

Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, January 22, 2018
6 p.m.

Call to Order
Pledge of Allegiance
Roll Call

Approval of the minutes: Webber asked that the motion to approve the Minutes of 18 December 2017 be tabled to the next regular meeting to add more description to the decision to approve the gift cards. Tabling the approval to the next month was accepted by the board without vote.

Call to the Public – there were none.

Chief Report – Chief De Wolf presented information on the following topics...

- Gift Cards – after our meeting last month we had a community member who thought this was a good thing who donated \$3,500 to cover the gift cards. I'd like to thank our community for this.
- Run report – presented monthly and calendar year 2017 run statistics (calls, types of calls and year end totals). 637 runs for all of 2017.
- License plates – they are available for purchase, for every plate you purchase a portion of the funds go to firefighter training.
- Wildland fire billing update.
- Palominas fire is further down on our agenda; they have 4 engines but only one runs, the BC and two of our captains have been over to evaluate the vehicles, we're making progress. Board member Jenkins asked how the community was receiving your (Chief's) actions over there; Chief advised that the response from the community has been very positive, and welcoming the fact that they're bringing the issues to light.
- Status on 824 – it should be back in service the end of this month. The front end has been put back together and the bodywork (painting) is to be done.
- The BC's truck should be arriving shortly, the slide-in unit is ready to attach.
- 1996 – 2017 – Chief displayed a slide that showed our calls from 1996 through 2017. Remember our calls run off a calendar year not a fiscal year.

Monthly financial reports and consideration of district financial matters pursuant to A.R.S.§48-807: V. Rutter presented the financials – balance sheet, profit & loss statement and the cash flow forecast to the board, there were no unusual or extraordinary transactions. Remember there has been a lot of unexpected expense this year due to the amount of wildfires we had this year, and it affects a number of accounts including payroll. After brief discussion to explain a few terms and account information, a motion to accept the financials as presented made by Archibald, seconded by Webber; motion carried unanimously.

Development of Chief's goals and objectives mapped to Board evaluation due in May; Jenkins. I feel strongly that we should go back through the Chief's goals and objectives that we started in May. I feel strongly that we need to sit down with the Chief. My recommendation is that we have a

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meeting soon to go over this with the chief. Archibald – I have something that I've been working on, so I put together this document that uses John Flynn's evaluation, I've organized it in a way that reflects the Chief's goals and objectives that he presented last year. Take a look at it and digest it. After much clarification and discussion a motion was made to hold a work session with the Chief to handle this topic. The Board selected February 12 at 2 p.m. for this working session. Archibald – When we do the evaluation, we'll each fill out our own evaluation; we'll come to a consensus and present the information to the Chief. Chief can choose to hold the final evaluation during an executive session or in an open forum.

Individual Board member Goals & Objectives: I did this for two reasons – to identify my goals and objectives, and I only have a limited time on the board and I have some things that I would like to see done before I leave. I'm just letting you know my goals and objectives and I'd like to hear you're goals and objectives. It's for each of us to know more about the others and see where we all fit on the board, to improve both the board and the district. Webber – my goals & objectives, I'd bring them to the meeting for discussion.

Lifepak – We had an additional donation of \$5,000 that was not in the budget and is unallocated. The Lifepak reserve fund has been at the same amount (\$5,000) forever. Chief – Suzanne Jenkins is proposing that we designate that \$5,000 of undesignated funds to the Lifepak fund. They are \$35,000 each we need three of them to the tune of \$105,000. We've tried for three consecutive years to obtain them through grants, and have not succeeded. We're at the end of the line when we need to put it in the agenda and buy the Lifepaks. We'll have to put it in our budget this year because they will no longer service our Lifepaks after this year. Archibald – I move that the undesignated donation of \$5,000 be allocated to the Lifepak Reserve Fund. Seconded by Webber, motion carried unanimously.

Strategic Planning Meeting: Jenkins – we've talked about getting going with a strategic plan, we've done a lot of work but it takes a lot of work to put one together. This can be broken down into small groups; in the past there were smaller groups working on smaller problems, a lot of work could be done by smaller groups working on various parts of the plan. We need to start somewhere. Webber – I'd like to see the definition of what a strategic plan is before we can decide what we need to do. I need to know what we're talking about. Maybe that means a working session; I've seen a lot of strategic plans, I need to know what we're talking about. Archibald – We need to decide what to do as a board. Chief – We can do a SWOT from the Board's point of view. We could do it at the next meeting. Bahti – we can put that on the next agenda.

Compensation plan for staff and volunteers: Chief gave a brief overview of the new "step" plan that will be implemented for Palominas Fire and how it would change how we pay our current personnel if we changed to a similar plan. Chief explained several issues relating to the volunteers and the 20% rule. It is truly difficult to create some sort of compensation or benefit to a volunteer. I will be having a breakout with just the volunteers for the process of working the strategic plan. Volunteer dispatchers have given us just over 8,700 hours of time to SEFD, at \$10 per hour that

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represents over \$91,000 in wages if they were paid employees. With regards to the strategic plan, if we lose our volunteer base, our service levels will drop dramatically.

Palominas & SEFD IGA – Discussion and possible renewal: The original IGA is up for renewal, with the first 90 days we've brought in just over \$21,000. We've talked about Lifepaks, if we continue on we could use the money to pay towards our Lifepaks. I would recommend that we keep the 30 day termination in the contract. Palominas is willing to go up to 24 months. My next objectives would be to hire a full-time battalion chief for Palominas. I'd hate to leave them right now as we're starting the budget cycle right now and to put someone in there now would be difficult to do. The main decision is up to the five of you. The first priority is Sonoita Fire; and this is helping our staff in stepping up. Bahti – is there someone in the ranks at Palominas who is ready for the slot. Chief – No. SEFD is a machine that really runs smoothly. Our captains have seen the apparatus down there and they've seen what happens when you don't take care of apparatus. Jenkins asked a question about the labor issues. Chief – we're all done with the issues with labor. Archibald – I move that we renew the contract for 12 months – ends February 2019. Seconded by Johnson; motion carried unanimously.

Adjournment – motion to adjourn by Archibald, seconded by Webber, motion carried unanimously.