

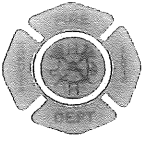
SEFD Board Packet

24 August 2020

- Agenda
- Minutes 22 June & 30 July
- Notice of Intention to Speak
- Reconciliation & Review sheet
- Balance Sheet
- P & L
- Approval of Financial Documents
- Reconciliation Signature page
- Chase Bank Reconciliation
- National Bank Reconciliation
- Hughes Reconciliation detail
 - Main Share
 - Checking
 - High-yield
 - Premium Yield

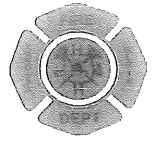
Miscellaneous

- Pima County Monthly Tax Report
- Santa Cruz County Monthly Tax Report
- Cash Flow Forecast



SONOITA-ELGIN FIRE DISTRICT

"PROUD PAST STRONG FUTURE"



PURSUANT TO A.R.S. §38.431.02

Notice is hereby given to the general public that the Sonoita-Elgin Fire District (SEFD) Board of Directors (SEFD is governed by a five-member Board pursuant to A.R.S. §48-803.B) will hold a meeting on Monday, August 24, 2020. The meeting will be held at the SEFD fire station, located at 3173 N. Highway 83, Sonoita, AZ. The meeting is open to the general public and will begin at 9: am. local time.

The following agenda items are scheduled for consideration by the SEFD Board of Directors at the board meeting. Action or decisions may or may not be taken on any or all items. Agenda items may or may not be considered in the order listed:

AGENDA:

- A. Call to Order.
- B. Roll Call of Board Members
- C. Pledge of Allegiance.

Call to the Public. Limited to 3 minutes

A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

1) Review and approval of the governing board meeting minutes of June 22, 2020 with review and approval of the governing board meeting minutes of July 27, 2020. (Corrections to June 22, 2020 noted within July 27, 2020 meeting minutes.)

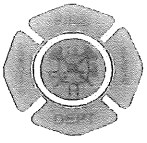
2) Report from the Acting Chief or Medical Chief regarding the provision of fire and EMS to the SEFD; management and supervision of the SEFD; and any related items concerning community safety including, but not limited to, the following items.

- a) Response and service report.
- b) Status of grants.
- c) Fire code and inspection items
- d) Current community events.
- e) Rosemont mine.
- f) Palominas
- g) Wildland Billing
- h) Current Events –
 - Rodeo update
 - Cancellation of Quilters/SAR meeting through Dec 2020

Address: 3173 Highway 83. P.O. Box 322 Sonoita, AZ 85637 Phone: (520) 455-5854 Fax: (520) 455-5361

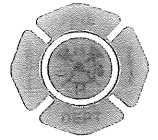
Website: www.sefd911.org

Fire Chief Joseph M. DeWolf



SONOITA-ELGIN FIRE DISTRICT

"PROUD PAST STRONG FUTURE"



3) Monthly financial reports and consideration of district financial matters pursuant to A.R.S. §48-807: Vicki Rutter

- Review and approval of monthly financial reports for June, 2020 to include: reconciled balance sheet accounts; updated cash flow projections; month-end fund statements, and month-end reports of financial institutions in which the SEFD maintains an account.

4) Update -SEFD Board Questionnaire – Admin - Due to recent events and Admin's schedule, the distribution of the questionnaire has been postponed.

5) Update - Elections – cancellation of elections – Chief/Admin(We should receive the official notice of the ability to cancel the elections before the end of the month. This is a technicality and may or may not arrive prior to the August Board meeting. Not an issue to discuss or approve, just a point of fact. Admin)

6) Discussion and possible action on the review and handling of letters received from members of the public expressing concern related to various District issues. Johnson

7) Discussion and possible action on the appointment of Jon Buonaccorsi as Acting Chief for the duration of Chief DeWolf's medical leave; discussion and possible action on the associated compensation in the position of Acting Chief. *The Board may choose to go into executive session. Notice: pursuant to A.R.S. 38-431.03(A)(1), discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.*

- **Confirmation that Jon Buonaccorsi was presented with the 24-hour notice...**
- *All persons present at an Executive Session are hereby reminded that A.R.S. §38-431.03 imposes strict confidentiality requirements on discussions that occur in Executive Session. Generally, such discussions cannot be revealed to non-board members, unless necessary to carry out the purpose of the statutory provision that specifically permits an Executive Session. The Open Meeting Law provides for a fine of up to \$500.00 for violating this confidentiality requirement and requires that this admonition be given.*

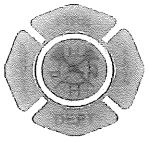
8) Discussion and possible Action on Chief DeWolf's Annual Review and salary:

Johnson/Archibald *The Board may choose to go into executive session. Notice: pursuant to A.R.S. 38-431.03(A)(1), Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less*

Address: 3173 Highway 83. P.O. Box 322 Sonoita, AZ 85637 **Phone:** (520) 455-5854 **Fax:** (520) 455-5361

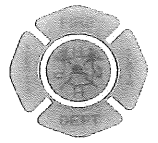
Website: www.sefd911.org

Fire Chief Joseph M. DeWolf



SONOITA-ELGIN FIRE DISTRICT

"PROUD PAST STRONG FUTURE"



than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.

- Confirmation that Chief DeWolf was presented with the 24-hour notice...
- All persons present at an Executive Session are hereby reminded that A.R.S. §38-431.03 imposes strict confidentiality requirements on discussions that occur in Executive Session. Generally, such discussions cannot be revealed to non-board members, unless necessary to carry out the purpose of the statutory provision that specifically permits an Executive Session. The Open Meeting Law provides for a fine of up to \$500.00 for violating this confidentiality requirement and requires that this admonition be given.


7) Adjournment:

Governing board members may attend telephonically.

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).

The undersigned hereby attests that a copy of this meeting agenda was duly posted at the following locations:

1. Sonoita Post Office – 3166 N. Highway 83, Suite 1, Sonoita, AZ
2. WWW.Sefd911.org
3. Sonoita Elgin Fire Station – 3173 Hwy 83, Sonoita, AZ

Governing board meeting agenda dated and posted: June 19, 2020. At 10:00 Local Time
By Laura R. Sink, Medical Chief 

Address: 3173 Highway 83. P.O. Box 322 Sonoita, AZ 85637 **Phone:** (520) 455-5854 **Fax:** (520) 455-5361

Website: www.sefd911.org

Fire Chief Joseph M. DeWolf

Sonoita-Elgin Fire District

NOTICE OF INTENTION TO SPEAK

Special Meeting of the Board of Directors

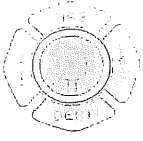
24 Aug 2020

9 a.m.

According to the Arizona Open Meeting Law; the Pension Board can only discuss matters that are listed on the meeting agenda. As noted below, there will be a general Call to the Public during which members of the public can present comments/opinions regarding their particular issue as noted below. The Chairman will recognize the public at the appropriate time and comments must be limited to 3 minutes. Members of the Board may not respond to these comments unless they are personal criticism directed at a particular member. Board members are permitted to direct staff to review the matter or ask that it be put on a future agenda. Members of the public can comment on the items that are already on the agenda by writing their name under that heading below. The board can respond to and discuss these comments. The Chairman reserves the right to preserve order and decorum throughout the meeting in an appropriate manner.

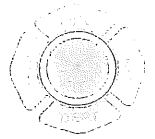
CALL TO THE PUBLIC

NAME	SUBJECT
GARY SOLIE	CHIEF DEWOLF
MIKE WRIGHT	GENERAL COMMENT
Nancy Belt	Board Responsibility to Non-Staff Employees
JORDAN COX	Staff



SONOITA-ELGIN FIRE DISTRICT

"PROUD PAST STRONG FUTURE"



Chief DeWolf:

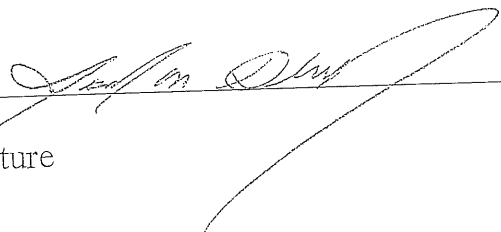
This letter serves to advise you that pursuant to A.R.S. 38-431.03(A)(1), the Fire Board of Sonoita-Elgin Fire District may meet in executive session at its meeting on August 24, 2020 at 0900 hours in accordance with the attached Agenda posted for that meeting. The purpose of the potential executive session is to discuss and take action on your Annual Review and salary.

