Minutes to the Board of Directors Meeting

July 28, 2025

**Chair of the board Chris Johnson calls the meeting to order at 9:02 a.m.**

1. **Roll call and confirmation of Quorum.**

Chris Johnson, Ruth Ann LeFebvre, Eddie McArthur and Bob Garber are present, Russ Kolsrud is absent from the meeting and The Board has a quorum.

1. **Pledge of Allegiance to the Flag.**
2. **Call to the public.**

* Members of the public are invited to address the Board and/or submit written comments for inclusion in the minutes. Members of the Board shall not discuss or take legal action on matters raised during an open call to the public, unless the matters are properly noticed on the agenda for discussion and legal action.
* No members of the public were interested in addressing the Board.

1. **Approval of the Minutes from past meetings-**

* No New Minutes to Review this meeting.

**5. Reports from the Fire Chief or his designee may include the following topics:**

**2024-2026 Strategic Plan Implementation**:

* **2024-2026 Strategic Plan**

• The Implementation Team meets next on August 11, 2025.

• We are extending the Community Risk Assessment (CRA) and Community Risk Reduction (CRR) plan to include all of Eastern SCC-6B.

* Ironwood Solutions will be conducting an NFPA 1201 audit for us, this process will address in whole or in part 15 separate objectives.
* **Administration/Budget:**

• Department issued emails are now the primary form of written communication with members.

• First Due has been designated as the official repository for department members, including the Board.

• New Fiscal Year Activities underway.

* **Operations:**

• New Recruits: We have two new recruits in the process.

* Staffing: Interviews for our vacant FF position will take place the first week of August. Captain Moreno is no longer with SEFD. We thank him for his service to the community.
* PSPRS Local Board: Is currently scheduled to meet in August. Captain Bowman was selected to replace FF Glaser on the Board.
* Building/Grounds: The training room project continues with new lighting and window coverings next, followed by new wall art and information boards. At the August meeting we will be presenting a proposal to redo the admin side of the building.
* Apparatus: E823 is in Tucson for repairs and all other apparatus are in service. CH801 is in our possession and is receiving minor repairs. It should be service by mid-August.
* Neighboring Agency News & Developments: Town of Patagonia Update.
* Total incidents for the month of June ended at 62 and here is the breakdown: FIRE-3, RESCUE & EMS-36, SERVICE-11, GOOD INTENT-10, HAZARDOUS CONDITION-0, and FALSE ALARM & FALSE CALL-0. Incident count by Zone: Zone 1 had 21, Zone 2 had 8, Zone 3 had 3, Zone 4 had 1, and Zone 5 had 29 for a total of 66. Under incident count by day, the busiest days of the week are trending at Monday, Wednesday and Thursday with most calls running during the day. There were 43 incidents during the day and 19 incidents during the night hours.
* Certificate of Necessity: SEFD received an additional 12-month waiver on GPS requirement under HB2609.

• **Legislative Update**: There are five bills in the House that could affect our industry: HB2197, HB2268, HB2384 (Is now dead), HB2457, and HB2942. There are three bills in the Senate: SB1149, SB1285 and SB1345 (Is now dead).

**6.Presentation and Approval of Monthly Financial Reconciliation and Reports pursuant to ARS Sec. 48-807 including:**

**• reconciled balance sheet accounts;**

**• month-end statements;**

**• month-end balances at all institutions and county accounts;**

**• revenues and expenditures; and**

**• cash flow projection report.**

Ben Archer-Clowes presents the financials to the Board with a focus on an update for the 93 incidents from last fall that did not get sent to AMB until 2025. Chief Meredith is verifying on a weekly basis what is being sent to AMB and what is being received. The district ended the year cash positive and is siting in a good position. The district has a net income of $42,000 for the FY24/25 year. For the overtime during the FY25/26 the budget was increased and last year there were staffing challenges that the district will not face this upcoming fiscal year. Vehicle maintenance is another category where there are large ticket items for repair on the fleet and increased that budget for the FY25/26. With the increase in the tax rate, there will be the funds to match the needs of the buildings and land category in the budget and also the vehicle maintenance category.

**7. Executive [closed] Session, pursuant to A.R.S. 38-431.03(A)(3) & (4) – The Board might vote to go into executive session for legal advice, to consider its position and instruct its attorney with respect to a notice of claim received from a former employee. Any formal action will take place in public [open] session.**

*Ruth Ann LeFebvre moves to go into executive session, Chris Johnson seconds the motion and the motion is carried without opposition.*

*Executive session started at 9:43 a.m.*

*Robert Garber moves to exit executive session, Ruth Ann LeFebvre seconds the motion and the motion is carried without opposition.*

*Regular Board Meeting continues at 10:08 a.m.*

**8. Review, discussion and possible action – Approval of an Inter-Governmental Agreement (IGA) between the Sonoita-Elgin Fire District and Santa Cruz County for hosting a 2025 future firefighter camp.**

*Robert Garber moves to approve the IGA and Ruth Ann LeFebvre seconds the motion and it’s passed without opposition.*

**9. Review, discussion and possible action- modification of SEFD Organization Chart to account for Paramedic and Engineer to become promoted positions.**

* Tabled for today’s meeting**.**

**10. Information item- swearing in of new members (FF Anderson, FF Bowman, FF Reynosa, FF Terzich)**

* Tabled and possibly will be held at a different time than the regularly scheduled Board meeting.

**11. Review, discussion and possible action- update of supplemental roles to include an EMS coordinator role with associated supplementary pay rate.**

* Chief comments that for now this is an information item and there will be paperwork in the future to approve.

**12. Consideration of agenda item for future meeting**

*Robert Garber moves to adjourn the meeting; Ruth Ann LeFebvre seconds the motion and the motion is carried without opposition.*

Chris Johnson adjourns the meeting at **10:47 a.m.**

A digital copy of this meeting is available to the public at the Sonoita-Elgin Fire District, located at 3137 AZ Highway 83 Sonoita, AZ 85637

**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Board Clerk, on \_\_\_\_­­­­­\_\_\_\_\_\_\_

Ruth Ann LeFebvre Date