

Minutes to Meeting of the Board of Directors of the Sonoita-Elgin Fire District

Monday October 4, 2021 at 9:00 am

1- Call to Order & Roll Call at 9:06 am

Dorney, Garber, Johnson, Kolsrud, and Webber were present

(Note: Governing board members and/or attorney may attend telephonically/digitally)

2- Pledge of Allegiance

3- Approval of the August 23, 2021 Regular Board Meeting minutes:

Dorney requested Item #11 be amended to state that Dorney wishes to resign as Chair of PSPRS Board. Motion by Kolsrud to approve the minutes as amended, seconded by Dorney, motion carried unanimously.

Note: Recordings are available should a public member request minutes that have not been posted to the website, which meets open meeting law requirements.

4- Call to the Public – Members off the public are invited to submit written statements for inclusion in the minutes. No statements were submitted.

(Note: All public records requests should be directed to Acting Chief Buonaccorsi for resolution.)

5- Report from the Fire Chief: Key points noted by Acting Chief Buonaccorsi:

- Review of Service calls by zone and shifts
- Status of vehicles: Vehicle 822 developed an issue with the air governor leaking. The Operations Chief vehicle 830 is going to require major repairs for the fuel system and will cost approximately \$15K to complete the repairs. An insurance claim has been filed regarding the vehicle 830.
- Report on personnel: There are 2 new recruits since last meeting that are currently being processed and the District sent 3 people to Fire School for additional training.
- Equipment: New Air compressor is in process of being installed.
- Community Safety: The District gave a CPR, First Aid, and AD Class for the Elgin School Staff members. The School also had a Fire Safety Day last week. The District provided personnel and safety support for the events last month held at the Fairgrounds. The District has already been reimbursed for that work.
- Administration Assistance: The Administration Assistant Job was posted, and the District has received 9 applications and will be interviewing 7 applicants this Wednesday. There are still issues with the District files and Brittany will continue to help with resolving those issues. She will also stay for the Annual Audit, since she is familiar with the files and information that will be part of the Audit. Brittany will also assist in helping the new Administrator that selection is complete.
- Only upgrade on the CRT Group is noting that they are currently identifying roles and responsibilities.

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- Fire Board Required Training: Johnson, Garber, and Kolsrud need required mandatory training, although all members can attend. The AFDA is holding a winter conference January 20 through 21, 2022 in Tucson. Acting Chief Buonaccorsi will obtain the information and provide an update to the Board members so they can be scheduled for the training.
- Terms of the Board Members: Acting Chief Buonaccorsi was asked to review the Election/Appointment information submitted to Santa Cruz County for the new Board members in order to determine how long they will be serving on the Board. Dorney, Garber and Kolsrud replaced former members and it is not clear what the length of their term is under the County Election cycle. Feedback will be provided at the next meeting.

6- Monthly financials: Pursuant to ARS Sec. 48-807, Acting Chief Buonaccorsi presented monthly financial reports for July 2021 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 accounts. General Ledger and PSPRS information was also included in the package. Highlights of the discussions included the following:

A- Acting Chief Buonaccorsi noted per the discussion at the last Board meeting, that the District still plans on closing the Hughes account. Plans are to use the existing Chase account for payroll and open another account with another bank (i.e. like Wells Fargo). Chair Johnson noted that the FDIC insurance guarantee is for \$250K and the Chase account is over \$500K. In order to meet requirements to be fiscally responsible, the District may need to open other accounts, in order to move more of the Chase account and not just the Hughes account. Johnson also questioned whether the FDIC requirements are the same for government accounts, since the District accounts are considered government accounts. Acting Chief Buonaccorsi will provide updates on the proposed plans at the next meeting.

B- Clarification of Line Item 44 on the Profit and Loss Budget vs. Actual document was made. The item includes any HR, Legal, and PSPRS Attorney expenses. The Line Item is labeled Legal but includes HR as well.

C- Increase in Line Item 66 was due to purchase of PPE equipment for new firefighter.

D- Net loss Line Item 30 on the Balance Sheet was due primarily to the expected payment for the Engine and Brush Trucks to be paid in July.

Motion to approve monthly financials by Garber, seconded by Dorney, motion carried unanimously.

7- Review, discussion, and possible action to initiate the search process for a full-time SEFD Fire chief including approving a Request for Qualifications for professional recruitment firm. (Note: the Board may go into Executive session with the SEFD district's attorney and other personnel to discuss personnel issues):

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Garber asked for feedback from all members on the documents he has distributed to the Board. He then will be able to narrow the Chief job requirements. He asked that members forward any comments directly to him. Webber suggested that the Board Policy document identifying a Chief's job requirements be reviewed for additional information, as well as the current Contract describing Chief's responsibilities. Webber will forward that information to Garber. Garber suggested that at the next Board meeting a target date be established to complete this task.

