

# SEFD Board Packet

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22 June 2020

- Agenda
- Minutes 26 May 2020
- 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

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

Sonoita-Elgin Fire District  
Governing Board Meeting Agenda

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, June 22, 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) Public input on the 2020 / 2021 Budget*

2) Review and approval of the governing board meeting minutes of May 26, 2020.

3) Report from the Fire 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) Firefighter Oath of Office
- b) Response and service report.
- c) Status of grants.
- d) Fire code and inspection items
- e) Current community events.
- f) Rosemont mine.
- g) Apparatus update.
- h) Strategic Planning
- I) Palominas
- J) Department of Corrections:

Sonoita-Elgin Fire District  
Governing Board Meeting Agenda

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

a) Review and approval of monthly financial reports for May, 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.

5) Discussion and possible action to adopt the HR policy manual replace all He / She to Member, PTO time notice along with other updates : Board / Staff

6) Discussion / update on distribution of questionnaire: A. Dorney/Staff

7) Discussion and possible action on Resolution #2020-0622 Call for election: Chief DeWolf

8) Adjournment:

*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).*

Governing board members may attend telephonically.

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

- A) Sonoita Post Office – 3166 N. Highway 83, Suite 1, Sonoita, AZ
- B) WWW.SEFD911.org

Governing board meeting agenda dated and posted: June 19, 2020. At 10:00 Local Time

By Kathy L. Goodwin Kathy L. Goodwin, Admin to the SEFD Fire Chief

Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District  
Tuesday, 26 May 2020  
0900

DUE TO COVID-19 and only being able to have max of ten participants in a meeting attendance was limited. The Board made all reasonable efforts to accommodate everyone.

**Call to Order**

**Roll Call of Board Members** – Present: Johnson, Archibald, Webber & Dorney, Absent: Bahti. Also present were: Chief De Wolf, Rutter, Sink, Bennett, Goodwin and Prentice.

**Pledge of Allegiance.**

**Call to the Public:** only one member of the public arrived halfway through the meeting; no members of the public signed in to speak.

**Review and approval of the governing board meeting minutes of April 27, 2020.** – One sentence was added to the Chief's Report section then a motion was made by Archibald to approve the minutes as amended, seconded by Dorney, motion carried unanimously.

**Report from the Fire Chief**

**COVID-19 Restrictions** – As the Governor has lifted the restrictions and changed them to recommendations, SEFD will be slowly transitioning to normal operations. The state has made no changes to the election process and insists that budget hearings are made available to everyone who would like to attend. June 1<sup>st</sup>, 2020 will mark the resumption of normal operations.

**Response and service report** – 48 incidents; 202 incidents from Jan 1 – April 30; 14 helicopters, ambulance transports 55

**Radio Grant** – new radios have arrived; a volunteer, Tony Leonardini, will be assisting us with programing all of the radios and installing them into vehicles.

**Current community events** – none in the near future

**Rosemont mine** – no change in their status

**Palominas** - Things are going well. Still waiting on the new engine; Like SEFD, we're working on the budget; we're also drafting a new IGA for 2021.

**Department of Corrections:** No changes here, it will be good to have them back.

**Budget Schedule** – Budget for posting; Governor has lifted the COVID 19 restrictions so next month we'll be back to our regular set-up.

**GOHS Grant** – no news yet (extrication equipment)

**SAFER Grant** – received our quarterly reimbursement

**AFG – FEMA grant** – for \$120,000 for new ambulance

**555 Fitness Gym Equipment Grant** – no news yet.

**COVID 19 Pandemic Relief through CARES** – we did receive \$4929.59 from the grant; they requested we apply for an additional amount to reflect the loss of income for March & April.

**Blood Drive** – The April Blood Drive was the most successful drive we've had at Sonoita, thanks to everyone who make it possible.

**CON Renewal** – we've met our response times and received our CON renewal through to October 2023. There is an annual inspection of the 3 ambulances each year.

Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District  
Tuesday, 26 May 2020  
0900

**Fire Training** – SEFD has begun sending crews with Engine 822 to the Palominas Burn Tower for training.

**Life Net** has bought the crews Tuesday lunches from both the Brothel and Café over the past 6 weeks.

**Bleach Request** – we had an outpouring of support in response to a Board member’s request for bleach, we are well-supplied with bleach for the foreseeable future. We have received 12 gallons of bleach and 10 gallons of hand sanitizer.

Would like to thank Phil Burdine for all of the work he has <sup>done</sup> ~~done~~ to dig a French drain for the washing machine & extractor. Use of the backhoe was donated by Empire Homes.

Emma Laird was nominated as EMS Provider of the Year by Banner UMC.