Under A.R.S. 38-431.03(A)(1), you are entitled to request that any "discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation" regarding yourself, take place during the Sonoita-Elgin Fire District's public meeting rather than in executive session, by contacting the SEFD office not later than one hour prior to the start of the meeting.

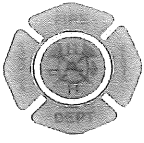
Please indicate by signature below whether or not you are willing to allow the Fire Board to conduct this matter in Executive Session. If you do not wish to have this discussion conducted in executive session, please note accordingly, and the Fire Board will hold the discussion publicly.

I hereby acknowledge and consent to the Sonoita-Elgin Fire District Governing Board discussing my Annual Review and Salary in Executive Session.

I hereby request that the Sonoita-Elgin Fire District Governing Board conduct any discussion regarding my Annual Review and salary in public session.

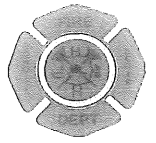


 Signature 8-22-20
Date



SONOITA-ELGIN FIRE DISTRICT

"PROUD PAST STRONG FUTURE"



August 18, 2020

Jon Bonaccoursi:

This letter serves to advise you that pursuant to A.R.S. 38-431.03(A)(1), the Fire Board of Sonoita-Elgin Fire District may meet in executive session at its meeting on August 24, 2020 at 0900 hours in accordance with the attached Agenda posted for that meeting. The purpose of the potential executive session is to discuss and take action on appointing you as the Acting Fire Chief for the duration of Chief DeWolf's medical leave, as well and discuss and consider action to provide you with additional compensation in recognition of your expanded scope of duties as Acting Fire Chief.

Under A.R.S. 38-431.03(A)(1), you are entitled to request that any "discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation" regarding yourself, take place during the Sonoita-Elgin Fire District's public meeting rather than in executive session, by contacting the SEFD office not later than one hour prior to the start of the meeting.

Please indicate by signature below whether or not you are willing to allow the Fire Board to conduct this matter in Executive Session. If you do not wish to have this discussion conducted in executive session, please note accordingly, and the Fire Board will hold the discussion publicly.

I hereby acknowledge and consent to the Sonoita-Elgin Fire District Governing Board discussing my appointment as Acting Fire Chief and the associated compensation in Executive Session.

I hereby request that the Sonoita-Elgin Fire District Governing Board conduct any discussion regarding my appointment as Acting Fire Chief and the associated compensation in public session.

Jonath E. Buonan.

(Signature)

8-19-2020

(Date)

Minutes to the Regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, 22 June 2020
0900

Call to Order

Roll call – Johnson, Archibald, Webber, Dorney were present. Bahti was absent. Also present: Chief De Wolf, Goodwin, Sink, Rutter, Bennett and several members of the public.

Pledge of Allegiance

Call to the Public & Budget Hearing; four members of the public addressed the Board on the topic of the Budget, Nancy Belt, Anita Kay, Kathe Prentice (employee) and Gary Soliere. The specific topics were regarding a small payroll increase, a decrease in the ambulance income and the fact that the total income needed increased by \$29,000. The Board and the Chief responded to the questions...

Nancy Belt – main points – Payroll expenses have gone up \$48,756 and I was curious if that was for raises or a new hire; the income level for the ambulance income has gone down 10,000; the amount needed for total taxes is up by \$29,471 over last year.

Gary Soliere – main points - Are grant opportunities slowing down due to this COVID issue; and are you saying you will eliminate a medical position?

Kathe Prentice – If the ambulance is making \$280,000 a year does it make sense to get rid of a paramedic The Chief determines staffing levels, he's in charge of that, the Board doesn't determine staffing levels, we determine the budget. **Johnson** - Adding a medic doesn't automatically up our income level. If our staffing a medic then adding or eliminating a medic doesn't necessarily add to our revenue. Just because you throw another body at it doesn't mean you add more revenue. **Belt** – why would we take a valuable commodity that we have, eliminate it, then train more to replace it. **Chief** - The grant position was in place to buy us time to hire three medics. The position was temporary from the start.

Anita Kaye – I am hearing that we train here, that turns us into a revolving door. I understand this, that's what I do in my business. **Chief** – SEFD is a training place where people join, get trained, then go to larger departments. What we've done historically is bring people in, train them, fill the slots we need, then eventually they move on to bigger departments. We use grants to build SEFD to where we need to go. This grant position that is closing was part of the process of getting from one paramedic per shift to two paramedics per shift. This has been done, the grant ends November 30 and the associated 1.5 positions will be eliminated.

Ambulance income decreased – Johnson/Chief - With the current climate, we're seeing a decrease in the number of transports as people don't want to go to a hospital. We've seen an increase in patient refusals due to the COVID-19 issues; we're seeing this across all of Arizona. We had seen an increase in ambulance income over the previous years, however this current fiscal year has not followed that trend. We've seen a 15-20% decrease in transports, therefore income. We felt it would be appropriate to decrease the anticipated income for next fiscal year.

Total Tax needed – Board/Chief - we have kept the tax levy rate the same as last year – we felt with the current economic environment and COVID-19 related issues it would be prudent to avoid a tax increase. Due to increase in building construction/occupancy increases there is a larger tax pool to draw from, so we will bring in more tax monies with the same tax rate. So, we're bringing in more taxes based on the increase in development from 18-24 months ago....as it takes that long for the county to add new businesses and new residences to the tax roll. We project that the taxes brought in based on keeping the levy rate the same will be 1,138,095.

Minutes to the Regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, 22 June 2020
0900

Payroll expenses – Chief - we have a part-time position that we are making into a full-time position and we have payroll increases to bring our EMT/Firefighter positions above minimum raise. This expense will increase one salaried position from part time to full time and to bring a couple of our EMT/Firefighter positions off of minimum wage. Belt suggested looking at increasing salaries to retain employees instead of being a revolving door. This topic evolved into the topic of **Eliminating personnel**; there is a grant that is expiring on Nov. 30, 2020. This grant covered 1.5 positions. Both of these grant employees were aware that their positions would be ending on 30 Nov 2020. SEFD being a “revolving door” was also discussed... we are a training facility; people come to us to learn and get a foothold in the door, then move on to larger, more active departments. The grant positions (1.5) are ending; an existing part-time position is being made full-time position.

[For Clarification: SEFD had a medical director who held a part-time position since the creation of the fire district. When the grant monies became available a little over a year and a half ago, it enabled us to bring the medical director and one paramedic on board to bridge the gap – the time needed to move three EMTs to become paramedics. Once this had been done, and the grant monies ran out, there is no need for the two temporary positions to continue. On a separate note, with our increase need for medical control a decision was made to make the medical director position into a full-time position instead of part-time. The grant will end on November 30, 2020, those positions hired thanks to the grant will be eliminated.]

While discussing this last topic the question was raised: what were the Board’s responsibilities? The Board’s function is to: set policy, adopt a budget, make sure we operate within that budget, and hire/fire a chief.

Review and approval of the minutes to the meeting of 26 May 2020: Motion to approve was made by Sue Archibald, seconded by Annette Dorney; Discussion – Dorney, I did find a spelling error, on page 2 changing the word “tone” to “done.” Motion was passed unanimously.

Chief’s Report – May –

- 57 runs, year to month is 258, 27 simultaneous calls and 15 helicopter transports.
- We still have 4 open grants out, DFFM for \$220,000 for a Fuels Treatment Grant (should hear sometime in August), AFG grant for \$120,000 for an ambulance, GOHS grant for \$42,739 for extrication equipment and a 555 Fitness grant for new exercise equipment.
- Palominas IGA – going well, we’re expecting our new engine in August, but an increase of COVID-19 activity may delay that yet again.
- Brenda Tranchina of HR Specialists spent 5 hours with the Officer staff going over performance evaluations – what they are, how to do them and why they are important.
- We are on schedule for a final budget meeting to be held on June 30, 2020 where the Board will adopt a final budget for FY2021.

Financials – The financial documents for the month of May 2020 were presented by V. Rutter. There were no unusual transactions this month; no questions were asked by the Board. Motion to accept the finances as presented was made by Archibald, seconded by Dorney, motion carried unanimously.

