San Simon Fire District

Post Office Box 244
2249 W. Firehouse Lane
San Simon, AZ 85632
520-845-2439
www.sansimonfire.org

Proudly Serving the Community Since 1966

NOTICE OF REGULAR BOARD MEETING
Tuesday, October 12, 2021
Agenda

6:00 pm

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 AT THE FIREHOUSE. DISTRICT MEMBERS ARE INVITED TO JOIN THE MEETING IN PERSON AT THE FIREHOUSE. IF YOU COME 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. A COVID PROTOCOLS LIST WILL BE AVAILABLE INSIDE THE FIREHOUSE AT THE DOOR. A SANTIZATION STATION HAS ALSO BEEN SET UP INSIDE THE DOOR OF THE FIREHOUSE AS YOU ENTER, SO PLEASE USE IT WHEN VISITING THE FIREHOUSE. ARRANGEMENTS FOR SAFE DISTANCING WILL BE MADE IF MORE THAN 10 DISTRICT MEMBERS COME TO THE MEETING.

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.

San Simon Fire District is an Equal Opportunity Provider and Employer

Agenda Approved by Entire Board at 10/12/2021 Regular Board Meeting

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.

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
5. **Declaration of any Conflict of Interest**
6. **Approval of Minutes from September 11, 2021 Emergency Board Meeting & Work Session**
7. **Approval of Minutes from September 11, 2021 Executive Meeting**
8. **Approval of Minutes from September 14, 2021 Regular Board Meeting**
9. **Approval of Minutes from September 14, 2021 Executive Meeting**
10. **Approval of Minutes from September 28, 2021 Emergency Board Meeting**
11. **Approval of Minutes from September 28, 2021 Executive Meeting**
12. **Approval of Minutes from September 29, 2021 Emergency Board Meeting**
13. **Approval of Minutes from September 29, 2021 Executive Meeting**
14. **Review financial from Walker & Armstrong for June 2021**

15. **Financial Reports for September 2021**
    A. **Review, discuss and possible approval of the financials for September 2021**
    B. **Warrants & Warrant List to be approved/signed for Dates September 15, 2021 to October 12, 2021**

16. **Board Reports**
    A. **Board Chair – Savanna Valdez**
    B. **Board Clerk – Beth DeSpain**
    C. **Board Member – Keven Wilstead**

17. **Fire Chief Report**

18. **Administrative Assistant Report**

19. **Old Business - Update, review, discuss, and possible action on the following:**

    A. **Meeting Protocols for People Who Can't Attend Meeting (Discord)**

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.

1) **Discussion on Procedures for Board Members**
2) **Interim Fire Chief**
3) **Chase Credit Card**
4) **Letter of Recommendation for Lucas Reynolds**

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

    A. **Appointing Interim Fire Chief**

    B. **Flex Time for Fire Chief**

    C. **Job Posting for Fire Chief**

D. **Letter of Recommendation for Lucas Reynolds**

E. **Southwest Disposal – switching to every week pickup.**

F. **Possible Purchase of Weed Eater**

G. **Cameras**

H. **Storage of Executive Session Minutes**

I. **Donations from Mary Sparkman in the amount of $60.43**

J. **Policy on Attendance**

K. **Committees to be Put Together**

L. **HIPAA for Mary Sparkman – Personnel Files**

M. **Possible Purchase of Pesticide to Spray Indoors**

N. **Chase Credit Card**

O. **Policy 304.12 Medical Expenses Not Paid by Workers' Compensation**

P. **Employee Medical Assistance Request Form (SSFDAdmin-088)**

Q. **Policy 304.11 Education Tuition Reimbursement Program**

R. **Form: Employee Tuition Reimbursement Request Form (SSFDAdmin-087)**

S. **Policy 304.13 Assignment of Property**

T. **Form: Assignment of Property to Employees (SSFDAdmin-084)**

U. **Form: Assignment of Property to Fire Chief (SSFDAdmin-085)**

V. **Form: Agreement for Return and Care of District Property (SSFDAdmin-086)**

W. **Policy 305.1 PTO Leave**

X. Policy 305.2 Sick Leave Savings

Y. Form: Agreement to Sick Leave Savings Program (SSFDAdmin-089)

Z. Form: Sick Leave Savings Program Contact Form (SSFDAdmin-090)

AA. Policy 305.3 Holidays

AB. Policy 305.4 Family Medical Leave Act

AC. Form: FMLA – Employee Form (SSFDAdmin-081)

AD. Form: FLMA – Family Member Form (SSFDAdmin-082)

AE. Policy 305.5 Medical Leave Assistance Program

AF. Policy 305.6 Emergency Leave

AG. Policy 305.7 Jury Duty / Court Appearance

AH. Policy 305.8 Military Leave

AI. Policy 305.9 Personal Leave of Absence

AJ. Policy 305.10 Exempt Special Leave

AK. Policy 305.11 Compulsory Leave of Absence

AL. Policy 305.12 R&R Policy (After long term deployment)

AM. Policy 306.1 Termination of Employment

AN. Form: Termination Checklist (SSFDAdmin-094)

AO. Form: Termination Letter Without Cause (SSFDAdmin-095)

AP. Form: Termination Letter With Cause (SSFDAdmin-096)

AQ. Policy 306.2 Exit Interviews

AR. Form: Exit Interview Questionnaire (SSFDAdmin-093)

AS. Policy 307.1 Standards of Conduct

AT. Policy 307.2 Attendance/Punctuality

AU. Policy 307.3 Wireless/Cellular Telephone Usage

AV. Policy 307.4 Tobacco Use

AW. Policy 307.8 Personal Finances/Garnishment

AX. Policy 307.9 Ethics Policy

AY. Policy 307.10 Weapons in the Workplace

AZ. Policy 307.11 Grooming Standards

BA. Policy 307.13 Emergency Situations

BB. Policy 307.14 Emergency Contact

BC. Policy 308.1 Corrective Action/Discipline

BD. Form: Document of Record – Employee Warning Notice (SSFDAdmin-091)

BE. Form: Document of Record – Fire Chief Warning Notice (SSFDAdmin-092)

BF. Policy 309.1 Complaint/Appeals Process

BG. Form: Employee Grievance Document of Record (SSFDAdmin-097)

BH. Policy 310.1 Confidentiality of District Information

BI. Policy 330.3 Reimbursable Expenses

21. **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.

22. **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 tropics presented, pursuant to A.R.S. § 38-431.02 (H).

23. **Next Board Meeting – November 9, 2021 at 6 p.m.**

24. **Adjournment**

Beth DeSpain
Board Clerk

Approved: October 12, 2021

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).

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