Karina Hilliard and Emma Laird were presented with Stork Pins for assisting with the birth of a child on a call last month.

**Review and approval of monthly financial reports for Apr, 2020:** Rutter presented the district’s financial reports; there were no unusual items to report. Motion was made by Archibald to accept the financials as presented, seconded by Dorney. Motion carried unanimously.

**Discussion and possible action to adopt the HR policy changes:** This was tabled to June to allow the Board members to review the changes.

**Discussion / update on distribution of questionnaire:** tabled to next month

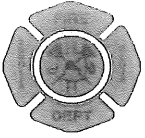
**Discussion and action to post draft 2020/2021 budget:** Motion to accept the budget for publication was made by Archibald, seconded by Dorney; Motion carried unanimously.

**Discussion and possible action to hire Human Resource Strategies:** To aid in the review process and act as an independent facilitator. Archibald felt is was a timely decision and Webber agreed. The Clerk of the Board shall be the contact for the review process. Motion for same was made by Webber, seconded by Archibald, motion carried unanimously.

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

Minutes approved on 29 June 2020, , Board Clerk.  
Reba Webber





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

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

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

Handwritten signature of Susan Archibald in black ink.

Susan Archibald, member

Kurt Bahti, Member

Handwritten signature of Reba Webber in black ink.

Reba Webber, Clerk

Handwritten signature of Christopher Johnson in black ink.

Christopher Johnson, Chair

Handwritten signature of Annette Dorney in black ink.

Annette Dorney, member

Sonoita-Elgin FD  
Balance Sheet  
As of May 31, 2020

	A	B	C	D	E
1					<b>May 31, 2020</b>
2				<b>ASSETS</b>	
3				<b>Checking/Savings</b>	
4				<b>Chase Checking</b>	8,324.51
5				<b>Chase Savings</b>	384,209.60
6				<b>Hughes Checking</b>	6,143.60
7				<b>Hughes High Yield</b>	2,013.63
8				<b>Hughes Main Share</b>	57.67
9				<b>Hughes Premium</b>	250,765.06
10				<b>National Bank Money Market</b>	66,828.81
11				<b>Petty Cash</b>	700.00
12				<b>Subtotal Checking/Savings</b>	<u>719,042.88</u>
13				<b>Pima County Treasurer</b>	11,130.40
14				<b>SCC Treasurer</b>	<u>58,408.07</u>
15				<b>Subtotal Accrued Taxes</b>	<u>69,538.47</u>
16				<b>TOTAL ASSETS</b>	<u><b>788,581.35</b></u>
17					
18				<b>EQUITY</b>	
19				<b>Fund Balance - Unrestricted</b>	759,302.90
20				<b>Net Income July - May</b>	<u>29,278.45</u>
21				<b>TOTAL EQUITY</b>	<u><b>788,581.35</b></u>

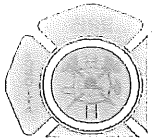


Sonoita-Elgin FD  
Profit & Loss Budget vs Actual  
for the Eleven Months ended May 31, 2020

