Sonoita-Elgin Fire District

Minutes to the Board of Directors Meeting

July 24, 2023

1. **Roll call and confirmation of Quorum.**

Chris Johnson, Ruth Ann LeFebvre, Eddie McArthur, Russ Kolsrud is present. Robert Garber is absent today. The Board has a Quorum and the meeting can commence.

1. **Pledge of Allegiance to the flag.**
2. **Call to the public**.

* There were no members of the public present at the meeting.

1. **Approval of Minutes from past meetings.**

* Chief proposes to table items #4,6,9,12 until next Board meeting on 8-28-23. Chief explains that the department is in a period of transition. Ruth Ann LeFebvre expresses her concern that the Board is now 3 Months behind on approving minutes. Audio recording is still available to the public at any time.
* Tabled until next Board meeting on 8-28-23.

1. **Reports from the Fire Chief.**

* Administration/Budget: Chief attended the AZ Fire Chief Association meeting earlier this month and made connections for contract and financial services. We have a draft proposal. Legacy Foundation Grant submission following up and going to confirm decision time line. Deadline submission was met and hopefully hear soon.
* PSPRS met on the last day of June and they will not meet again until the fall.
* We had 56 incidents in June: 26 EMF, 13 fire, and 17 service. We had 22 in Zone 1, 5 in Zone 2, 12 in Zone 3, 1 in Zone 4, and 16 in Zone 5. A shift had 13, B shift had 33 and C shift had 10. We have had 56 Wildland calls this year. We have enjoyed a lot of help from partnerships with BLM, Arizona State and Forest Service. We have not been this busy with Wildland calls since 2017.
* Board requesting access to an app for their mobile devices to alert them to fires in real time. Chief can give them access to the departments app if requested.
* Chief has a discussion with the board on investigations into the cause of the fires. There is an app on mobile device to drop a geographic pin of the location of the fire to alert other agencies.
* New Recruits: one new person starting past June, former fire Chief Jim Maloney, he is interested in helping drive the tinder.
* Member Accomplishments: Captain Laird, firefighter Nathan Marine, firefighter Aileen Hardcastle, firefighter Don Redman and former firefighter Chris Mulvaney Were all ranked by their work on pediatric assessment by the app Handtevy, Chief nominated these individuals for their excellent work on pediatric calls. Each member got a letter from the organization and placed it into their person file.
* Kristen Dineley, the current administrative assistant will be leaving and on a contract basis she may help get through the fiscal year 22/23. Ran position opening on Indeed and PSPRS and we have received 18 applications for the administrative assistant position and I have set up interviews this coming week and hope to hire quickly. Starting July 1,2023, the administrative position will go from 20 hours a week to 30 hours a week and add in prorated PTO.
* Apparatus: Engine 822 still in the repair shop and is scheduled to come back by September. Engine 823 we are having an issue with the auxiliary pump, we made a deal with Patagonia fire to borrow one of their reserve vehicles. Medic 832 had to a have some chassis work done and be back soon.
* First Due, we are expanding our work with that. Patagonia is going to add First Due to their list and we will be able to share information. Still using paper time sheets for payroll but we will slowly be transitioning to First Due in the future to run reports.
* Legislative Update: CON for authorization of ambulance use, is where you have to have a legal right to run an ambulance and it is called a Certificate of Necessity and our CON is 725 square miles. One of the largest areas in the state and our CON is renewed for 3 years. Chief has attended two Department of Health Services meetings and HB2609 was passed into law and has specific requirements for ambulance providers. One requirement is a fixed GPS system in the ambulances tracking response time, transport time and other related data. Our station work iPads and I phones have the capabilities to report that information, we may have to eventually mount an iPad in the vehicle. The state is now going to require the response times annually not just during renewal and they are implementing new standards for response times.

1. **Presentation and Approval of Monthly Financial Reconciliation & Reports pursuant to ARS Sec. 48-807 including: Administrative /Budget, PSPRS Local Board, Operations, Legislative Update and related items.**

* Tabled until next Board meeting on 8-28-23.

