**San Simon Fire District**

Dedicated to:

Calming Fears

Easing Minds

Saving Lives

PO Box 244 - 2249 W. Firehouse Lane

San Simon, AZ 85632

520-845-2439 **sansimonfire.ssfd@gmail.c**om

San Simon Fire District

Regular Meeting

Tuesday, February 20, 2024

1. CALL TO ORDER:

The meeting was called to order at 6:06 pm, at the San Simon Fire Station, 2249 W. Firehouse Lane, San Simon, AZ 85632.

1. PLEDGE OF ALLEGIANCE:

Pledge of Allegiance lead by Pati Fickett.

1. ROLL CALL OF OFFICERS:

Governing Board: Chairperson Pati Fickett – Present

Clerk Savanna Valdez – Present

Board Member Fernando Guzman - Present

Administration: Chief John Novak – Present

Captain Heather Lentz – Present

Firefighters: Rose Rothpletz

Samantha Adame

Support: Michele Larned

Guests: Diane Parker Paul Rambo

Chuck Fickett Rebecca Phifer

Norma Lee Helton Andrew W. Haws

Wesley Rose Judy White

Beth DeSpain Keven Wilstead

1. APPROVAL OF MINUTES FOR THE January 9, 2024, MEETING:

Mr. Guzman made the motion to approve the Board Minutes of January 9, 2024, as presented.

Mrs. Fickett seconded the motion.

Motion Passed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Voting | Aye | Nay | Abstain | Absent |
| Mrs. Fickett | X |  |  |  |
| Ms. Valdez |  |  | X |  |
| Mr. Guzman | X |  |  |  |

1. APPROVE FINANCIAL REPORT:

Ms. Valdez made the motion to approve the financial report as presented.

Mr. Guzman seconded the motion.

Motion Passed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Voting | Aye | Nay | Abstain | Absent |
| Mrs. Fickett | X |  |  |  |
| Ms. Valdez | X |  |  |  |
| Mr. Guzman | X |  |  |  |

1. CORRESPONDENCE:

None

1. AUXILIARY REPORT:

Michelle Larned, Auxiliary President, reported the Auxiliary is making plans for the Annual Easter Egg. The Auxiliary account is $2,879.17.

1. CHIEF’S REPORT:

Ran 15 calls in January: 2 ALS, 1 BLS, 1 Investigation, 7 Motor Vehicle Collision, 2 Wildfire, 1 Canceled Call and 1 Missed Call.

Chief Novak submitted a 50/50 matching grant proposal to the Arizona Department of forestry and Fire Management. If awarded the grant fund would be used to purchase Wildfire PPE equipment. The District’s portion is in the current budget.

He has also submitted a grant proposal for the Senate Bill 1720 Grant. This is a $398,000 grant, which if awarded, would be used for architectural and other fees needed for planning the new public health and safety building.

SSFD held a workday for the National Homor Society students to help fulfill their community service hours. They assisted with organizing and cleaning the truck bays and lettering the tanker.

The web site has been launched and will be SSFD’s method of sharing information with the public. The URL: sansimonfiredistrict.com

Chief Novak became aware of 2 additional equipment grant and plans to submit a proposal for new pagers, additional portable radios, a thermal imaging camera, extrication and rescue equipment.

The Assistance to Firefighters Grant Program (AFG) for volunteer recruitment and retainment opened and Chief Novak is preparing to submit a proposal for funding. The grant funds provide stipends for volunteer firefighters and first responders.

The Rehab Misting Fan the district ordered has arrived.

Chief Novak has received verbal verification of being awarded the Wildland Grant. This is another 50/50 matching grant and the district’s portion is in the current budget.

1. OLD BUSINESS:
2. Reimburse Chief Novak for the purchase of prescription safety glasses.

After discussion and review of *OSHA Standards: 1910.133(a)(3): The employer shall ensure that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in its design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.*

Mrs. Fickett made the motion to reimburse Chief Novak $ 580 for the purchase of his prescription safety glasses from Elite Eye Center.

Mr. Guzman seconded the motion.

Motion Passed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Voting | Aye | Nay | Abstain | Absent |
| Mrs. Fickett | X |  |  |  |
| Ms. Valdez | X |  |  |  |
| Mr. Guzman | X |  |  |  |

1. CALL TO THE PUBLIC:

Judy White: Suggested the District needed additional financial reports for reviewing.

Keven Wilstead: Again, congratulated Rose Rothpletz and Michele Larned for their completion of their EMR certifications. He also, “Thanked” the fire district and Chief Novak for their support during the period of time the town well was out of commission.