8. Review, discussion, and possible action regarding status of pending insurance claim for financial loss: Per Chair Johnson, the District's lawyer Donna Aversa confirmed the insurance claim is processed and the District should be receiving the \$25K check. The budget Item reflecting the amount will be determined upon receipt of the check.

9- Review, discussion and possible action regarding referral to Santa Cruz County and Sheriff's Office: There were no updates to report on this item. This item will remain on the monthly Board Meeting Agendas until further notice by the Chair.

10 - Review, discussion and possible action regarding the PSPRS Board and electing a new Board member to serve on the PSPRS Board:

PSPRS membership was clarified. Brittany is the Secretary, Operations Chief Meredith & Captain Jackson are District representatives, and there are 2 community representatives, one with HR knowledge and one with specific knowledge and can also be a Board member. Cat Crockett is one of those members due to her HR experience and Dorney as a Board member. Dorney has been serving as the Chair of the PSPRS Board but would like to resign this position but stay on the Board as a Community member. Chair Johnson will accept the position if the Fire Board is in agreement to nominate him. He will then be the Fire Board representative. Motion made by Dorney to nominate Johnson as Chair of the PSPRS Board, seconded by Kolsrud, motion carried unanimously, with Johnson abstaining from the vote.

11- Board members review of August 2019 District Board of Directors Policy Manual: Board members are required to bi-annually review the Policy Manual and vote to confirm that all members have met that review requirement. Motion made by Garber to accept August 2019 Policy document, seconded by Dorney, motion carried unanimously.

12. Review, discussion, and possible action regarding the upgrade of August 2019 District Board of Directors Policy Manual: The following are the highlights from the lengthy discussion: Webber and Kolsrud meet in person and are still working on the document upgrades. They will also be meeting with the Leadership Team for input on several policies. They note that the document appears to be copyrighted with Brenda Tranchina and they would like to see the contract that was made with her to produce the document. Acting Chief Buonaccorsi has not

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been able to find a contract. The Board requested that he contact Brenda Tranchina for a copy of the contract/agreement and to identify whether the document can be modified without her involvement. The document is an Operational Manual for how the District Leadership and the Board interface with each other, along with their roles and responsibilities within the District. It is not on the same level as the HR policy document or a legal statute, and can be modified to fit the needs of a particular Fire District. Webber noted that the upgraded document is not critical at this time and not affecting the operation or the financial stability of the District. The Board expressed concern over not owning the policy document, and questioned whether the District needs Brenda Tranchina's involvement. Per Chair Johnson, Brenda Tranchina's relationship with the District needs to be clarified. Acting Chief Buonaccorsi will provide an update at the next meeting.

Webber and Kolsrud noted current plans are to:

- 1-determine ownership of the policy document and how it can be modified
- 2- continue reviewing the document and documenting the recommended changes
- 3- provide the list of modifications to Brenda Tranchina for her to provide any additional information or to advise the Board of any statute issues
- 4- provide the Board and the Leadership Team with a list of recommended modifications, possibly in a work meeting
- 5- have recommendations approved and implement the new policy document

The Board requested that the work by Webber and Kolsrud continue while the determination of documentation ownership is being made. The Board does not recommend engaging Brenda Tranchina until her contract is reviewed at the next meeting.

13. Discussion and possible action to approve New Military Leave of Absence and Employee Assistance and Traumatic Events Counseling policies: Brenda Tranchina provided an upgrade to the HR policy manual for Military Leave of Absence based on statute regulations (to be effective 9/28/2021) and Traumatic Events Counseling. Motion to approve the Military Leave policy as written made by Webber, seconded by Dorney, motion carried unanimously

The Board made a decision to not approve the Traumatic Events Counseling Policy at this time. The Board will provide input to Acting Chief Buonaccorsi on the changes and questions they have regarding the Traumatic Events Counseling Policy. That input will then be forwarded back to Brenda Tranchina for resolution.

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14- Future agenda items (Note: the Board may request items to be placed on a future agenda for discussion and consideration at the regular board meeting or future date):

- 1- PSPRS updates should be included as part of the Chief's report
- 2- Referral to District Attorney, Search for New Chief, and Board Policy updates should be included
- 3- Approval of Traumatic Events Policy should be included in next Agenda
- 4- Add Education as part of the Community Safety under the Chiefs report
- 5- add the monthly breakfast when a decision is made to begin the breakfasts

15- Adjournment: Motion by Kolsrud to adjourn, seconded by Garber, motion carried unanimously at 11:10 am.

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 Reba Webber, Board Clerk, on 10/25/2021.
Reba Webber date