried

9. Financial Report(s) for November 2021

- A. Review, discuss and possible approval of the financials for November 2021** - Following discussion, Beth DeSpain, Board Clerk made a motion to approve the financials for November 2021. The motion was seconded by Keven Wilstead, Board Member.

Vote:

In favor – Beth DeSpain, Board Clerk and Keven Wilstead, Board Member.
Abstained – Savanna Valdez, Board Chair
Opposed – none
Motion carried

- B. Warrants & Warrant List to be approved/signed for Dates November 10, 2021 to December 14, 2021** - Following discussion, Beth DeSpain, Board Clerk made a motion to approve the warrant list for November 10, 2021 to December 14, 2021. The motion was seconded by Keven Wilstead, Board Member.

Vote:

In favor – Beth DeSpain, Board Clerk and Keven Wilstead, Board Member.
Abstained – Savanna Valdez, Board Chair
Opposed – none
Motion carried

- C. Previous Financial Statements beginning in June 2021 – Discussion.** – For information only, we were waiting for the CPA to finish the Review Financial Statement to approve the June 2021, so it will be put on the next board meeting agenda plus the July 2021 through October 2021 will need to be rerun due to amortization being added to the financials for the FCC License that should have been capitalized back in 2013 per the CPA.

- D. Balances in Accounts** – This is for information only. As of December 14, 2021 the balances in the account are as follows:
1. **M&O** – Balance is \$44,090.65
 2. **Payroll** – Balance is \$15,262.00
 3. **Reserve** – Balance is \$7,111.75
10. **Board Reports**
- A. **Board Chair – Savanna Valdez** – Nothing to report.
 - B. **Board Clerk – Beth DeSpain** – Nothing to report.
 - C. **Board Member – Keven Wilstead** – Nothing to report.
11. **Interim Fire Chief Report** – See Attached Report
12. **Administrative Assistant Report** – See Attached Report
13. **Old Business – Update, review, discussion and possible action on the following:**
- A. **Gift for Lucas Reynolds.** This is for information only. Mary went to Safford and ordered the plaque for Lucas Reynolds. The estimate that they gave is \$65.41. A proof of what the plaque will look is supposed to be sent to Mary by email. Mary will send that proof out to the Board Members so they see the product and approve it before finalization.
 - B. **Front Shock Repairs on Tender 251.** This is for information only. The repairs were completed by Caballo Emergency Truck and the Tender was then taken to Parker Engine for the Air Leaks to be repaired.
 - C. **Ratify Vote on Email Vote on Air Leak Repairs on Tender 251** – An emergency vote that was taken by email as follows: Keven Wilstead, Board Member made a motion to approve the repairs to be done by Parker Engine. The motion was seconded by Beth DeSpain, Board Clerk. The Board Members ratified their votes by stating the same. Motion was made by Keven Wilstead, Board Member to approve the repairs to be made by Parker Engine. The motion was seconded by Beth DeSpain, Board Clerk.
Vote:
In favor – Beth DeSpain, Board Clerk and Keven Wilstead, Board Member.
Abstained – Savanna Valdez, Board Chair
Opposed – none
Motion carried

D. Executive Minutes Storage – This is for information only. Mary discussed the executive minutes with the attorney and the board members after approving the executive minutes need to return their copies back to the Administrative Assistant so they can be destroyed. The approved copies are in the safe plus on the computer with a password and Mary is checking on encrypting them also.

14. New Business – Review, discuss and possible action on the following:

A. Business Cards – This is for information only. Mary went to Safford and checked with CMI and Trophies N Tees and the prices for the cards were about the same, so she asked for an estimate for the business cards with fill in lines. The estimate was \$98.14 for 1,000 cards at Trophies N Tees so she okayed them to do a proof. A proof of what the business cards will look is supposed to be sent to Mary by email. Mary will send that proof out to the Board Members so they see the product and approve it before finalization.

B. Transfer \$1,000 to Reserve Account. – Since it is in the budget that the District transfer \$1,000 in December to the reserve account, Mary wanted to get the official vote on this to be able to get the transfer done. Beth DeSpain, Board Clerk made a motion to transfer \$1,000 from the M&O Account into the Reserve Account. The motion was seconded by Keven Wilstead, Board Member.

Vote:

In favor – Beth DeSpain, Board Clerk and Keven Wilstead, Board Member.
Abstained – Savanna Valdez, Board Chair
Opposed – none
Motion carried

C. Donation from San Simon Travel Center for Christmas Dinner. - Following discussion, Beth DeSpain, Board Clerk made a motion to accept the donation from San Simon Travel Center for the Christmas Dinner for the firefighters and community (whoever wanted to come). A thank you letter will be prepared and board members will sign the letter and it will be sent to San Simon Travel Center. The motion was seconded by Keven Wilstead, Board Member.

Vote:

In favor – Beth DeSpain, Board Clerk and Keven Wilstead, Board Member.
Abstained – Savanna Valdez, Board Chair
Opposed – none
Motion carried

15. Call to Public – No one responded.

16. Requests from board members for future agenda items. – No one responded at this time. They will email the Administrative Assistant if they think of something that they want on the agenda.

17. Next Board Meeting – January 25, 2022 at 6 p.m.

- 18. Adjournment** – Beth DeSpain, Board Clerk made a motion to adjourn the regular board meeting at 6:15 p.m. The motion was seconded by Keven Wilstead, Board Member.

Vote:

- In favor – Beth DeSpain, Board Clerk and Keven Wilstead, Board Member.
- Abstained – Savanna Valdez, Board Chair
- Opposed – none
- Motion carried

Beth DeSpain, Board Clerk made a motion to go into work session at 6:16 p.m. (1816 hours). The motion was seconded by Keven Wilstead, Board Member.

19. Work Session

- A. Discussion on Fire District Calls.** This was for discussion only. Beth DeSpain, Board Clerk asked for this discussion to make sure that someone is responding to Seacom even if the District cannot do the call. It was discussed that the volunteers do try to respond but if Mary doesn't hear anyone respond, she can respond on the machine in the conference room for the volunteers that no one is available so that they can then send someone else out.
- B. Physical Inventory.** – This was for discussion only. Mary reminded everyone that the inventory needs to get done so that the District can apply for grants. Savanna stated that she was available this weekend. A time will tried to be found to get people together to do the inventory, it might not get completed until the new year with the holidays coming up.
- C. Fire Chief Contract** – This was for discussion only. Since no one was sure what all had been changed so far and what needed to be done yet and the District is going to the classes in January, it was decided to just table this until after the District comes back from classes in Tucson in January and they will have a work session to finish this.

20. Adjourn Work Session. Beth DeSpain, Board Clerk made a motion to adjourn the work session at 6:24 p.m. (1824 hours). The motion was seconded by Keven Wilstead, Board Member.

Vote:

In favor – Beth DeSpain, Board Clerk and Keven Wilstead, Board Member.

Abstained – Savanna Valdez, Board Chair

Opposed – none

Motion carried

Respectfully submitted,

Mary Sparkman
Administrative Assistant

DRAFT