	A	B	C	D	E	F	G	H	I	J	K
1											
2					<u>May 2020</u>	<u>Jul '19 - May 20</u>	<u>Annual Budget</u>				<u>% of Budget</u>
3				<b>Budgeted Income/Expense</b>							<b>Target = 92%</b>
4				<b>Budgeted Income</b>							
5				Santa Cruz County Taxes	58,400.19	875,827.84	905,170.00				96.76%
6				Pima County Taxes	8,949.47	119,705.45	127,166.00				94.13%
7				FDAT - Santa Cruz	0.00	24,532.50	49,065.00				50.0%
8				FDAT - Pima County	2,168.57	25,601.64	25,433.00				100.66%
9				Fire Suppression	0.00	11,192.28	35,000.00				31.98%
10				EMS Support	0.00	2,815.20	2,200.00				127.96%
11				Ambulance Revenue	15,983.04	244,146.38	280,000.00				87.2%
12				PPE Purchase	0.00	0.00	64,250.00				0.0%
13				Interest Income	41.89	3,581.86	800.00				447.73%
14				Rental Income	0.00	200.00	400.00				50.0%
15				Prior Year Carryforward	0.00	0.00	34,351.00				0.0%
16				<b>Total Budgeted Income</b>	<b>85,543.16</b>	<b>1,307,603.15</b>	<b>1,523,835.00</b>				<b>85.81%</b>
17				<b>Budgeted Expenses</b>							
18				Salaries	47,924.11	518,099.88	577,031.00				89.79%
19				Sick Time Pay	283.71	3,671.38	9,400.00				39.06%
20				Vacation/Holiday	3,091.05	30,445.05	45,000.00				67.66%
21				Transport Stipend	4,250.53	65,332.97	78,400.00				83.33%
22				Payroll Taxes	1,916.26	28,938.34	30,000.00				96.46%
23				PSPRS	6,390.03	62,898.73	75,000.00				83.87%
24				ASRS	1,279.96	14,528.36	15,500.00				93.73%
25				Employee Health Insurance	6,146.40	59,219.39	71,400.00				82.94%
26				Physicals & Exams	0.00	8,033.06	8,800.00				91.29%
27				Copper Point - Workman's Comp	8,850.00	33,876.00	39,373.00				86.04%
28				Clothing Allowance	227.00	4,938.65	8,400.00				58.79%
29				Training	647.60	38,544.34	30,589.00				126.01%
30				EMS Consumables	1,754.63	15,030.90	15,000.00				100.21%
31				Maintenance Plans	0.00	1,872.45	4,500.00				41.61%
32				Oral Hydration Fluids	0.00	143.52	1,200.00				11.96%
33				Fire Prevention Education	0.00	103.21	1,000.00				10.32%
34				Office Expense & Postage	951.41	7,152.63	10,000.00				71.53%
35				Recruitment & Retention	409.50	8,488.45	11,000.00				77.17%
36				Payroll Preparation	285.21	3,335.11	4,500.00				74.11%
37				Ambulance Billing	2,607.28	19,623.95	22,500.00				87.22%
38				Equipment Rental	127.21	1,437.19	1,800.00				79.84%
39				Internet Provider	299.71	3,895.28	2,400.00				162.3%
40				Bank Charges	55.24	804.27	800.00				100.53%
41				Background Checks	100.00	500.00	1,200.00				41.67%
42				Legal Fees	1,922.93	13,934.58	7,800.00				178.65%
43				Accounting	0.00	8,300.00	8,500.00				97.65%
44				Bookkeeper	1,250.00	13,750.00	15,000.00				91.67%
45				Telephone	1,058.14	10,986.39	14,000.00				78.47%
46				Batteries & Repair	7.91	644.41	3,000.00				21.48%
47				Computer & IT Support	979.20	2,581.92	4,000.00				64.55%
48				Dispatch	0.00	8,270.44	11,075.00				74.68%

Sonoita-Elgin FD  
Profit & Loss Budget vs Actual  
for the Eleven Months ended May 31, 2020

	A	B	C	D	E	F	G	H	I	J	K
1											
2					<u>May 2020</u>		<u>Jul '19 - May 20</u>		<u>Annual Budget</u>		<u>% of Budget</u>
49				Utilities	1,101.09		12,568.99		17,000.00		73.94%
50				Insurance	9,098.00		30,397.00		30,000.00		101.32%
51				Fuel	3,535.99		24,098.36		26,000.00		92.69%
52				Building & Grounds & Pests	898.81		6,887.04		9,000.00		76.52%
53				Vehicle Maintenance	2,425.93		44,495.59		36,500.00		121.91%
54				Equipment Replacement	0.00		9,055.17		6,000.00		150.92%
55				Station & Fire Supplies	1,226.29		7,552.10		10,000.00		75.52%
56				Suppression Foam	0.00		0.00		3,600.00		0.0%
57				Interest Expense	0.00		0.00		500.00		0.0%
58				Computer & Radio	0.00		659.93		4,000.00		16.5%
59				Communication to Residents	0.00		0.00		500.00		0.0%
60				Financial Stability Reserve	0.00		37,257.01		54,522.00		68.33%
61				Membership Dues & Subscriptions	320.97		3,823.48		4,000.00		95.59%
62				PPE Expense	54,995.47		54,995.47		64,250.00		85.6%
63				Capital Payments - Apparatus	0.00		80,973.21		80,992.00		99.98%
64				Capital Payment - Ambulance	0.00		22,816.29		23,297.00		97.94%
65				Capital Outlay - PPE	0.00		0.00		6,500.00		0.0%
66				SCBA's	0.00		0.00		9,000.00		0.0%
67				Unknown Other Equipment	0.00		10,821.43		10,006.00		108.15%
68				<b>Total Budgeted Expenses</b>	<u>166,417.57</u>		<u>1,335,781.92</u>		<u>1,523,835.00</u>		<u>87.66%</u>
69				<b>Net Budgeted Loss</b>	<u>(80,874.41)</u>		<u>(28,178.77)</u>		<u>0.00</u>		<u>100.0%</u>
70											
71				<b>Unbudgeted Income/Expense</b>							
72				<b>Unbudgeted Income</b>							
73				Palominas Fire District	13,000.00		81,250.00				
74				Fire Suppression Excess	0.00		0.00				
75				Safer Grant 2016	0.00		62,400.00				
76				Fuels Grant Revenue	22,176.16		63,661.11				
77				Apparatus Sale	0.00		10,900.00				
78				Donations	0.00		3,511.57				
79				Miscellaneous Income	0.00		336.52				
80				<b>Total Unbudgeted Income</b>	<u>35,176.16</u>		<u>222,059.20</u>				
81				<b>Unbudgeted Expenses</b>							
82				Palominas FD-Chief Salary	4,333.34		47,666.74				
83				Wildland Labor	0.00		190.96				
84				Safer 2016 Expenses	5,200.00		52,240.00				
85				Use of Truck Sale Proceeds	1,466.37		5,517.37				
86				Fuels Grant Labor	0.00		40,680.88				
87				Fuels Grant Equipment	0.00		2,329.22				
88				Cardiac Monitors	0.00		15,976.81				
89				<b>Total Unbudgeted Expenses</b>	<u>10,999.71</u>		<u>164,601.98</u>				
90											
91				<b>Net Unbudgeted Income</b>	<u>24,176.45</u>		<u>57,457.22</u>				
92											
93				<b>Net Overall Income (Loss)</b>	<u>(56,697.96)</u>		<u>29,278.45</u>		<u>0.00</u>		<u>100.0%</u>