Discussion and possible action on updating the HR Policy manual – tabled to June 30, 2020.

Discussion and possible action on distribution of Dorney’s questionnaire – tabled to July Board meeting.

Minutes to the Regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, 22 June 2020
0900

Discussion and possible action on Resolution #2020-0622 - Call to Election - Chief De Wolf read the resolution to the Board. This is a requirement by statute; motion to approve was made by Archibald, seconded by Dorney, motion carried.

Adjournment - Motion to adjourn was made by Dorney, seconded by Archibald, motion carried unanimously.

Minutes approved on 27 July 2020, _____, Board Clerk.
Reba Webber

*Not Approved as of Aug 24, 2020
KC*

Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, 27 July 2020
0900

Call to Order

Pledge of Allegiance

Roll Call – All Board members were present (Bahti, Johnson, Webber, Archibald and Dorney)
Also present were Chief De Wolf, members of staff, and members of the public.

The meeting began as usual in the training room of the fire house. There were, however, too many individuals present for COVID-19 compliance with regards to limited numbers people in a defined space so the meeting was moved to the engine bay. Unfortunately, there is no sound system in the bay for recording meetings; the single recording device was located on the Board Chair's table and did not catch everyone's comments. The required use of masks also interfered with being able to understand what was being said.

Call to the public – Chaplain Mike Wright spoke a prayer over the board, department and public present. There were no others who asked to speak.

Approval of the minutes to the meetings of June 22 and 30: Motion to approve the minutes by Archibald, seconded by Dorney, discussion...

Dorney, correction change minimum wage to wage and typo at end of second line...

Webber – I'm not really sure that the minutes explain the concerns of the public...their concerns of the revolving door. I'm not sure it really explains what really happened. Chief Where do you want to begin. **Webber** - where it speaks of the revolving door (Anita Kay). Under payroll expenses, in the second paragraph under clarification. **Chief**, let me start over with that. (sirens going) So the original question was pay increases in the budget. So, what we have is... last year we increased our budget because we had people who were below minimum wage. January first, minimum wage went to 12.00 per hour. So, we moved our basic firefighter up to minimum wage. This year we're choosing to move them to \$12.75, so that's part of the increase right there. We have had a part-time EMS Director, we increased that to a full-time position, we added half that wage into this year's budget. **Webber** – So we were paying half out of the old budget. **Chief** – Yes. **Webber** – That's the clarification I wanted to make. **Chief** – those are the increases in salaries for the 2021 Budget. **Webber** – to go on, it enabled us to bring the Medical Director and one paramedic on board to bridge the gap – the time needed to move three EMTs to be paramedics. **Chief** – What we've had is a several year program where we wanted to get to two medics (paramedics) per shift. We achieved that this last fiscal year. We have two medics per shift now. That's an 18-month schooling so it took us a year to get to this point. We had a three-year grant that covered a medic position. **Webber** – while you were training the other people. **Chief** – correct. That expires November of 2020. Okay. **Webber** – right. **Chief** – so that grant goes away. It's just like our fuels mitigation grant – we bring on four or five people, when the grant expires, those people go away. This is the same exact thing. **Webber** – okay. Now, the EMTs and Paramedics are also firefighters? **Chief** – Yes, everybody on shift is a fire 1 & 2 which is a structure firefighter, they are wildland certified and they are either an EMT or a paramedic. **Webber** – Okay. And that was not, I don't think that was clear in the last Board meeting to Mrs. Belt. We can put a note in the minutes regarding this correction. **Archibald** – we can table the approval to the next meeting. **Webber** - I just want to be sure that the public's concerns, that

Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, 27 July 2020
0900

we answer that, that they can see, that they can see exactly what took place. If the rest of the Board agrees, that's fine. Archibald amended her motion to table approval of the minutes of the meeting of June 22 to the next meeting.

Minutes of 30 June 2020 – correct Weber to Webber – motion to approve by Archibald, seconded by Dorney, motion carried unanimously.

Report from the Fire Chief – *All computer/overhead viewing was not available due to having moved the meeting to the bay.* We ran 41 calls in June. The Ambulance transports are down; they are down across the state due to COVID. There's a pretty even spread to date between the crews with regards to calls. GRANTS – we were advised that we were denied the Fuels Mitigation Grant; the FEMA Ambulance grant is still out; the Fitness Equipment grant is also still out. Archibald – does the FEMA one require a match of any kind? Chief – it is a five percent match. Archibald – How about the fitness one? Chief – no match at all. Archibald – any idea when we'll here on the FEMA one? Chief – generally August. With FEMA and all they're doing right now it could go a little longer. The IGA with Palominas is going well. All three shifts (SEFD) have been down to the burn tower (at Palominas). We're going to start going down on a quarterly basis with our career and volunteer personnel. Their new engine has been slowed down again due to COVID, they have a reduced staff now. We're still hoping to take delivery in August. We have new masks for our face shields for our personnel (structure) which were designed by one of our career personnel. The Department of Corrections which generally comes around and helps will not be back in Sonoita until after the new year. The only other thing I have is with the vacancy of the Ops Chief position, the three Captains have stepped up and are covering the role and some of the shifts through August. Then we'll start addressing that and seeing how we're going to go forward after that. Archibald – Did we go up to the Bighorn fire? Chief – we did, we spent 14 days up there. We billed out right about \$43,000. We've had a couple little fires around here. Our engine boss is on his second honeymoon, he married a gal from Wisconsin so they're back there fighting mosquitos and doing another wedding for her family. He'll be back around the 14th so we'll be back up and running then. The crew on the Bighorn spent most of their time up on Mt Lemmon. There are pictures up on Facebook and Instagram.

Acceptance of the Preliminary June 2020 Financials – *Again, there were no PowerPoint slides available due to the location.* Financials were presented by MS Rutter. The financials are preliminary and would remain so until the Annual Audit was completed. At the pleasure of the Board the presentation was shortened to a minimum. One item of note that was mentioned was the fact that we've not received all of our projected tax monies as of the end of June. SEFD usually gets our full tax amount, we're at 98.4% for Santa Cruz and Pima County was at 97.3% which is again a little low. There were no unusual expenses in June. The total unbudgeted income helped to bring us up to an overall income for the year. Webber – we had quite a jump in internet provider. **Webber** – yes, we added a new internet provider and kept the old one, so we have two. **Johnson** – Well after a wild year, we end up \$6,500 in the green, which is not bad out of a million and a half budget. **Rutter** – and again that's because of the unbudgeted items. With the budgeted items we didn't do so good. **Archibald** -we didn't have any wildland. Motion to accept

Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, 27 July 2020
0900

the financials as presented was made by Dorney, seconded by Webber, motion carried unanimously.

Discussion and possible Action on HR Policy – Brenda Tranchina – One of the things we had talked about at the conference in Laughlin to eliminate the use of the pronoun he throughout the manual – to change the references of He/She to the member. Johnson had subsequently submitted a couple other changes. (#1,2,3)

- Grammatical – reference to a tow that should be a “two”. Tranchina – we can correct that.
- 2. Bullying & retaliation – there’s a “he” in that section, replace with member. Concern for use of the word retribution. Tranchina - We can substitute the word retaliation for retribution.
- 3. Keep complaints confidential. Tranchina - You asked to keep complaints confidential, there can be no guarantee of confidentiality.
- **Archibald** – so once this is approved everyone will get a copy. **Chief** – yes, there are hardcopies available in the Day Room, the Admin’s office, my office and we will also be sending out section on the policy manual on a monthly basis to make it easier to review.
- **Dorney** - Page 189 – typo... think psychologies should be psychologist.
- **Webber** – page 188 the change was you removed the acronym EAP. What is EAP? **Tranchina** - Employee Assistance Program. **Webber** – you’ve changed this to district’s health care insurance. **Archibald** – Is that different than workmen’s comp? **Tranchina** – Yes.
- **Webber** – On page 191, there’s a note there that you wanted that removed, the section about paying for refreshers? **Chief** – Yes, we don’t hold them here anymore. That’s a holdover from when we were completely volunteer.
- **Webber** - On page 118, it looks like the change is regarding using a recording device to record individuals without permissions. This includes a second section with personal devices as well. **Tranchina** - Yes. **Webber** – is there a reason why we didn’t have this before. **Chief** – HR Policies are updated based on issues that happen all over the state. **Tranchina** – policies are tweaked based on things that come up in other districts over the year. Motion to approve the policy changes was made by Webber, seconded by Dorney. Motion carried unanimously.

