



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/AGENDA OF REGULAR BOARD MEETING

Tuesday, June 14, 2022

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 OR BY DISCORD APPLICATION USING THE FOLLOWING TO JOIN (<https://discord.gg/qFSKcRvHrc>). A SANITIZATION STATION HAS BEEN SET UP INSIDE THE DOOR OF THE FIREHOUSE AS YOU ENTER FOR SAFETY/HEALTH PRECAUTIONS. 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.

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. Declaration of any Conflict of Interest**
- 5. Approval of Agenda**
- 6. Approval of Minutes from May 10, 2022 Regular Board Meeting**
- 7. Approval of Minutes from May 10, 2022 Executive Board Meeting**
- 8. Approval of Answers from May 10, 2022 Executive Board Meeting**
- 9. Approval of Minutes from May 14, 2022 Emergency Board Meeting & Budget Work Session**
- 10. Approval of Minutes from May 14, 2022 Executive Board Meeting**
- 11. Approval of Minutes from May 17, 2022 Emergency Board Meeting**
- 12. Approval of Minutes from May 17, 2022 Executive Board Meeting**
- 13. Approval of Minutes from June 4, 2022 Emergency Board Meeting**
- 14. Financial Reports for May 2022**
 - A. Review, discuss and possible approval of the financials for May 2022**
 - B. Warrants & Warrant List/Deposit List to be approved/signed for Dates May 10, 2022 to June 13, 2022.**

C. Balances in Accounts

- 1. M&O -**
- 2. Payroll - \$46,484.51**
- 3. Reserve - \$58,120.43**

15. Board Reports

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

16. Interim Fire Chief Report

17. Administrative Assistant Report

18. Old Business – Review, discuss and possible action on the following:

- A. Insurance on Workers' Compensation Physical Examinations**
- B. Update on Repairs for Taz**
- C. Update on Repairs for Tweety Bird**
- D. Update on Repairs for Command Vehicle**
- E. Question on Billing for Repairs for Tender**
- F. Discussion on Why Payoff of Rescue was Changed.**
- G. Updated Form: San Simon Citizen/Resident Survey**
- H. Meeting Place for Community Meeting – see Email from Peggy Judd**

PURSUANT to A.R.S. §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. Personnel Issues

San Simon Fire District is an Equal Opportunity Provider and Employer

- 19. New Business – Review, discuss and possible action on the following:**
 - A. Transfer of at least \$1,000 and any balance left in M&O Account to Reserve Account**
 - B. Updated Form: Fire Chief's Report (SSFAdmin-106)**
 - C. Insurance in Regards to Repairs**
 - D. Letter received from Arizona Poison & Drug Information Center**
 - E. Update on Keven and Quiz taken for Open Meeting law**
 - F. Budget for FY 2022-2023 – Schedule Public Meeting for Budget**
 - G. Donation of \$344.64 from Mary Sparkman for Recruiting Posters and Patches**
 - H. Donation of 9 x 12 Door Hanger Bags for \$16.96 from Mary Sparkman**
 - I. Purchase of Print Shop Professional 6.0 Software**
 - J. Updated SOG – Responding to Emergencies Section 18 (Guidelines for Responding) – See highlighted section**
 - K. Updated Form – Fire Chief/Interim Fire Chief Performance Evaluation (SSFAdmin-098)**
 - L. Updated Form – Administrative Assistant Performance Evaluation (SSFAdmin-101)**
 - M. EMT & EMS Programs at Eastern Arizona College Information**
 - N. Form – San Simon Fire District Job Interview Sheets (SSFAdmin-107)**
 - O. Possible New Grant for ADEQ for Septic System & Well Testing???**
 - P. Possible New Grant from SAFER for recruiting & retention**
 - Q. Information on Grant Files – so a Policy Needs to be Made**
 - R. Possible Need for a Procurement Policy re SAFER Grant**
 - S. Update on Recruiting & Marketing Committee (see minutes)**
 - T. Update on Repairs to Conex Building**

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- U. Update on Seacom Equipment.**
 - V. Bingo Information**
 - W. Policy 304.11 – Education Tuition Reimbursement Program – any changes to this since we are talking about someone going to school.**
 - X. Schedule an Interview with Potential Fire Chief**
 - Y. Toner Information – we are getting an average of count of at least 7,500 from each toner cartridge that we are buying – the black was just switched out on June 9, 2022 (Mary will set up a toner log to keep track).**
 - Z. HIPAA Policy needs to be written by Jon & Heather – it has been given to them.**
- 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. (A.R.S. §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.
- 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 tropics presented, pursuant to A.R.S. §38-431.02 (H).
- 22. Next Regular Board Meeting – July 12, 2022 at 6 p.m.**

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 and on the San Simon Fire District website. Only these locations 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 this Notice/Agenda for Regular Board Meeting was posted at

the United States Post Office, San Simon AZ on 6/13/2022

at 2:15pm (1415 hrs) by Mary Spaulman

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