SONOITA-ELGIN FIRE DISTRICT

RECONCILIATION & REVIEW

May 2020

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

Reconciled by *W. Butler*

Dates of reconciliation June 1<sup>st</sup> and June 15<sup>th</sup>, 2020

Sonoita-Elgin FD  
Reconciliation Detail  
National Bank Money Market, Period Ending 05/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						48,480.84
Cleared Transactions						
Checks and Payments - 2 items						
Check	05/11/2020			X	-4,531.31	-4,531.31
Check	05/31/2020			X	-6.00	-4,537.31
Total Checks and Payments					-4,537.31	-4,537.31
Deposits and Credits - 10 items						
Deposit	04/27/2020			X	2,550.00	2,550.00
Deposit	05/04/2020			X	774.60	3,324.60
Deposit	05/04/2020			X	6,551.00	9,875.60
Deposit	05/18/2020			X	131.00	10,006.60
Deposit	05/18/2020			X	4,407.63	14,414.23
Deposit	05/26/2020			X	405.00	14,819.23
Deposit	05/26/2020			X	843.79	15,663.02
Deposit	05/29/2020			X	720.04	16,383.06
Deposit	05/29/2020			X	6,500.00	22,883.06
Deposit	05/31/2020			X	2.22	22,885.28
Total Deposits and Credits					22,885.28	22,885.28
Total Cleared Transactions					18,347.97	18,347.97
Cleared Balance					18,347.97	66,828.81
Register Balance as of 05/31/2020					18,347.97	66,828.81
New Transactions						
Deposits and Credits - 6 items						
Deposit	06/03/2020				39.49	39.49
Deposit	06/03/2020				3,160.52	3,200.01
Deposit	06/08/2020				3,239.42	6,439.43
Deposit	06/08/2020				24,567.50	31,006.93
Deposit	06/10/2020				1,151.90	32,158.83
Deposit	06/10/2020				2,697.16	34,855.99
Total Deposits and Credits					34,855.99	34,855.99
Total New Transactions					34,855.99	34,855.99
Ending Balance					53,203.96	101,684.80

*Handwritten:* 6/15/20

12:02 PM

06/15/20

Sonoita-Elgin FD  
Reconciliation Detail  
Hughes High Yield, Period Ending 05/31/2020

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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,013.63
Cleared Balance						2,013.63
Register Balance as of 05/31/2020						2,013.63
Ending Balance						2,013.63

