



**SAN SIMON FIRE DISTRICT**

*SERVING RESIDENTS OF THE SAN SIMON FIRE DISTRICT,  
AND NEIGHBORING COCHISE COUNTY*

Mailing Address: PO Box 244, San Simon, AZ 85632  
Phone (520) 845-2439

1. **Call to Order** – Meeting was called to order at 6:01 p.m. by Board Chair, Rebecca Phifer
2. **Roll Call**
  - A. **Attendance and Confirmation of Quorum** – Board Chair Rebecca Phifer and Board Clerk Mary Sparkman and Board Member Michelle Larned were present. Board Chair Phifer acknowledged that a quorum was met.
  - B. **Board Members Absent** – No Board Member was absent.
  - C. **Declarations of Conflicts of Interest** – Board Clerk Sparkman declared a conflict of interest on item 11-A and will abstain from voting.
3. **The Pledge of Allegiance** – Board Chair Phifer led attendees in the Pledge of Allegiance.
4. **Recognition of Guests** – The Board appreciates the Public's presence.
5. **Approval of Agenda** – Following discussion, Board Clerk Sparkman moved to approve the agenda. Board Member Larned seconded the motion.

Vote:  
In favor – Board Chair Rebecca Phifer, Board Clerk Mary Sparkman and Board Member Michele Larned  
Opposed – none  
Motion carried
6. **Approval of Minutes for September 10, 2019 Regular Board Meeting and October 2, 2019 Special Meeting** – Following discussion, Board Member Larned moved to approve the minutes from the September 10, 2019 Regular Board Meeting. Board Clerk Sparkman seconded the motion.

Vote:  
In favor – Board Chair Rebecca Phifer, Board Clerk Mary Sparkman and Board Member Michele Larned  
Opposed – none  
Motion carried

7. Board Chair Phifer moved to approve the minutes from the October 2, 2019 Special Meeting. Board Clerk Sparkman seconded the motion.

Vote:

In favor – Board Chair Rebecca Phifer, Board Clerk Mary Sparkman and Board Member Michele Larned

Opposed – none

Motion carried

8. **Call to Public –**

- A. Ms. Jennifer Gray requested help from the Fire District for a place to have a birthday party for her son. Board Chair Phifer directed staff to address her request after the meeting.
- B. Ms. Judy White filled out a request to speak form but did not have an issue to speak on at that time.
- C. Mr. John Wilkerson arrived late and requested to speak on items not on the agenda, Board Chair directed Chief Steinberg to address his questions after the meeting.

9. **Financial Report**

**A Review, discuss, and possible action regarding the financials for September 2019.**

Following discussion, Board Clerk Sparkman moved to approve the financial report for September 2019, Board Member Larned seconded the motion.

Vote:

In favor – Board Chair Rebecca Phifer, Board Clerk Mary Sparkman and Board Member Michele Larned

Opposed – none

Motion carried

10. **Fire Chief's Report** - The Fire Chief's Report was presented by Fire Chief Josh Steinberg. (See the attached Fire Chief's Report.

11. **Board Reports**

- A. **Board Chair – Rebecca Phifer** reported on her Volunteer and Community Service hours and addressed issues raised in the last meeting.
- B. **Board Clerk – Mary Sparkman** recapped her visit to Sunsites-Pearce Fire District.
- C. **Board Member – Michele Larned** had nothing to report.

12. **Old Business**

- A. **Review, discuss and possible action to reimburse Board Clerk Sparkman for her trip to Sunsites.** – Following discussion, Board Chair Phifer moved to reimburse Board Clerk Sparkman for her trip to Sunsites. Board Member Larned seconded the motion.

Vote:

In favor – Board Chair Rebecca Phifer and Board Member Michele Larned

Abstained - Board Clerk Mary Sparkman

Opposed – none

Motion carried

**13. New Business**

- A. Review, discuss and possible action to approve the expenditures for the required Statutory Training for Board Members, pursuant to A.R.S.- 48-803.** – Following discussion, Board Chair Phifer moved to approve the expenditures of \$300 for 2 Board Members to receive the Statutory Training packets. Board Clerk Sparkman seconded the motion.

Vote:

In favor – Board Chair Rebecca Phifer, Board Clerk Mary Sparkman and Board Member Michele Larned

Opposed – none

Motion carried

- B. Review and discuss the letter to the Attorney General regarding operations.**

Following discussion, no action was taken.

- C. Review and discuss implementing a 5-person board.** – Following discussion, no action was taken

- D. Review and discuss Hazmat Material training.** – Following discussion, no action was taken

- E. Review and discuss the Ambulance Service Agreement with HCI.** Following discussion, no action was taken.

- 14. Requests from Board Members for Future Agenda items.** – Chief Steinberg advised the Board of the upcoming agenda item to approve/accept the Final Financial Review.

