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

Regular Board Meeting
Tuesday, August 9, 2022
Minutes

DRAFT

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, and Board Clerk, Beth DeSpain. Board Chair, Savanna Valdez acknowledged that a quorum was met.
   B. **Board Members Absent** – Keven Wilstead, Board Member
   C. **Personnel in Attendance** – Interim Fire Chief Jonathan Penderghest, Mary Sparkman, Administrative Assistant, Captain, Heather Lentz, Volunteer Firefighters, Rose Rothpletz. Marcos Garcia, and Elicia Guzman
   D. **Guests in Attendance** – Patti Fickett, Michele Larned, Becky Phifer and John Novak.

3. **The Pledge of Allegiance** – Savanna Valdez, Board Chair, led the attendees in the Pledge of Allegiance.

4. **Declaration of any Conflict of Interest** – No Board Member had a Conflict of Interest.

5. **Approval of Agenda** – Following discussion, Savanna Valdez, Board Chair made a motion to approve the agenda. The motion was seconded by Beth DeSpain, Board Clerk.
   Vote:
   In favor – Savanna Valdez, Board Chair and Beth DeSpain, Board Clerk Were in Favor
   Opposed – none
   Motion carried

6. **Approval of Minutes from July 12, 2022 Regular Board Meeting** - Following discussion, Beth DeSpain, Board Clerk made a motion to approve the minutes from the July 12, 2022 Regular Board Meeting. The motion was seconded by Savanna Valdez, Board Chair.
   Vote:
   In favor – Savanna Valdez, Board Chair and Beth DeSpain, Board Clerk Were in Favor
   Opposed – none
   Motion carried

7. **Approval of Minutes from July 16, 2022 Emergency Board Meeting and Work Session.** Following discussion, Beth DeSpain, Board Clerk made a motion to approve the minutes from the July 16, 2022 Emergency Board Meeting and Work Session. The motion was seconded by Savanna Valdez, Board Chair.

   Vote

   In favor – Savanna Valdez, Board Chair and Beth DeSpain, Board Clerk Were in Favor
   Opposed – none
   Motion carried

8. **Approval of Minutes from July 27, 2022 Emergency Board Meeting.** Following discussion, Savanna Valdez, Board Chair made a motion to approve the minutes from the July 27, 2022 Emergency Board Meeting. The motion was seconded by Beth DeSpain, Board Clerk.

   Vote

   In favor – Savanna Valdez, Board Chair and Beth DeSpain, Board Clerk Were in Favor
   Opposed – none
   Motion carried

9. **Approval of Minutes from July 30, 2022 Emergency Board Meeting.** Following discussion, Savanna Valdez, Board Chair made a motion to approve the minutes from the July 30, 2022 Emergency Board Meeting. The motion was seconded by Beth DeSpain, Board Clerk.

   Vote

   In favor – Savanna Valdez, Board Chair and Beth DeSpain, Board Clerk Were in Favor
   Opposed – none
   Motion carried

10. **Financial Reports – July 2022**

A. Review and discuss financials for July 2022. Following discussion, Beth DeSpain, Board Clerk made a motion to approve the financial statements for July 2022. The motion was seconded by Savanna Valdez, Board Clerk.

   Vote

   In favor – Savanna Valdez, Board Chair and Beth DeSpain, Board Clerk Were in Favor
   Opposed – none
   Motion carried

B. Warrants & Warrant List/Deposit List to be approved/signed for Dates July 12 2022 to August 8, 2022 - Following discussion, Savanna Valdez, Board Chair made a motion to approve the warrant list/deposit list for July 12, to August 8, 2022. The motion was seconded by Beth DeSpain, Board Clerk.

   Vote:

   In favor – Savanna Valdez, Board Chair and Beth DeSpain, Board Clerk Were in Favor
   Opposed – none
   Motion carried

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C. **Balances in Accounts** – This is for information only. As of August 8, 2022 the balances in the account are as follows:
   1. **M&O** – Balance is $4,111.53
   2. **Payroll** – Balance is $43,819.57
   3. **Reserve** – Balance is $7,131.15

11. **Board Reports**
   A. **Board Chair – Savanna Valdez** – Nothing to repo
   B. **Board Clerk – Beth DeSpain** – Nothing to re
   C. **Board Member – Keven Wilstead** – Abse

12. **Interim Fire Chief Report** – See Attached Rep

13. **Administrative Assistant Report** – See Attached Re

14. **Old Business – Update, review, di ss and possible a n on the following:**
   A. **Fingerprint Audit** - Per discussi Jon stated that has completed his training and Beth stated that she still needs to do he

15. **New Business – ew, di s and poss ac on th lowing:**
   A. **New Candi for Fire Ch – Schedul view, Etc.** – Following discussion where John Novak since he was a e meetin troduced h lf to everyone and what his experience is, etc. The interview has bee hed Thursday, gust 11th at 6 p.m.

   E mail from hise Co Regarding dular Building - An email was received from the county from Paul Espa that th knew about small building that will eventually be a temporary office while a new station built. Jon stated that he took care of it by replying back that the n fire station is at t 3 to 6 s down the road since we have to wait for grants because we can ild a firehouse m nothing.

   C. **Estimates m Pache ectric, LLC** – This is for information only. – The cost to get the small building into nty C will cost around $6,500.

   D. **Intuit for Time T king, Receipt Capture, Inventory and Mileage Tracking** – This was for information only. The cost to add all these items into the QuickBooks would cost around $200 a month and right now we are only paying $80 a month.