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10/15

**Sonoita-Elgin FD**  
**Reconciliation Detail**  
**Hughes Checking, Period Ending 05/31/2020**

Type	Date	Num	Name	Ctr	Amount	Balance
Beginning Balance						62,798.48
Cleared Transactions						
Checks and Payments - 49 items						
Check	04/15/2020	2615	AERO Med Claims	X	-2,111.54	-2,111.54
Check	04/30/2020	2632	EMI Health	X	-7,688.10	-9,799.64
Check	04/30/2020	2625	Sidney Lex Felker, PC	X	-1,613.75	-11,413.39
Check	04/30/2020	2629	Rita Ranch Automot...	X	-1,613.26	-13,026.65
General Journal	04/30/2020	10010...	Karina Hilliard	X	-1,360.00	-14,386.65
Check	04/30/2020	2623	Arizona State Retire...	X	-1,265.84	-15,652.49
Check	04/30/2020	2635	Vicki J Rutter	X	-1,250.00	-16,902.49
General Journal	04/30/2020	10011...	Jeremy Charles-Joh...	X	-1,070.15	-17,972.64
Check	04/30/2020	2627	Colonial Life	X	-823.79	-18,796.43
General Journal	04/30/2020	10010...	Jade Deforest	X	-800.00	-19,596.43
Check	04/30/2020	2622	Accord Financial, Inc.	X	-577.68	-20,174.11
Check	04/30/2020	2631	Verizon Wireless	X	-569.69	-20,743.80
General Journal	04/30/2020	10010...	Anika Payton-Rodrig...	X	-480.00	-21,223.80
Check	04/30/2020	2630	CenturyLink	X	-413.75	-21,637.55
General Journal	04/30/2020	10010...	Bill Bruyn	X	-320.00	-21,957.55
Check	04/30/2020	2626	Aflac	X	-238.82	-22,196.37
Check	04/30/2020	2633	GreatAmerica Finan...	X	-127.21	-22,323.58
Check	04/30/2020	2628	Sonoita Valley Wate...	X	-111.24	-22,434.82
Check	04/30/2020	2624	Arizona Department ...	X	-100.00	-22,534.82
Check	04/30/2020	2634	Colonial Life	X	-72.44	-22,607.26
Check	05/04/2020		Public Safety Perso...	X	-4,215.14	-26,822.40
General Journal	05/15/2020	EFT	Paychex DirDep/RCX	X	-20,443.83	-47,266.23
Check	05/15/2020	2641	Inszone Insurance S...	X	-9,098.00	-56,364.23
Check	05/15/2020	2647	CopperPoint Insuran...	X	-8,850.00	-65,214.23
General Journal	05/15/2020	EFT	Paychex Taxpay	X	-5,187.43	-70,401.66
Check	05/15/2020	2656	SENERGY Petroleu...	X	-3,420.97	-73,822.63
Check	05/15/2020	2640	Rita Ranch Automot...	X	-2,359.98	-76,182.61
Check	05/15/2020	2648	Goering, Roberts, et...	X	-1,922.93	-78,105.54
Check	05/15/2020	2655	Principal Life Insura...	X	-1,604.45	-79,709.99
Check	05/15/2020	2636	Bound Tree Medical	X	-1,372.60	-81,082.59
Check	05/15/2020	2638	Arizona State Retire...	X	-1,319.62	-82,402.21
General Journal	05/15/2020	10011...	Jeremy Charles-Joh...	X	-1,070.15	-83,472.36
Check	05/15/2020	2642	Philip Burdine	X	-1,001.13	-84,473.49
Check	05/15/2020	2650	SSVEC	X	-881.93	-85,355.42
Check	05/15/2020	2637	Quill Corporation	X	-291.87	-85,647.29
Check	05/15/2020	2654	Aflac	X	-238.82	-85,886.11
Check	05/15/2020	2649	Laura Sink	X	-227.00	-86,113.11
Check	05/15/2020	2639	Sonoita Valley Wate...	X	-219.16	-86,332.27
General Journal	05/15/2020	EFT	Paychex Invoice	X	-131.01	-86,463.28
Check	05/15/2020	2643	Voyager Fleet System	X	-115.02	-86,578.30
Check	05/15/2020	2653	Mountain Empire Ro...	X	-92.00	-86,670.30
Check	05/15/2020	2646	TransWorld Network	X	-81.41	-86,751.71
Check	05/15/2020	2651	Airgas USA, LLC	X	-55.77	-86,807.48
Check	05/15/2020	2657	Valley Imaging Solut...	X	-47.64	-86,855.12
Check	05/15/2020	2644	Santa Cruz County ...	X	-21.92	-86,877.04
Check	05/19/2020		Public Safety Perso...	X	-4,218.95	-91,095.99
General Journal	05/29/2020	EFT	Paychex DirDep/RCX	X	-22,148.46	-113,244.45
General Journal	05/29/2020	EFT	Paychex Taxpay	X	-5,337.66	-118,582.11
General Journal	05/29/2020	EFT	Paychex Invoice	X	-154.20	-118,736.31
Total Checks and Payments					-118,736.31	-118,736.31