Discussion and question on questionnaire – Dorney. (This was a questionnaire that had been put together several months ago by Annette Dorney that we’ve been tabling it since the COVID issue came up. A short survey on the performance of the Board and fire district.) How does everyone feel about it? **Archibald** - it might be time to do it. **Webber** – fine with me. **Johnson** – I’m good with it. It was decided to move forward with sending out the questionnaire.

Question from the floor Johnson agreed to hear - Gary Soliere – do you still have the HAZMAT classes here. **Chief** – yes, all structure firefighters have to do a refresher. **Soliere** – Once every two years. **Chief** – Yes.

Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, 27 July 2020
0900

Discussion and possible action regarding Annual Review of Chief De Wolf – Archibald – I move we move to executive session for the Chief's review. Seconded by Webber. Discussion – I'd like to invite Brenda in for the first part of the discussion. **Tranchina** – Mr. Chairman, let it be known for the record that the Chief was provided with a 24-hour notice as required by statute and he has elected to by written notice to have the matter discussed in executive session. **Johnson** – Okay. Vote motion approved unanimously. Board is adjourned to executive session. The Board held the executive session in the vacated training room. Upon going out of executive session (in session for about 2.5 hours) the executive session was adjourned and the regular Board meeting resumed. At the opening of regular session, the Board was cautioned to remember that discussions in executive session were confidential.

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

Minutes approved on 24 August 2020, _____ Board Clerk.
Reba Webber

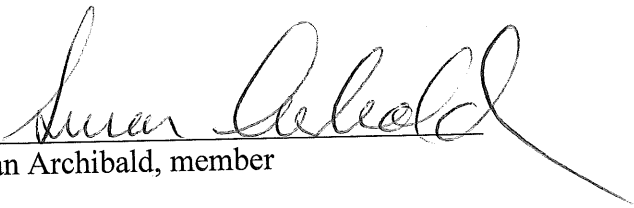
*Not approved as of Aug 24, 2020
KC*




Administrative Review of August 2019 Financial Documents
Sonoita-Elgin Fire District Board of Directors Meeting
3173 Hwy 83, Sonoita, AZ
24 August 2020
9 a.m.

Approval of the Financial Documents as presented to the Board of Directors of the Sonoita-Elgin Fire District for the month of July 2020.

We the undersigned Board members of the Sonoita-Elgin Fire District, hereby acknowledge that we have reviewed and accepted the July 2020 financial reports as presented.



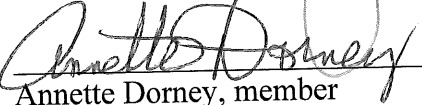
Susan Archibald, member

Kurt Bahti, Member


Reba Webber, Clerk



Christopher Johnson, Chair



Annette Dorney, member

Sonoita-Elgin FD
Preliminary Balance Sheet
As of July 31, 2020

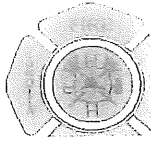
	A	B	C	D	E
1					July 31, 2020
2				ASSETS	
3				Checking/Savings	
4				Chase Checking	3,835.44
5				Chase Savings	314,286.17
6				Hughes Checking	45,799.44
7				Hughes High Yield	2,014.88
8				Hughes Main Share	57.68
9				Hughes Premium	156,014.87
10				National Bank Money Market	119,683.01
11				Petty Cash	700.00
12				Subtotal Checking/Savings	<u>642,391.49</u>
13					
14				Accrued Taxes	
15				Pima County Treasurer	2,037.19
16				SCC Treasurer	<u>1,568.62</u>
17				Subtotal Accrued Taxes	<u>3,605.81</u>
18					
19				TOTAL ASSETS	<u>645,997.30</u>
20					
21				EQUITY	
22				Fund Balance - Unrestricted	755,177.36
23				Prior Year Net Income	377.22
24				Net Loss July 2020	<u>(109,557.28)</u>
25					
26				TOTAL EQUITY	<u>645,997.30</u>

Sonoita-Elgin FD
Profit & Loss Budget vs. Actual
for the month ended July 31, 2020

	A	B	C	D	E	F	G	H	I
1					July 2020		Annual Budget		% of Budget
2									Target = 8%
3				Budgeted Income/Expense					
4				Budgeted Income					
5				Santa Cruz County Taxes	1,568.31		937,762.00		0.17%
6				Pima County Taxes	1,861.18		124,044.00		1.5%
7				FDAT - Santa Cruz	0.00		50,856.00		0.0%
8				FDAT - Pima County	170.77		24,808.00		0.69%
9				Fire Suppression	35,000.00		35,000.00		100.0%
10				EMS Support	0.00		2,200.00		0.0%
11				Ambulance Revenue	18,039.54		270,000.00		6.68%
12				PPE Purchase	0.00		9,254.00		0.0%
13				Interest Income	279.42		800.00		34.93%
14				Rental Income	0.00		400.00		0.0%
15				Prior Year Carryforward	0.00		38,136.00		0.0%
16				Total Budgeted Income	56,919.22		1,493,260.00		3.81%
17									
18				Budgeted Expenses					
19				Salaries	48,391.78		625,787.00		7.73%
20				Sick Time Pay	0.00		9,400.00		0.0%
21				Vacation/Holiday	7,284.36		45,000.00		16.19%
22				Transport Stipend	5,995.10		78,400.00		7.65%
23				Payroll Taxes	2,352.42		30,000.00		7.84%
24				PSPRS	981.58		75,000.00		1.31%
25				ASRS	1,321.32		15,500.00		8.53%
26				Employee Health Insurance	5,838.08		71,400.00		8.18%
27				Physicals & Exams	0.00		8,800.00		0.0%
28				Workmans Comp Expense	0.00		34,600.00		0.0%
29				Clothing Allowance	456.54		8,400.00		5.44%
30				Training	170.00		25,217.00		0.67%
31				EMS Consumables	494.83		15,000.00		3.3%
32				Maintenance Plans	0.00		4,500.00		0.0%
33				Oral Hydration Fluids	0.00		1,200.00		0.0%
34				Fire Prevention Education	581.42		1,000.00		58.14%
35				Office Expense & Postage	73.08		10,000.00		0.73%
36				Recruitment & Retention	-45.00		11,000.00		-0.41%
37				Payroll Preparation	350.37		4,500.00		7.79%
38				Ambulance Billing	3,428.64		21,600.00		15.87%
39				Equipment Rental	127.21		1,800.00		7.07%
40				Internet Provider	80.69		3,300.00		2.45%
41				Bank Charges	56.71		800.00		7.09%
42				Background Checks	80.00		1,200.00		6.67%
43				Legal Fees	0.00		7,800.00		0.0%
44				Accounting	0.00		8,500.00		0.0%
45				Bookkeeper	1,250.00		15,000.00		8.33%
46				Telephone	1,068.58		14,000.00		7.63%
47				Batteries & Repair	0.00		3,000.00		0.0%
48				Computer & IT Support	861.78		4,000.00		21.55%
49				Dispatch	0.00		5,100.00		0.0%
50				Utilities	1,155.26		17,000.00		6.8%
51				Insurance	0.00		30,000.00		0.0%
52				Fuel	0.00		26,000.00		0.0%
53				Building & Grounds & Pests	533.60		9,000.00		5.93%
54				Vehicle Maintenance	3,040.91		36,500.00		8.33%
55				Equipment Replacement	0.00		10,000.00		0.0%
56				Station & Fire Supplies	3,055.66		10,000.00		30.56%
57				Suppression Foam	0.00		3,600.00		0.0%
58				Interest Expense	0.00		500.00		0.0%
59				Computer & Radio	0.00		4,000.00		0.0%
60				Communication to Residents	234.60		500.00		46.92%
61				Financial Stability Reserve	0.00		52,313.00		0.0%
62				Membership Dues & Subscriptions	746.00		4,000.00		18.65%
63				PPE Expense	0.00		9,254.00		0.0%
64				Capital Payments - Apparatus	80,973.21		80,992.00		99.98%
65				Capital Payment - Ambulance	0.00		23,297.00		0.0%
66				Capital Outlay - PPE	0.00		6,500.00		0.0%
67				SCBA's	0.00		9,000.00		0.0%
68				Total Budgeted Expenses	170,938.73		1,493,260.00		11.45%
69									
70				Net Ordinary Loss	(114,019.51)		0.00		100.0%