1. NEW BUSINESS:

All items are listed for **Discussion/Approval/Disapproval**

1. PRESENTATION OF THE ANNUAL FINANCIAL REVIEW BY WALKER AND ARMSTRONG FOR THE BUDGET YEAR 2022-2023 SAN SIMON FIRE DISTRICT:

Lisa Parke, CPA, Audit & Assurance Partner with Walker and Armstrong, joined the meeting via phone. Ms. Parke summarized the review conducted by Walker and Armstrong of the District’s financial records, and review of internal control and compliance. The review found the District’s finances solvent and in compliance. Ms. Parke had one suggestion on internal controls, which the District had already identified and is in the process of addressing.

Ms. Valdez made the motion to accept the Annual Financial Review for the Budget Year 2022-2023 conducted by Walker and Armstrong, as presented by Ms. Parks.

Mr. Guzman seconded the motion.

Motion Passed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Voting | Aye | Nay | Abstain | Absent |
| Mrs. Fickett | X |  |  |  |
| Ms. Valdez | X |  |  |  |
| Mr. Guzman | X |  |  |  |

1. APPROVAL OF FLOOR PLAN FOR NEW FIRE STATION:

Chief Novak presented the conceptional floor plan for the new fire station for approval by the board. The plan was designed by the firefighters considering their needs, that of the equipment and public.

Mrs. Fickett moved to approve the “Tentative Floor Plan” for the proposed new fire station as presented.

Mr. Guzman seconded the motion.

Motion Passed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Voting | Aye | Nay | Abstain | Absent |
| Mrs. Fickett | X |  |  |  |
| Ms. Valdez |  |  | X |  |
| Mr. Guzman | X |  |  |  |

1. BUDGET REVISION:

Due to the over estimated amount of income from Interstate Billing the District has collected, it was recommended the District do a budget revision for the FY 2023-2024 to reflect this income. To accomplish this the District has to hold a work session to review the revised budget and the proposed changes.

Ms. Valdez moved to schedule a work session for March 8, 2024 at 6:00 AM in the San Simon Fire House at 2249 West Firehouse Lane, San Simon, AZ.

Ms. Fickett seconded the motion.

Motion Passed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Voting | Aye | Nay | Abstain | Absent |
| Mrs. Fickett | X |  |  |  |
| Ms. Valdez | X |  |  |  |
| Mr. Guzman | X |  |  |  |

1. POSTING OF MEETING MINUTES, AGENDAS, ETC.

Open Meeting Laws of Arizona suggest meeting minutes, agendas, etc. be posted on an agency’s website, if available. As the District has a new website it is suggested we post our information on this site and at the Fire Station.

Mr. Guzman moved that future posting of Minutes, Agendas, and other public notifications, etc. will be on the website (sansimonfiredistrict.com) and at the SSFD Fire Station (2249 West Firehouse Lane, San Simo, Arizona 85632) beginning February 20, 2024.

Ms. Valdez seconded the motion.

Motion Passed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Voting | Aye | Nay | Abstain | Absent |
| Mrs. Fickett | X |  |  |  |
| Ms. Valdez | X |  |  |  |
| Mr. Guzman | X |  |  |  |

1. BOARD MEMBER COMMENTS:

Mrs. Fickett: “Thanked” Chief Novak for his assisting in suppling information to Walker & Armstrong to complete the Budget Review and Municipal Accountants and Consultants to establish the District’s new account for accounting services.

1. STAFF COMMENTS:

Firefighter Rothpletz: “Thanked” Chief Novak and the board for their support and foresight to improving the District.

Firefighter Adame: Was pleased to see the website is functional and in operation.

Captain Lentz: The snake removal and handling class was held, and a follow up training is in the planning stages. Other training classes have been one-man and two-man pack attack, and blood borne pathogens. An extrication classes is scheduled for this Saturday, February 24, with Fred from Extrication Equipment Co.

Chief Novak stated, “He learned a great deal about handling snakes at the training.”

1. SET TIME AND DATE FOR NEXT MEETING: Tuesday March 12, 2024, at 6:00 pm.

Mr. Guzman made a motion to schedule the next meeting, March 12, 2024, at 6:00 pm.

Ms. Valdez seconded the motion.

Motion Passed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Voting | Aye | Nay | Abstain | Absent |
| Mrs. Fickett | X |  |  |  |
| Ms. Valdez | X |  |  |  |
| Mr. Guzman | X |  |  |  |

1. ADJOURN:

Chairperson Fickett adjourned the meeting at 7:25pm.

Submitted Respectfully By: Pati Fickett

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patricia Fickett, Chairperson Date