

Sonoita-Elgin Fire District

Minutes to the Board of Directors meeting

December 19, 2022

Chair person Chris Johnson calls the meeting to order at 09:02AM

1. Roll call and confirmation of Quorum

Russ Kolsrud, Ruth Ann LeFebvre, Eddie McArther, Robert Garber, and Chris Johnson are all present. The Board has a Quorum, and the meeting may commence.

2. Pledge of Allegiance to the Flag.

3. Call to the public

No members of the public were present at the meeting.

4. Approval of the minutes from November's meeting.

An amendment to the November's minutes is requested. Approval of the amendment is made. Russ Kolsrud motions to approve the amended minutes, Robert Garber seconds the motion. The board passes the motion unanimously. The motion carries to approve the November minutes as amended.

5. Introduction of new Board members Ruth Ann LeFebvre, and Eddie McArther.

Ruth Ann makes a brief introduction of herself to the Board, followed by Eddie's own brief introduction.

6. Information item- appreciation for retiring board members Reba Webber, and Annette Dorney.

7. Reports from the Fire Chief-

Chief Meredith-

Admin and budget- committees for 23/24 fiscal year budget, and strategic planning. Requesting for board members to assist in this going forward within the second half of this fiscal year.

A five-year budget is proposed by Chair Chris Johnson. Discussion carries.

Tax rate discussion carries as well, including maximum tax increases overall. 2017 was the last tax increase in this area.

Russ Kolsrud volunteers to be part of this committee. Discussion on making this committee open to the public's input.

Update on district revenue. Including tax payments from Pima and Santa Cruz counties.

PSPRS meeting to take place in December. Meeting is scheduled the 28th of December, and there will be a new Board member stepping in to Replace FF/EMT Sally Ryan. Captain Aaron Sapienza will be the Replacement for Sally Ryan, as she is leaving SEFD on a full-time basis.

November has 55 incidents. A shift responding to **27, B/9 and C/19**

Zone 1/24, 2/8, 3/8, 4/3, and 5/12. Explanation of zones carries for new Board Members.

One new recruit started in November.

Austin Dail, and Karina Hilliard completed Ropes Rescue Training. This training proved helpful as B shift performed a rescue for a fallen hunter in nearby Rain Valley. This was a success.

All apparatus are currently operational.

Legislature is not currently in session, so there is no update on it at this time.

8. November Financial Review

Chief Meredith explains the financial documents to the new Board Members.

And the floor is open to any questions regarding the reports.

(1) Cash Flow Forecast. (2) Profit and loss report

Discussion carries on budget items to benefit the new Board members

Questions ensue regarding revenue, (fuels, wildland etc.)

The Cash on Hand at November 30th, 2022 was \$964,005 The Net Overall Income is projected to be \$34,753 at fiscal year-end. Since both balances are positive, there is not potentially an adverse impact on operations or liquidity of the district that should be reported to the county Board of Supervisors.

Discussion and explanation of the 2022/2023 Budget continues.

Russ Kolsrud motions to approve the November financials. Robert Garber seconds the motion to approve. The board unanimously passes the motion.

9. Information item- Update on solicitation for HR services (Board) and Legal services (Board + District)

Kristen Dineley, administrative assistant, has reached out through an email group through other districts across Arizona, and we are still working to compile this information, as it has been moving in quite slowly. We have received recommendations for legal counsel. And we will continue to collect this information, and research the individual recommendations as they come through. Human Resource Strategies is the most common recommendation for HR services. Discussion ensues regarding the purpose of obtaining Human Resource, as well as legal guidance.

10. Review discussion, and possible action- Nomination and election of Board officers for 2023

2023 seats are as follows. Board Chairman, and Secretary/Clerk.

Russ Kolsrud nominates Chris Johnson to remain as Chairman of the Board. Robert Garber seconds the nomination, and the board unanimously votes in favor of the motion. And Chris Johnson will remain the Board Chairman for the 2023 calendar year.

Russ Kolsrud nominates Ruth Ann LeFebvre to be the Board Clerk. Eddie McArthur seconds the nomination. The Board votes unanimously to make Ruth Ann the Board clerk, and the initial motion has carried. Discussion carries on the role of the clerk's role on the Board of Directors.

11. Information Item- Initial planning of the FY 23/24 Budget.

Assembling a budget committee for the coming FY needs to commence. As per discussion earlier in the meeting, Chief Meredith is requesting both Board, and community members to move forward with budget planning and input. The initial draft budget should be complete no later than April 2023.

12. Review, discussion, and possible action- establishment of committees for budget planning and Strategic planning. (Repeated from the previous item, #11)

13. Recap of items from November Board meeting.

- Human Resource, and Legal Counsel
- Fire codes-
Discussion regarding new codes including Knox update.
- District claim with county regarding public funds.
Discussion ensues regarding the statute of claim.
- Recovery of funds from J. DeWolfe
Discussion ensues on the recovery.
Attorney has not received the report. Plan B is still to go to the Auditor General.

- Prior to the close of the meeting, Robert Garber has a question regarding a 30K transfer on the 22nd day of November. This was a transfer of funds to accommodate payroll. It was a transfer of funds into Chase Bank.
14. Russ Kolsrud motions to Adjourn the meeting. Robert Garber seconds the motion. The board votes unanimously to adjourn the meeting. And the meeting comes to an end at 10:20AM.

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 Ruth Ann LeFebvre, Board Clerk, on 1/23/2023
Ruth Ann Le Febvre date