Sonoita-Elgin FD
 Profit & Loss Budget vs. Actual
 for the month ended July 31, 2020

	A	B	C	D	E	F	G	H	I
1					July 2020		Annual Budget		% of Budget
2									
71									
72				Unbudgeted Income/Expense					
73				Unbudgeted Income					
74				Fire Suppression Excess	2,914.71				
75				Safer Grant 2016	15,120.00				
76				Donations	100.00				
77				Total Unbudgeted Income	18,134.71				
78				Unbudgeted Expenses					
79				Palominas FD-Chief Salary	4,333.34				
80				Wildland Labor	1,819.14				
81				Safer 2016 Expenses	7,520.00				
82				Total Unbudgeted Expenses	13,672.48				
83									
84				Net Unbudgeted Income	4,462.23				
85									
86				Net Overall Loss	(109,557.28)		0.00		100.0%



SONOITA-ELGIN FIRE DISTRICT

RECONCILIATION & REVIEW

July 2020

Bank Statements (Hughes Federal Credit Union, Chase Bank, & National Bank)

Reconciled by *[Signature]*

Date of reconciliation July 14th, 2020

11:49 AM
08/14/20

Sonoita-Elgin FD
Reconciliation Detail
Chase Checking, Period Ending 07/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						21,080.19
Cleared Transactions						
Checks and Payments - 14 items						
Check	06/30/2020	2035	EMI Health	X	-7,688.10	-7,688.10
Check	06/30/2020	2033	L.N. Curtis and Sons	X	-2,688.72	-10,376.82
Check	06/30/2020	2030	Rita Ranch Automotive & Tire	X	-1,854.21	-12,231.03
Check	06/30/2020	2032	Vicki J Rutter	X	-1,305.91	-13,536.94
Check	06/30/2020	2036	Bound Tree Medical	X	-1,289.73	-14,826.67
Check	06/30/2020	2034	Principal Life Insurance Company	X	-780.66	-15,607.33
Check	06/30/2020	2040	FX Tactical	X	-410.81	-16,018.14
Check	06/30/2020	2039	Simpson Computer Services	X	-250.00	-16,268.14
Check	06/30/2020	2037	Verizon Wireless	X	-60.06	-16,328.20
Check	06/30/2020	2038	AZ Department of Public Safety	X	-60.00	-16,388.20
Transfer	07/15/2020			X	-18,000.00	-34,388.20
Check	07/21/2020		Nationwide	X	-402.99	-34,791.19
Check	07/21/2020		Nationwide	X	-400.30	-35,191.49
Check	07/31/2020			X	-50.71	-35,242.20
Total Checks and Payments					-35,242.20	-35,242.20
Deposits and Credits - 5 items						
Check	06/30/2020	2031	Jeri's Old Town Uniforms	X	0.00	0.00
Transfer	07/07/2020			X	11,570.17	11,570.17
Transfer	07/15/2020			X	4,111.99	15,682.16
Deposit	07/17/2020			X	1,223.93	16,906.09
Transfer	07/30/2020			X	95,000.00	111,906.09
Total Deposits and Credits					111,906.09	111,906.09
Total Cleared Transactions					76,663.89	76,663.89
Cleared Balance					76,663.89	97,744.08
Uncleared Transactions						
Checks and Payments - 11 items						
Check	07/31/2020	2051	National Bank of Arizona		-80,973.21	-80,973.21
Check	07/31/2020	2041	EMI Health		-7,114.71	-88,087.92
Check	07/31/2020	2044	Rossbro Engineering Ltd		-1,592.98	-89,680.90
Check	07/31/2020	2042	L.N. Curtis and Sons		-1,491.30	-91,172.20
Check	07/31/2020	2047	GEN-TECH		-1,282.67	-92,454.87
Check	07/31/2020	2043	Verizon Wireless		-573.74	-93,028.61
Check	07/31/2020	2050	Quill Corporation		-281.69	-93,310.30
Check	07/31/2020	2045	Aflac		-238.82	-93,549.12
Check	07/31/2020	2048	Sonoita Valley Water Co		-132.31	-93,681.43
Check	07/31/2020	2049	GreatAmerica Financial Services		-127.21	-93,808.64
Check	07/31/2020	2046	Pima County Fire Chief's Associati...		-100.00	-93,908.64
Total Checks and Payments					-93,908.64	-93,908.64
Total Uncleared Transactions					-93,908.64	-93,908.64
Register Balance as of 07/31/2020					-17,244.75	3,835.44
New Transactions						
Checks and Payments - 2 items						
Check	08/06/2020		Nationwide		-410.47	-410.47
Check	08/06/2020		Nationwide		-410.21	-820.68
Total Checks and Payments					-820.68	-820.68
Deposits and Credits - 2 items						
Transfer	08/04/2020				1,568.62	1,568.62
Transfer	08/12/2020				2,037.19	3,605.81
Total Deposits and Credits					3,605.81	3,605.81
Total New Transactions					2,785.13	2,785.13
Ending Balance					-14,459.62	6,620.57

11:51 AM

08/14/20

Sonicita-Elgin FD
Reconciliation Detail
Chase Savings, Period Ending 07/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						375,526.61
Cleared Transactions						
Transfer	07/30/2020		Checks and Payments - 1 item	X	-95,000.00	-95,000.00
Total Checks and Payments					-95,000.00	-95,000.00
Deposits and Credits - 4 items						
Deposit	07/06/2020			X	623.16	623.16
Deposit	07/13/2020			X	15,120.00	15,743.16
Transfer	07/15/2020			X	18,000.00	33,743.16
Deposit	07/31/2020			X	16.40	33,759.56
Total Deposits and Credits					33,759.56	33,759.56
Total Cleared Transactions					-61,240.44	-61,240.44
Cleared Balance					-61,240.44	314,286.17
Register Balance as of 07/31/2020					-61,240.44	314,286.17
Ending Balance					-61,240.44	314,286.17

11:59 AM

08/14/20

Seneca-Eight PD
 Reconciliation Detail
 National Bank Money Market, Period Ending 07/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
						114,383.47
Beginning Balance						
Cleared Transactions						
Checks and Payments - 1 item						
Check	07/31/2020			X	-6.00	-6.00
Total Checks and Payments					-6.00	-6.00
Deposits and Credits - 5 items						
Deposit	07/08/2020			X	1,632.96	1,632.96
Deposit	07/14/2020			X	1,077.13	2,710.09
Deposit	07/24/2020			X	130.00	2,840.09
Deposit	07/24/2020			X	2,460.51	5,300.60
Deposit	07/31/2020			X	4.94	5,305.54
Total Deposits and Credits					5,305.54	5,305.54
Total Cleared Transactions					5,299.54	5,299.54
Cleared Balance					5,299.54	119,683.01
Register Balance as of 07/31/2020					5,299.54	119,683.01
New Transactions						
Deposits and Credits - 2 items						
Deposit	08/04/2020				601.28	601.28
Deposit	08/11/2020				511.66	1,112.94
Total Deposits and Credits					1,112.94	1,112.94
Total New Transactions					1,112.94	1,112.94
Ending Balance					6,412.48	120,795.95

12:05 PM

08/14/20

Sonata-Eight FE
Reconciliation Detail
Hughes Main Share, Period Ending 07/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57.67
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	07/31/2020			X	0.01	0.01
Total Deposits and Credits					0.01	0.01
Total Cleared Transactions					0.01	0.01
Cleared Balance					0.01	57.68
Register Balance as of 07/31/2020					0.01	57.68
Ending Balance					0.01	57.68