1. **Review, discussion, and possible action-Resolution 2023-06-26 memorializing the adoption of the FY23-24 budget and pay plan, including update to pay plan.**

* FY 23/24 was passed and went into effect July 1, 2023.
* Russ Kolsrud makes a motion to approve and adopt the Resolution 2023-06-26 memorializing the adoption of the FY23/24 budget and pay plan, including update to pay plan. Eddie McArthur seconds the motion and the board votes and the motion carries unanimously.
* Chief has made corrections after double checking the pay plan and meeting with all three shifts to review the two changes. Captain Jacksons pay rate and firefighter Austin Dail were two changes that were corrected.

1. **Information Item-review of updated SEFD website with virtual presentation by Streamline.**

* Streamline who is the company building SEFD website and their representative Kristen is not on the call today. Chief reviewed some of the details of the new website. Ruth Ann LeFebvre inquiries about the difference between the old webpage and the new webpage, and editing privileges. The page is built on a modern architecture so it makes is easier for user to update. The designated person to manage and update the website page will be our administrative assistant. Firefighter Baily Breeding is managing the social pages on Facebook and Instagram for the station, due to her background experience.

1. **Information item-review of 2022-2023 Training and Accomplishments by members.**

* Tabled until next Board meeting on 8-28-23.

1. **Update of referral to AZ Attorney General’s office of investigation regarding department claim with former Chief.**

* Chris Johnson discusses that it is moving forward and someone has been assigned the case and are evaluating the case which could take a month, and let them know our contact information.
* Chief can send a link via email and then Board members can ask questions about it individually.

1. **Information item-Strategic Planning Process 2023-2026.**

* Chief is waiting for a decision from Legacy Foundation. Chief will be meeting with Ironwood Solutions LLC next month. One of the things that will be accomplished will be the internal and external meetings in the strategic planning process. In order to be more deliberate and focused with our time.
* Russ Kolsrud volunteered to be on the committee and will be active in those meetings.
* Chris Johnson brings up the point that we should have a past strategic plan when considering future decisions. In the past there was a start to a strategic plan but never finalized it.

1. **Review, discussion, and possible action-approval of IGAS with the following agencies: Nogales Fire Department (contract Chief coverage), Tubac Fire District (contract Chief coverage), Patagonia Volunteer Fire and Rescue, Inc (shared resources).**

* Most Content Tabled until next Board meeting on 8-28-23.
* Draft ideas once legalized, will be presented to the Board.
* Chief will be meeting with a representative of financial services from the James Vincent Group who have experience working with many fire districts.
* Chief expresses that he would like to examine this cooperation for the long term, where shared resources can benefit multiple fire districts moving into the future.
* Chris Johnson expresses that he would like participation by Board members if there are future meetings. If all resources were pooled together, we would have more negotiating power for services.

1. **Consideration of agenda items for future meetings**

* All items tabled will be on the agenda for 8-28-23 Board meeting.
* Russ Kolsrud was contacted by Reba a past Board meeting that is happy to come in and make sense of the policy manual and changes made during her time on the Board. The policy manual projected update completion is October of the year.
* Ruth Ann LeFebvre inquires why Nogales Fire does not have First Due. Nogales fire is municipal and are not their own entity.
* Chris Johnson discusses a formal review of the Chief position. Chief is open to a review this fall, as it has been a year since he took the position.

Eddie McArthur makes a motion to adjourn the meeting and Russ Kolsrud seconds the motion. The Board votes unanimously, and the meeting is adjourned at 10:19a.m.

A digital copy of this meeting is available to the public at the Sonoita-Elgin Fire District, located at 3137 AZ Highway 83 Sonoita, AZ 85637

**NOTICE: The Sonoita-Elgin Fire District Board of Directors may go into executive session for the purpose of obtaining legal advice from the fire district’s attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3)**

Minutes approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Board Clerk, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ruth Ann LeFebvre Date