Senoita-Elgin FD  
Reconciliation Detail  
Hughes Checking, Period Ending 05/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 17 items</b>						
Deposit	04/30/2020			X	308.31	308.31
Deposit	05/01/2020			X	2.57	310.88
Deposit	05/01/2020			X	346.20	657.08
Deposit	05/06/2020			X	188.89	845.97
Deposit	05/06/2020			X	948.22	1,794.19
Deposit	05/07/2020			X	158.36	1,952.55
Deposit	05/07/2020			X	750.23	2,702.78
Deposit	05/07/2020			X	992.36	3,695.14
Deposit	05/11/2020			X	88.32	3,783.46
Deposit	05/11/2020			X	22,151.16	25,934.62
Deposit	05/12/2020			X	719.46	26,654.08
Transfer	05/12/2020			X	15,000.00	41,654.08
Deposit	05/18/2020			X	1,284.96	42,939.04
Deposit	05/20/2020			X	1,904.43	44,843.47
Deposit	05/21/2020			X	173.66	45,017.13
Deposit	05/22/2020			X	1,528.13	46,545.26
Transfer	05/26/2020			X	30,000.00	76,545.26
Total Deposits and Credits					76,545.26	76,545.26
Total Cleared Transactions					-42,191.05	-42,191.05
Cleared Balance					-42,191.05	20,607.43
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 34 items</b>						
General Journal	04/15/2019	10005...	Michael Doris		-320.00	-320.00
Check	06/10/2019				-20.00	-340.00
General Journal	07/15/2019	0	Benjamin Beyerle		-99.89	-439.89
General Journal	07/15/2019	2320	John Hisey-Long		-96.19	-536.08
Check	08/29/2019	2399	Lincare Holdings, Inc.		-90.00	-626.08
Check	08/29/2019	2403	Colonial Life		-72.44	-698.52
General Journal	11/29/2019	10008...	Madeleine Pier		-99.90	-798.42
General Journal	12/31/2019	10009...	Jacob Rosson		-414.41	-1,212.83
Check	01/30/2020	2534	Reba Webber		-47.39	-1,260.22
General Journal	01/31/2020	10009...	Jacob Rosson		-233.11	-1,493.33
General Journal	02/14/2020	0	Aaron K Sapienza		-317.00	-1,810.33
Check	02/28/2020	2563	Kurt Bahti		-427.28	-2,237.61
General Journal	03/31/2020	10010...	Austin Dail		-480.00	-2,717.61
General Journal	04/30/2020	10010...	Austin Dail		-1,120.00	-3,837.61
Check	05/15/2020	2645	SCC Health Depart...		-300.00	-4,137.61
Check	05/15/2020	2652	Holy Cross Hospital ...		-0.26	-4,137.87
Check	05/21/2020	2658	AERO Med Claims		-2,607.28	-6,745.15
General Journal	05/29/2020	10011...	Rosalia Vitella		-1,405.00	-8,150.15
Check	05/29/2020	2666	Arizona State Retire...		-1,240.30	-9,390.45
General Journal	05/29/2020	10011...	Jeremy Charles-Joh...		-1,122.90	-10,513.35
General Journal	05/29/2020	10011...	Karina Hilliard		-720.00	-11,233.35
General Journal	05/29/2020	10011...	Anika Payton-Rodrig...		-640.00	-11,873.35
General Journal	05/29/2020	10011...	Jade Deforest		-640.00	-12,513.35
Check	05/29/2020	2661	Verizon Wireless		-569.73	-13,083.08
Check	05/29/2020	2663	IFC Radios & Safety		-465.24	-13,548.32
Check	05/29/2020	2664	CenturyLink		-428.35	-13,976.67
General Journal	05/29/2020	10011...	Bill Bruyn		-320.00	-14,296.67
General Journal	05/29/2020	10011...	Jeffrey Binder		-160.00	-14,456.67
General Journal	05/29/2020	10011...	Brandon Sluder		-160.00	-14,616.67
Check	05/29/2020	2660	GreatAmerica Finan...		-127.21	-14,743.88
Check	05/29/2020	2665	Arizona Department ...		-100.00	-14,843.88
General Journal	05/29/2020	10011...	Parker King		-80.00	-14,923.88
Check	05/29/2020	2659	Colonial Life		-72.44	-14,996.32
Check	05/29/2020	2662	Verizon Wireless		-60.06	-15,056.38
Total Checks and Payments					-15,056.38	-15,056.38