Sonoita-Elgin FD
Reconciliation Detail
Hughes Checking, Period Ending 07/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
						30,463.96
Beginning Balance						
Cleared Transactions						
Checks and Payments - 53 items						
General Journal	05/29/2020	1001126	Jeffrey Binder	X	-160.00	-160.00
General Journal	05/29/2020	1001131	Parker King	X	-80.00	-240.00
Check	06/01/2020	2685	Erik Ceron	X	-960.00	-1,200.00
Check	06/30/2020		Public Safety Personnel Retirement System	X	-5,853.88	-7,053.88
Check	06/30/2020		Arizona State Retirement System	X	-1,324.10	-8,377.98
General Journal	06/30/2020	1001173	Rosalia Vitella	X	-1,200.00	-9,577.98
General Journal	06/30/2020	1001177	Jeremy Charles-Johnson	X	-1,070.15	-10,648.13
General Journal	06/30/2020	1001169	Karina Hilliard	X	-1,040.00	-11,688.13
General Journal	06/30/2020	1001165	Jeffrey Binder	X	-960.00	-12,648.13
General Journal	06/30/2020	1001170	Parker King	X	-800.00	-13,448.13
General Journal	06/30/2020	1001167	Jade Deforest	X	-640.00	-14,088.13
Check	06/30/2020	2691	Verizon Wireless	X	-569.69	-14,657.82
General Journal	06/30/2020	1001171	Anika Payton-Rodriguez	X	-560.00	-15,217.82
Check	06/30/2020	2694	CenturyLink	X	-426.19	-15,644.01
Check	06/30/2020	2700	Erik Ceron	X	-379.35	-16,023.36
General Journal	06/30/2020	1001172	Brandon Sluder	X	-320.00	-16,343.36
Check	06/30/2020	2688	Parker King	X	-300.08	-16,643.44
Check	06/30/2020	2690	Sonoita Valley Water Co	X	-167.09	-16,810.53
Check	06/30/2020	2687	Jacob Rosson	X	-143.22	-16,953.75
Check	06/30/2020	2695	GreatAmerica Financial Services	X	-127.21	-17,080.96
Check	06/30/2020	2689	Bill Bruyn	X	-122.76	-17,203.72
Check	06/30/2020	2696	Colonial Life	X	-72.44	-17,276.16
Check	06/30/2020	2693	Valley Imaging Solutions	X	-62.64	-17,338.80
Check	06/30/2020	2697	Voyager Fleet System	X	-52.88	-17,391.68
Check	06/30/2020	2692	Valley Imaging Solutions	X	-46.16	-17,437.84
Check	06/30/2020	2698	GuardianEMS Products	X	-14.80	-17,452.64
Check	07/12/2020		Arizona State Retirement System	X	-1,277.34	-18,729.98
General Journal	07/15/2020	EFT	Paychex DirDep/RCX	X	-21,310.85	-40,040.83
General Journal	07/15/2020	EFT	Paychex Taxpay	X	-5,536.75	-45,577.58
Check	07/15/2020	2709	AERO Med Claims	X	-3,428.64	-49,006.22
General Journal	07/15/2020	1001192	Jeremy Charles-Johnson	X	-1,070.15	-50,076.37
Check	07/15/2020	2713	SSVEC	X	-1,022.95	-51,099.32
Check	07/15/2020	2714	RDJ Specialties, Inc.	X	-581.42	-51,680.74
Check	07/15/2020	2702	Truly Nolen	X	-501.60	-52,182.34
Check	07/15/2020	2710	Arizona Department of Health Services	X	-500.00	-52,682.34
Check	07/15/2020	2712	Jeri's Old Town Uniforms	X	-456.54	-53,138.88
Check	07/15/2020	2718	Bound Tree Medical	X	-439.06	-53,577.94
Check	07/15/2020	2717	Rita Ranch Automotive & Tire	X	-361.46	-53,939.40
Check	07/15/2020	2701	Aflac	X	-238.82	-54,178.22
Check	07/15/2020	2703	Nogales International	X	-234.60	-54,412.82
Check	07/15/2020	2706	Laura Sink	X	-170.00	-54,582.82
General Journal	07/15/2020	EFT	Paychex Invoice	X	-161.43	-54,744.25
Check	07/15/2020	2707	Mountain Empire Rotary Club	X	-96.00	-54,840.25
Check	07/15/2020	2704	WPS/Tricare	X	-90.63	-54,930.88
Check	07/15/2020	2708	TransWorld Network	X	-80.69	-55,011.57
Check	07/15/2020	2711	Airgas USA, LLC	X	-55.77	-55,067.34
Check	07/15/2020	2705	Santa Cruz County Landfill	X	-32.00	-55,099.34
Check	07/15/2020	2716	Quill Corporation	X	-23.91	-55,123.25
Check	07/22/2020		Public Safety Personnel Retirement System	X	-4,049.43	-59,172.68
General Journal	07/31/2020	EFT	Paychex DirDep/RCX	X	-25,656.79	-84,829.47
General Journal	07/31/2020	EFT	Paychex Taxpay	X	-7,167.86	-91,997.33
Check	07/31/2020		Arizona State Retirement System	X	-1,365.30	-93,362.63
General Journal	07/31/2020	EFT	Paychex Invoice	X	-188.94	-93,551.57
Total Checks and Payments					-93,551.57	-93,551.57

Genesis-Elgin FD
Reconciliation Detail
 Hughes Checking, Period Ending 07/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 20 items						
Deposit	06/30/2020			X	1,140.45	1,140.45
Deposit	07/01/2020			X	1.46	1,141.91
Deposit	07/01/2020			X	362.31	1,504.22
Deposit	07/10/2020			X	636.33	2,140.55
Transfer	07/10/2020			X	30,000.00	32,140.55
Deposit	07/13/2020			X	250.00	32,390.55
Deposit	07/13/2020			X	472.90	32,863.45
Deposit	07/17/2020			X	70.77	32,934.22
Deposit	07/20/2020		Paychex Taxpay	X	2.55	32,936.77
Deposit	07/22/2020			X	1,282.53	34,219.30
Deposit	07/22/2020			X	137.84	34,357.14
Deposit	07/27/2020			X	1,140.45	35,497.59
Deposit	07/27/2020			X	35,866.59	71,364.18
Deposit	07/27/2020			X	891.17	72,255.35
Deposit	07/28/2020			X	1,760.37	74,015.72
Deposit	07/28/2020			X	287.75	74,303.47
Deposit	07/29/2020			X	3,069.62	77,373.09
Deposit	07/29/2020			X	45,000.00	122,373.09
Transfer	07/29/2020			X	1,707.06	124,080.15
Deposit	07/30/2020			X	808.47	124,888.62
Deposit	07/31/2020			X		
Total Deposits and Credits					124,888.62	124,888.62
Total Cleared Transactions					31,337.05	31,337.05
Cleared Balance					31,337.05	61,801.01
Uncleared Transactions						
Checks and Payments - 40 items						
General Journal	04/15/2019	1000581	Michael Doris		-320.00	-320.00
General Journal	07/15/2019	0	Benjamin Beyerle		-99.89	-419.89
General Journal	07/15/2019	2320	John Hisey-Long		-96.19	-516.08
Check	08/29/2019	2399	Lincare Holdings, Inc.		-90.00	-606.08
General Journal	11/29/2019	1000890	Madeleine Pier		-99.90	-705.98
General Journal	12/31/2019	1000941	Jacob Rosson		-414.41	-1,120.39
General Journal	01/31/2020	1000986	Jacob Rosson		-233.11	-1,353.50
General Journal	02/14/2020	0	Aaron K Sapienza		-317.00	-1,670.50
Check	02/28/2020	2563	Kurt Bahti		-427.28	-2,097.78
General Journal	06/30/2020	1001166	Austin Dail		-320.00	-2,417.78
General Journal	07/15/2020	0	Erik Ceron		-379.35	-2,797.13
General Journal	07/15/2020	0	Parker King		-300.08	-3,097.21
General Journal	07/15/2020	0	Jacob Rosson		-143.22	-3,240.43
General Journal	07/15/2020	0	Bill Bruyn		-122.76	-3,363.19
Check	07/15/2020	2715	Department of the Treasury		-33.02	-3,396.21
General Journal	07/31/2020	1001216	Rosalia Vitella		-1,440.00	-4,836.21
Check	07/31/2020	2724	Vicki J Rutter		-1,250.00	-6,086.21
General Journal	07/31/2020	1001220	Jeremy Charles-Johnson		-1,188.69	-7,274.90
General Journal	07/31/2020	1001211	Parker King		-1,120.00	-8,394.90
Check	07/31/2020	2720	Rita Ranch Automotive & Tire		-1,086.47	-9,481.37
General Journal	07/31/2020	1001207	Jade Deforest		-960.00	-10,441.37
General Journal	07/31/2020	1001212	Anika Payton-Rodriguez		-880.00	-11,321.37
Check	07/31/2020	2725	Simpson Computer Services		-861.78	-12,183.15
General Journal	07/31/2020	1001210	Karina Hilliard		-800.00	-12,983.15
Check	07/31/2020	2726	Principal Life Insurance Company		-773.89	-13,757.04
Check	07/31/2020	2728	CenturyLink		-434.78	-14,191.82
General Journal	07/31/2020	1001206	Austin Dail		-320.00	-14,511.82
General Journal	07/31/2020	1001213	Shelby R Shields		-320.00	-14,831.82
General Journal	07/31/2020	1001204	Jeffrey Binder		-320.00	-15,151.82
Check	07/31/2020	2722	Aaron Carranza		-261.11	-15,412.93
General Journal	07/31/2020	1001214	Brandon Sluder		-240.00	-15,652.93
General Journal	07/31/2020	1001208	Austin Ellison		-160.00	-15,812.93
Check	07/31/2020	2723	Health Net of AZ Refunds		-89.99	-15,902.92
General Journal	07/31/2020	1001205	Bill Bruyn		-80.00	-15,982.92
Check	07/31/2020	2721	AZ Department of Public Safety		-80.00	-16,062.92
General Journal	07/31/2020	1001215	Kerri L Stewart		-80.00	-16,142.92
Check	07/31/2020	2719	Colonial Life		-72.44	-16,215.36
Check	07/31/2020	2729	Verizon Wireless		-60.06	-16,275.42

