



San Simon Fire District

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



Proudly Serving the Community Since 1966

Administrative Assistant Report For January 25, 2022 Regular Board Meeting

- 1) I made a list now of items that have to be renewed (it is in your packet)
- 2) The quarterly payroll tax reports, annual and Forms W-2 have all been electronically filed and Forms W-2 have been mailed to employees.
- 3) Policies – the only one left is to do the HIPAA that I believe Jon & Heather are working on.
- 4) Copy of responses from Attorney on questions is in the board member's packet
- 5) We need to come up with a review evaluation for the Fire Chief & Interim Fire Chief
- 6) Next projects will be to finish working on the minutes' binders, agenda binders, etc. As I'm working on the binders, I'm also reviewing and checking for any items that have been tabled and see whether we have the information to be able to add to an agenda for resolution. All this is being done as I'm working on daily operation tasks.