Sonoita-Elgin FD  
**Reconciliation Detail**  
 Hughes Checking, Period Ending 05/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 1 item</b>						
Deposit	05/29/2020				592.55	592.55
Total Deposits and Credits					592.55	592.55
Total Uncleared Transactions					-14,463.83	-14,463.83
Register Balance as of 05/31/2020					-56,654.88	6,143.60
<b>New Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	06/01/2020	2667	Alexander Burns		-1,104.35	-1,104.35
Check	06/01/2020	2669	Chase Newham		-560.00	-1,664.35
Check	06/01/2020	2668	Ethan Messmer		-429.97	-2,094.32
Check	06/01/2020	2670	Joseph Sparacino		-109.83	-2,204.15
Total Checks and Payments					-2,204.15	-2,204.15
<b>Deposits and Credits - 9 items</b>						
Deposit	06/03/2020				90.51	90.51
Deposit	06/03/2020				713.23	803.74
Deposit	06/04/2020				641.55	1,445.29
Deposit	06/04/2020				1,461.52	2,906.81
Deposit	06/08/2020				1,240.45	4,147.26
Deposit	06/08/2020				1,240.45	5,387.71
Deposit	06/10/2020				1,045.33	6,433.04
Deposit	06/11/2020				183.54	6,616.58
Deposit	06/12/2020				1,527.35	8,143.93
Total Deposits and Credits					8,143.93	8,143.93
Total New Transactions					5,939.78	5,939.78
Ending Balance					-50,715.10	12,083.38



Sonoita-Elgin FD  
**Reconciliation Detail**  
 Hughes Premium, Period Ending 05/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						142,765.06
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	05/12/2020			X	-15,000.00	-15,000.00
Transfer	05/26/2020			X	-30,000.00	-45,000.00
Total Checks and Payments					-45,000.00	-45,000.00
Deposits and Credits - 1 item						
Check	05/15/2020	2023	Sonoita-Elgin Fire District	X	153,000.00	153,000.00
Total Deposits and Credits					153,000.00	153,000.00
Total Cleared Transactions					108,000.00	108,000.00
Cleared Balance					108,000.00	250,765.06
Register Balance as of 05/31/2020					108,000.00	250,765.06
Ending Balance					<u>108,000.00</u>	<u>250,765.06</u>

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06/15/20

Sonoita-Elgin FD  
Reconciliation Detail  
Hughes Main Share, Period Ending 05/31/2020

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						57.67
Cleared Balance						57.67
Register Balance as of 05/31/2020						57.67
Ending Balance						57.67

*WFO*

Sonoita-Elgin FD  
**Reconciliation Detail**  
 Chase Checking, Period Ending 05/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,405.33
<b>Cleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	04/30/2020		Nationwide	X	-401.57	-401.57
Check	04/30/2020		Nationwide	X	-367.23	-768.80
Check	05/15/2020	2023	Sonoita-Elgin Fire District	X	-153,000.00	-153,768.80
Check	05/15/2020	2022	United Fire	X	-54,995.47	-208,764.27
Check	05/18/2020		Nationwide	X	-399.61	-209,163.88
Check	05/18/2020		Nationwide	X	-364.46	-209,528.34
Check	05/31/2020			X	-49.24	-209,577.58
<b>Total Checks and Payments</b>					-209,577.58	-209,577.58
<b>Deposits and Credits - 3 items</b>						
Transfer	05/05/2020			X	179,489.44	179,489.44
Transfer	05/12/2020			X	29,731.48	209,220.92
Transfer	05/28/2020			X	18,000.00	227,220.92
<b>Total Deposits and Credits</b>					227,220.92	227,220.92
<b>Total Cleared Transactions</b>					17,643.34	17,643.34
<b>Cleared Balance</b>					17,643.34	19,048.67
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Check	05/28/2020	2024	Simpson Computer Services		-979.20	-979.20
Check	05/29/2020	2026	EMI Health		-7,688.10	-8,667.30
Check	05/29/2020	2025	United Fire		-6,815.06	-15,482.36
Check	05/29/2020	2027	Vicki J Rutter		-1,250.00	-16,732.36
Check	05/29/2020		Nationwide		-420.45	-17,152.81
Check	05/29/2020		Nationwide		-386.41	-17,539.22
<b>Total Checks and Payments</b>					-17,539.22	-17,539.22
<b>Total Uncleared Transactions</b>					-17,539.22	-17,539.22
<b>Register Balance as of 05/31/2020</b>					104.12	1,509.45
<b>Ending Balance</b>					104.12	1,509.45

Soncita-Elgin FD  
Reconciliation Detail  
Chase Savings, Period Ending 05/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						402,192.74
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	05/28/2020			X	-18,000.00	-18,000.00
Total Checks and Payments					-18,000.00	-18,000.00
Deposits and Credits - 1 item						
Deposit	05/31/2020			X	16.86	16.86
Total Deposits and Credits					16.86	16.86
Total Cleared Transactions					-17,983.14	-17,983.14
Cleared Balance					-17,983.14	384,209.60
Register Balance as of 05/31/2020					-17,983.14	384,209.60
Ending Balance					-17,983.14	384,209.60