12:33 PM

08/14/20

Sonoma-Elgin PD
 Reconciliation Detail
 Hughes Checking, Period Ending 07/31/2020

Type	Date	Num	Name	Cir	Amount	Balance
					-50.00	-16,325.42
Check	07/31/2020	2730	CCEMS		-49.17	-16,374.59
Check	07/31/2020	2727	Valley Imaging Solutions			
Total Checks and Payments					-16,374.59	-16,374.59
Deposits and Credits - 1 item					373.02	373.02
Deposit	07/31/2020					
Total Deposits and Credits					373.02	373.02
Total Uncleared Transactions					-16,001.57	-16,001.57
Register Balance as of 07/31/2020					15,335.48	45,799.44
New Transactions						
Checks and Payments - 6 items						
Check	08/12/2020		Public Safety Personnel Retirement System		-4,143.45	-4,143.45
General Journal	08/14/2020	EFT	Paychex DirDep/RCX		-17,513.36	-21,656.81
General Journal	08/14/2020	EFT	Paychex Taxpay		-4,382.57	-26,039.38
General Journal	08/14/2020	1001233	Jeremy Charles-Johnson		-1,070.15	-27,109.53
General Journal	08/14/2020	0	Aaron Carranza		-261.11	-27,370.64
General Journal	08/14/2020	EFT	Paychex Invoice		-150.43	-27,521.07
Total Checks and Payments					-27,521.07	-27,521.07
Total New Transactions					-27,521.07	-27,521.07
Ending Balance					-12,185.59	18,278.37

12:06 PM

08/14/20

Sonoma-Elgin FD
Reconciliation Detail
Hughes High Yield, Period Ending 07/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,013.63
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	07/01/2020			X	1.25	1.25
Total Deposits and Credits					1.25	1.25
Total Cleared Transactions					1.25	1.25
Cleared Balance					1.25	2,014.88
Register Balance as of 07/31/2020					1.25	2,014.88
Ending Balance					1.25	2,014.88

12:08 PM

08/14/20

Seneca-Elgin FD
Reconciliation Detail
Hughes Premium, Period Ending 07/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						230,765.06
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	07/10/2020			X	-30,000.00	-30,000.00
Transfer	07/29/2020			X	-45,000.00	-75,000.00
Total Checks and Payments					-75,000.00	-75,000.00
Deposits and Credits - 1 item						
Deposit	07/01/2020			X	249.81	249.81
Total Deposits and Credits					249.81	249.81
Total Cleared Transactions					-74,750.19	-74,750.19
Cleared Balance					-74,750.19	156,014.87
Register Balance as of 07/31/2020					-74,750.19	156,014.87
Ending Balance					-74,750.19	156,014.87

LIZ GUTFAHR
Treasurer
MARIA ACUNA
Chief Deputy

COUNTY TREASURER
SANTA CRUZ COUNTY

P.O. Box 1150
Nogales, Arizona 85628
Tel. (520) 375-7980
Extension 7967
TDD (520) 761-7816

Sonoita Fire District
P.O Box 322
Sonoita AZ 85637

Monthly Statement

Opening Balance	July-20		\$ 11,570.17
State Pool Investment		0.26 0.05	0.31
Levied Revenue Earned			
	102888	281.54	1,568.31
	102905	910.89	
	102928	28.12	
	102935	217.67	
	102965	288.14	
	102995	202.28	
	103005	145.96	
	103025	558.78	
	103045	-1,350.01	
	103058	284.94	
Check#	47301	(11,570.17)	(11,570.17)
Journal Entries			
Ending Balance	Jul-20		<u>\$ 1,568.62</u>

Sonoita Fire District T52-2063
Sonoita-Elgin Fire District

Please contact Patty Ibarra Ext 7966
if there are any questions or problems





Pima County Treasurer

Sonoita-Elgin Fire District

ARMS # 507200, TCMS String: 500.50720.10.10000.10000
Remittance of Revenue Collected for the Period: JUL-2020
As of AUG 17, 2020

RECEIVED of Beth Ford, Pima County Treasurer, check in the amount of

\$ 2,037.19

<u>Real Estate Taxes</u>	<u>Amount</u>
Tax Year 2007	-
Tax Year 2019	1,852.26
Tax Year 2018	1.99
Tax Year 2017	1.99
Tax Year 2016	1.85
Tax Year 2015	-
Tax Year 2014	-
Tax Year 2013	-
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2009	-
Tax Year 2008	-
Subtotal Real Estate Taxes	<u>1,858.09</u>

<u>Personal Property Taxes Collected</u>	<u>Amount</u>
Tax Year 2007	-
Tax Year 2019	-
Tax Year 2018	-
Tax Year 2017	-
Tax Year 2016	-
Tax Year 2015	-
Tax Year 2014	-
Tax Year 2013	-
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2009	-
Tax Year 2008	-
Subtotal Personal Property Taxes Collected	<u>-</u>

<u>In-Lieu Taxes Collected</u>	<u>Amount</u>
Tax Year 2007	-

Sonoitz-Elgin Fire District

ARMS # 507200, TCMS String: 500.50720.10.10000.10000
 Remittance of Revenue Collected for the Period: JUL-2020
 As of AUG 17, 2020

RECEIVED of Beth Ford, Pima County Treasurer, check in the amount of \$ 2,037.19

Tax Year 2014	-
Tax Year 2013	-
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2010	-
Tax Year 2009	-
Tax Year 2009	-
Tax Year 2008	-
Interest Allocation	3.09

Subtotal In-Lieu Taxes Collected 3.09

<u>Fire District Assistance</u>	<u>Amount</u>
Tax Year 2007	-
Tax Year 2019	179.92
Tax Year 2018	(0.77)
Tax Year 2017	(4.40)
Tax Year 2016	(2.45)
Tax Year 2015	(1.76)
Tax Year 2014	0.07
Tax Year 2013	0.06
Tax Year 2012	0.04
Tax Year 2011	0.02
Tax Year 2010	0.02
Tax Year 2009	0.01
Tax Year 2008	0.01