- 15. Next Board Meeting** – November 12, 2019 at 6:00 pm

- 16. Adjournment** - Board Member Larned moved to adjourn the meeting at 6:55 pm. Board Clerk Sparkman seconded the motion.

Vote:

In favor – Board Chair Rebecca Phifer, Board Clerk Mary Sparkman and Board Member Michele Larned

Opposed – none

Motion carried

Respectfully submitted,  
Diane Allen

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Board Clerk

Approved: November 26, 2019

 **MEMORANDUM FOR RECORD (MFR) – Board Report 10/08/19**

San Simon Fire District Board Report by Mary Sparkman, Board Clerk  
For Regular Board Meeting 10/08/19

**Recap of visit to SPFD:**

I went to the Sunsites-Pearce Fire District meeting on September 17, 2019 to see what was going to happen to the IGA and discuss with them.



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## Fire Chief's Report for October 2019

1. EMS Calls=
  - A. In District Calls=
  - B. Out of District Calls=
  - C. Number of Patients Transported=
  - D. Number of Patients Flown Out=
  - E. Number of Patient Refusals =
  - F. Number of rollover or Motor Vehicle Accidents=
  - G. Number of Mutual Aid Given Calls=
  - H. Number of Mutual Aid Received Calls=
  - I. Number of Dead on Arrival Calls=
  - J. Good Intent=

2. Fire Calls=
  - A. In District Calls=
  - B. Out of District Calls=
  - C. Brush Fires =
  - D. Structure Fires=
  - E. Car Fires=
  - F. Hazardous Materials=
  - G. Good Intent=
  - H. Service Calls=
  - I. Mutual Aid Given Calls
  - J. Mutual Aid Received Calls=
  - K. Prescribed burns=

**Total Fire and EMS Calls year to date are ?. Total calls since the meeting is ?**

### Training:

1. We are assessing the training needs. We will begin a training regiment in the near future. The National Incident Management Systems will be the first trainings modules.

**Wildland: None**

**Out of District Fires: None**

**Hazardous Materials: None**

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## Maintenance:

### 1. Station Maintenance.

- A. The gas is still shut off to the station. The replacement of the pipe is scheduled to be completed by the end of the month
- B. The building was inspected by a contractor. I am awaiting the options and estimated costs of repairs.
- C. The testing for mold in the station will be completed by the end of the month
- D. Absolute Access Systems has installed all the new door, motors, and hardware. They will be out on the 16<sup>th</sup> to complete the finish work.
- E. Water well; I hope to have the inspection results soon. We will then seek companies to make the necessary repairs.

### 2. Vehicle Maintenance.

- A. Tender- Rear tires have been installed. The front tires are in and I am setting a date for CCFA to come out and install them  
Awaiting time to correct the rear axle alignment, tank repair, and lighting systems.
- B. Engine- Will be receiving full lube, oil, filter service soon.
- C. Rescue- Received a full lube, oil, filter service.
- D. Support- Will be receiving full lube, oil, filter service soon.
- E. Command- Will be receiving full lube, oil, filter service soon.
- F. Fire extinguishers have been installed in the vehicles.

## Communication:

1. We will be implementing more policies and procedures soon.
2. The statutory board training class in Glendale was cancelled
3. The Sunsites-Pearce Fire District board voted to terminate the IGA with San Simon. I will remain here through October 31<sup>st</sup>, 2019.
4. I have contacted the AFDA requesting assistance for the fire chief's position. I have made contact with Chief DeWolf who is the AFDA area 2 representative. He is researching what the AFDA is able to assist us with.
5. We will be obtaining personnel fingerprints on October 19, 2019 at 0900hrs. We will also have personnel fill out applications.
6. After the fingerprinting, we will assign the first training assignments. That will be the National Incident Management Systems, Incident Command Systems (ICS) 100, 200, 700, and 800 classes.
7. Open personnel positions; We have received 1 application for the Admin/Secretary position, no volunteer applications, no fire chief applications.
8. It appears that the Admin office was broken into. I found the window partially open and the door only had the bottom lock secured. I will continue investigating.
9. I have met with Health Care Innovations and they are still interested in placing an ambulance either here or in Bowie. We need further discussion to identify how the

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training will be provided, what personnel will be paid for responses, and if the District can receive a portion of the ambulance transports. I hope to meet again with them very soon.

10. My initial contact for the website design will not be able to complete the work in the time afforded. I will be seeking other entities to create a website.
11. Cochise County Attorney's Office investigation; Mr. Hanson is working with CCSO detectives in hopes of finding resolve to this matter. I have no new information to provide.
12. I have been made aware of complaints filed with the Arizona State Attorney General's Office. I have received documents stating that the property in questions was in fact owned by the District at one point. I was able to confirm this through the Cochise County website. I will also be compiling information to give the Arizona State Attorney General's office regarding the non-compliance of laws applicable to State Statutes. I will bring this to the Board's attention prior to filing any documents, unless requested by the AG's office.

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