   E. **Possible Purchase of Scanner** – Following discussion, it was decided that this could be done by the printer so no scanner is needed.

   F. **Possible Purchase of Timedox Plus** - Following discussion, Savanna Valdez, Board Chair requested that information be gotten whether it interfaces with QuickBooks also and the other board members had a chance to look at.

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G. **Transfer $500 to Reserve Account.** Following discussion, Savanna Valdez, Board Chair, made a motion to transfer the $500 from the M&O Account into the Reserve Account. The motion was seconded by Beth DeSpain, Board Clerk.

Vote:

In favor – Savanna Valdez, Board Chair and Beth DeSpain, Board Clerk Were in Favor
Opposed – none
Motion carried

H. **Letter Received from Kansas State Bank – Release of Lien – Who to go get New Title?** Following discussion, this is not necessary since the AZ Motor Vehicle Division sent the title to us.

I. **Grant from AZ Community Foundation received for $5,000 – October 11th (Tuesday) from 4-6 p.m. at Arizona Eastern College – Who will get to go?** Following discussion, it was decided to wait to see whether Keven Wilstead has availability before deciding.

J. **Grant from Legacy Foundation of Southeast Arizona received from $4,935 – September 1st (Thursday) from 2-4 p.m. at Cochise College in Sierra Vista – need to sign grant agreement and who will get to go?** Following discussion, it was decided to wait to see whether Keven Wilstead has availability before deciding.

K. **Intergovernmental Agreement for Regional Emergency Operations Management and Disaster Services between Cochise County, AZ and San Simon Fire District – go over and possible approval.** Following discussion, Beth DeSpain, Board Clerk made a motion to approve the Intergovernmental Agreement for Regional Emergency Operations Management and the Disaster Services between Cochise County, AZ and San Simon Fire District. The motion was seconded by Savanna Valdez, Board Chair.

Vote:

In favor – Savanna Valdez, Board Chair and Beth DeSpain, Board Clerk Were in Favor
Opposed – none
Motion carried

L. **Memorandum of Understanding Between Cochise County and San Simon Fire District – go over and possible approval.** Following discussion, Beth DeSpain, Board Clerk made a motion to approve the Memorandum of Understanding Between Cochise County and San Simon Fire District. The motion was seconded by Savanna Valdez, Board Chair.

Vote:

In favor – Savanna Valdez, Board Chair and Beth DeSpain, Board Clerk Were in Favor
Opposed – none
Motion carried

M. **Approval of purchase of Kit to Repair Flag Pole. -** Following discussion, Savanna Valdez, Board Chair made a motion to table until we find out whether the old stuff can be removed or what all needs to be done – we may need to get a lift to look at first. The motion was seconded by Beth DeSpain, Board Clerk.

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Vote:
In favor – Savanna Valdez, Board Chair and Beth DeSpain, Board Clerk Were in Favor
Opposed – none
Motion carried

N. **AZ State Archives & Public Record – tentative traini[ng] [f]or December 2022 – do we want to change it to later since the new board members ar[e] [c]oming on or what do we want to do?.** Following discussion, it was decided that Mary w[ould] [c]ont[act] her and let her know what the board discussed at the regular meeting and that she i[s] welcome to t[ry] to get Bowie, Portal and San Simon together for a training session on what t[he] [S]tate but we ha[ve] no jurisdiction over the water districts or the school districts, she wou[ld] [l]ike to contact them he[rself].

16. **Call to Public. –**
Rebecca Phifer asked to speak and she spoke on the em[p]loyee [s]ervice issue. There [has] been a precedent already established on employee ad[v]ances with the fire [d]istrict. At the very first meeting on December 10, 2018, there was a payroll done th[at] [w]as ahead of tim[e] and it was signed by the interim chief and the administrative assistant for the adm[inistrator] for C[hristm]as money. [In] next December we also gave a payroll advance to our second administrative a[ssis]tant a[s] [s]he before [l]eft the Board, there was a payroll advance given to the C[lerk] and the admin[istr]ative ass[istant] at that [time]. So there already has been a precedent set. At th[e] [m]eeting [it] was mentio[ned] that [we] can[not] it with tax payer dollars, it is done with taxpayer dollars al[l] [o]ver the place[s] is a veteran [can] go to famil[y] [s]ervices and request a payroll advance and they would help [you] because I [r]eceive a federal [p]aycheck. Even on the state side, when I was working for them, people got payroll [a]dvances [and] would reque[st] that the form that was discussed at the last meeting be approv[ed] [as] a policy m[atter].

Rebecca Phifer also re[q]uested to [be] added to th[e] next regular board meeting's agenda to go over her findin[gs] from the audit th[at] she did [on] the credit card account.

17. **Requests for b[oar]d members f[or] [f]uture agenda items.**
Repair to[p] [o]f Pole

18. **Next Regular Board Me[eting] [S]eptember 13, 2022 at 6 p.m.**

19. **Adjournment** – Savanna Valdez, Board Clerk made a motion to adjourn the regular board meeting at 6:58 p.m. (1858 hours). The motion was seconded by Beth DeSpain, Board Clerk.
Vote:
In favor – Savanna Valdez, Board Chair and Beth DeSpain, Board Clerk Were in Favor
Opposed – none
Motion carried

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Respectfully submitted,

Mary Sparkman
Administrative Assistant

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CERTIFICATION OF POSTING

I hereby certify that the Minutes of the Regular Board Meeting was posted

at the United States Post Office on 8/10/2022

at 2:30pm (1430 hours) by Mary Sparkman