Subtotal Fire District Assistance 170.77

<u>Investment Income</u>	<u>Amount</u>
Interest Allocation	5.24

Subtotal Investment Income 5.24

Grand Total 2,037.19

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
PURPOSE OF THE CASH FLOW FORECAST IS TO SHOW ALL CASH IN AND CASH OUT ON A MONTHLY BASIS.															
THE CUMULATIVE CASH BALANCE MUST NOT GO BELOW ZERO.															
1	Sonoita-Elgin Fire District														
2	Cash Flow Forecast														
3	July 1, 2020 through June 30, 2021														
4	Budget														
5	2020-2021														
6															
7															
8	<u>Budgeted Revenues</u>														
9	Fire District Tax														
10	Santa Cruz County	937,762	1,568	3,762	2,342	200,469	266,575	100,526	48,053	28,463	19,198	179,485	58,400	28,920	937,762
11	Pima County	124,044	1,861	1,478	15,301	45,179	6,249	5,049	2,625	4,990	6,537	23,441	8,949	2,386	124,044
12	Fire District Assistance Tax							25,428							50,856
13	Santa Cruz County	24,808	171	35	2,213	9,895	1,143	1,141	425	888	1,291	6,281	969	357	24,808
14	Pima County	35,000	35,000											2,200	35,000
15	Fire Suppression Income	2,200												24,062	270,000
16	EMS Support	270,000	18,040	14,838	22,565	27,908	14,000	22,149	20,198	23,346	28,783	38,128	15,983	9,254	270,000
17	Ambulance Revenues	9,254													9,254
18	PPE Purchase	800	279	67	67	67	67	67	67	67	67	67	67	63	1,012
19	Interest Income	400			30	40		70	40	20				200	400
20	Rental Income	38,136												38,136	38,136
21	Prior Year Carryforward														
22	Total Budgeted Revenues	1,493,260	56,919	20,180	42,518	283,558	288,034	154,430	71,408	57,173	55,876	247,402	84,369	131,006	1,493,471
23															
24															
25	<u>Budgeted Operating Expenses</u>														
26	Salaries	625,787	48,392	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	625,787
27	Sick Pay	9,400		855	855	855	855	855	855	855	855	855	855	855	9,400
28	Vacation/Holiday	45,000	7,284	3,429	3,429	3,429	3,429	3,429	3,429	3,429	3,429	3,429	3,429	3,429	45,000
29	Transport Stipend	78,400	5,995	6,582	6,582	6,582	6,582	6,582	6,582	6,582	6,582	6,582	6,582	6,582	78,400
30	Payroll Taxes	30,000	2,352	2,449	2,750	3,187	3,326	3,287	3,514	2,311	2,278	2,112	1,916	1,067	30,000
31	PSPRS	75,000	982	10,138	2,101	4,887	6,057	11,169	6,141	2,178	6,144	6,755	6,390	12,058	75,000
32	ASRS	15,500	1,321	1,308	1,330	1,448	1,287	1,341	1,329	1,217	1,320	1,266	1,280	1,053	15,500
33	Employee Health Insurance	71,400	5,838	5,960	5,960	5,960	5,960	5,960	5,960	5,960	5,960	5,960	5,960	5,962	71,400
34	Physicals	8,800													8,800
35	Workman's Compensation	34,600		9,161	160				6,443	9,262			9,574		34,600
36	Clothing Allowance	8,400	457	236	798	191	36	36	247	3,085	8	75	227	3,005	8,400
37	Training	25,217	170	1,779	4,644	162	3,741	3,708	3,658	1,659	1,003	1,930	648	2,115	25,217
38	EMS Consumables	15,000	495	341	697	167	2,148	1,111	1,161	1,446	602	3,866	1,755	1,212	15,000
39	Maintenance Plans	4,500													4,500
40	Oral Hydration Fluids	1,200													1,200
41	Fire Prevention Education	1,000	581												1,000
42	Office Expense & Postage	10,000	73	561	276	1,739	504	487	706	1,356	236	134	951	2,977	10,000
43	Recruitment & Retention	11,000	-45	515	968		918	3,384	132	1,227	599	178	410	2,716	11,000
44	Payroll Preparation	4,500	350	619	225	361	371	308	750	281	341	278	285	331	4,500
45	Ambulance Billing	21,600	3,429	1,606	2,187	650	1,200	1,179	1,714	1,593	2,089	2,112	2,607	1,236	21,600
46	Equipment Rental	1,800	127	127	127	127	127	127	127	127	127	127	127	127	1,800
47	Internet Provider	3,300	81	294	299	299	299	299	299	299	299	299	299	300	3,300
48	Bank Charges	800	57	84	122	200	41	37	5	41	44	59	55	54	800

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Sonoita-Elgin Fire District														
2	Cash Flow Forecast														
3	July 1, 2020 through June 30, 2021														
4	Budget														
5	2020-2021														
6															
7															
49	Background Checks	1,200	80	60	20		80	60				180	100	620	1,200
50	Legal Fees	7,800												7,800	7,800
51	Accounting Fees	8,500						6,000	2,500						8,500
52	Bookkeeper	15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
53	Telephone	14,000	1,069	1,000	1,000	1,000	1,000	1,000	1,000	2,302	1,180	1,035	1,058	1,356	14,000
54	Batteries & Repair	3,000												3,000	3,000
55	Computer & IT Support	4,000	862	638	250	250	250	250	250	250	250	250	250	250	4,000
56	Streetwise & Vera Earl Tower	5,100												5,100	5,100
57	Utilities	17,000	1,155	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,445	17,000
58	Insurance	30,000					7,047			7,042			8,864		30,000
59	Fuel	26,000			209	5,096	3,827		488	5,713	97	185	3,536	6,849	26,000
60	Building Grounds & Pests	9,000	534	524	1,237	213	349	230	1,032	123	103	552	899	3,205	9,000
61	Vehicle Maintenance	36,500	3,041	3,042	3,042	3,042	3,042	3,042	3,042	3,042	3,042	3,042	3,042	3,039	36,500
62	Equipment Replacement	10,000					741	741	326		1,844	110		4,977	10,000
63	Station & Fire Supplies	10,000	3,056	631	631	631	631	631	631	631	631	631	631	634	10,000
64	Suppression Foam	3,600												3,600	3,600
65	Interest Expense - LOC	500												500	500
66	Computer/Radio	4,000								3,000				1,000	4,000
67	Financial Stability Reserve	52,313												52,313	52,313
68	Communication to Residents	500	235											265	500
69	Dues & Subscriptions	4,000	746	321	150	342	730	214	159	765	230		321	23	4,000
70	PPE Purchase	9,254												9,254	9,254
71	Miscellaneous														0
72	Capital Reserve Funds														
73	Apparatus P&I	80,992	80,973												80,973
74	Ambulance P&I	23,297													23,297
75	PPE	6,500												6,500	6,500
76	SCBA's	9,000												9,000	9,000
77	Other Equipment														0
78	Total Budgeted Expenses	1,493,260	170,939	117,841	96,156	119,307	109,768	110,657	107,670	117,967	94,400	96,735	117,242	234,564	1,493,245
79															
80	Net Budgeted Revenues/Expenses		(114,020)	(97,661)	(53,638)	164,251	178,265	43,773	(36,262)	(60,194)	(38,525)	150,667	(32,873)	(103,558)	227
81															
82															

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	PURPOSE OF THE CASH FLOW FORECAST IS TO SHOW ALL CASH IN AND CASH OUT ON A MONTHLY BASIS.															
	THE CUMULATIVE CASH BALANCE MUST NOT GO BELOW ZERO.															
			Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
		Budget	July	August	September	October	November	December	January	February	March	April	May	June	June	Total
		2020-2021	2020	2020	2020	2020	2020	2020	2021	2021	2021	2021	2021	2021	2021	2021
1	Sonoita-Elgin Fire District															
2	Cash Flow Forecast															
3	July 1, 2020 through June 30, 2021															
4																
5		Budget														
6		2020-2021														
7																
83	Other Financing Sources															
84	Unbudgeted Revenue															0
85	Palominas Fire District		2,915													2,915
86	Fire Suppression Excess		15,120													15,120
87	Safer Grant 2016															0
88	Apparatus Sales															0
89	Miscellaneous Income		100													100
90	Donations		18,135	0	0	0	0	0	0	0	0	0	0	0	0	18,135
91	Total Unbudgeted Revenue															
92																
93	Unbudgeted Expenses															
94	Palominas FD - Chief's Salary		4,333													4,333
95	Wildland Labor		1,819													1,819
96	Wildland Expenses															0
97	Safer 2016 Expenses		7,520													7,520
98	Total Unbudgeted Expenses		13,672													13,672
99																
100	Net Unbudgeted Revenue & Expenses		4,462	0	0	0	0	0	0	0	0	0	0	0	0	4,462
101																
102	Net Overall Income (Loss)	0	(109,557)	(97,661)	(53,638)	164,251	178,265	43,773	(36,262)	(60,194)	(38,525)	150,667	(32,873)	(103,558)	4,889	
103	Cash on Hand	761,763	645,997													
104																
105																
106																
107																
108																
109																
110																

The Cash on Hand at July 30, 2020 was \$645,997. The Net Overall Income is projected to be \$4629. at fiscal year end. Since both balances are positive so there is not potentially an adverse impact on operations or liquidity of the district to report to the county Board of Supervisors.

Cash on Hand at June 30, 2021 is projected to be \$760,242