11/1/20

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	May-20		\$ 179,489.44
State Pool Investment		5.38 2.50	7.88
Levied Revenue Earned			
	102103	1,027.56	58,400.19
	102122	1,145.34	
	102140	10,786.85	
	102177	4,501.31	
	102195	5,724.68	
	102208	3,745.67	
	102221	4,007.73	
	102239	468.11	
	102258	6,696.35	
	102276	2,927.18	
	102296	4,618.57	
	102304	3,019.14	
	102325	6,653.83	
	102345	111.71	
	102365	47.71	
	102377	741.77	
	102424	760.33	
	103165	1,416.35	
Check#	47103	(179,489.44)	(179,489.44)
Journal Entries		-	
Ending Balance	May-20		<u>\$ 58,408.07</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: MAY-2020  
As of June 15, 2020

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

\$ 11,130.40

<u>Real Estate Taxes</u>	<u>Amount</u>
Tax Year 2007	-
Tax Year 2019	8,949.47
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	-
<b>Subtotal Real Estate Taxes</b>	<b><u>8,949.47</u></b>

<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	-
<b>Subtotal Personal Property Taxes Collected</b>	<b><u>-</u></b>

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

Sonoita-Elgin Fire District

ARMS # 507200, TCMS String: 500.50720.10.10000.10000  
 Remittance of Revenue Collected for the Period: MAY-2020  
 As of June 15, 2020

RECEIVED of Beth Ford, Pima County Treasurer, check in the amount of \$ 11,130.40

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	-

Subtotal In-Lieu Taxes Collected -

<u>Fire District Assistance</u>	<u>Amount</u>
Tax Year 2007	-
Tax Year 2019	2,169.63
Tax Year 2018	(1.38)
Tax Year 2017	0.13
Tax Year 2016	0.07
Tax Year 2015	0.07
Tax Year 2014	0.03
Tax Year 2013	0.01
Tax Year 2012	0.01
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2009	-
Tax Year 2008	-

Subtotal Fire District Assistance 2,168.57

<u>Investment Income</u>	<u>Amount</u>
Interest Allocation	12.36

Subtotal Investment Income 12.36

Grand Total 11,130.40





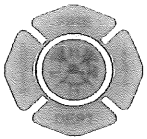
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
PURPOSE OF THE CASH FLOW FORECAST IS TO SHOW ALL CASH IN AND CASH OUT ON A MONTHLY BASIS.															
THE CUMULATIVE CASH BALANCE MUST NOT GO BELOW ZERO.															
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast
	Budget	2019	2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	Forecast
	2019-2020	2019	2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	Total
1	Sonoita-Elgin Fire District														
2	Cash Flow Forecast														
3	July 1, 2019 through June 30, 2020														
4															
5															
6															
7															
53	Telephone	14,000	979	987	983	992	991	931	925	925	1,180	1,035	1,058	1,200	12,186
54	Batteries & Repair	3,000			456								8	2,537	3,000
55	Computer & IT Support	4,000			88	363	97	7	1,048				979	1,418	4,000
56	Streetwise & Vera Earl Tower	11,075			8,271									2,804	11,075
57	Utilities	17,000	1,283	1,227	1,330	1,181	1,095	971	1,149	1,125	1,090	1,018	1,101	1,500	14,069
58	Insurance	30,000	163	7,047			7,047			7,042			9,098		30,397
59	Fuel	26,000	4,947		209	5,096	3,827		488	5,713	97	185	3,536	200	24,298
60	Building Grounds & Pests	9,000	1,200	524	1,237	213	349	230	1,032	123	103	582	899	2,539	9,000
61	Vehicle Maintenance	36,500	4,062	738	3,431	13,472	14,320	2,664	983	396	2,197	669	2,426	1,000	46,388
62	Equipment Replacement	6,000		343	918		741	741	326		1,844	110			5,023
63	Station & Fire Supplies	10,000	259	1,264	764	671	1,514	2,265	468	813	2,149	135	1,226		11,528
64	Suppression Foam	3,600												3,600	3,600
65	Interest Expense - LOC	500												500	500
66	Computer/Radio	4,000				289	10			361				688	1,348
67	Financial Stability Reserve	54,522								37,257				17,265	54,522
68	Communication to Residents	500												500	500
69	Dues & Subscriptions	4,000	592	321	150	342	730	214	159	765	230		321	177	4,000
70	PPE Purchase	64,250											54,995		54,995
71	Miscellaneous														0
72	Capital Reserve Funds														
73	Apparatus P&I	80,992		80,973											80,973
74	Ambulance P&I	23,297				22,816									22,816
75	PPE	6,500												6,500	6,500
76	SCBA's	9,000												9,000	9,000
77	Other Equipment	10,006													10,006
78	Total Budgeted Expenses	1,523,835	104,004	178,783	98,980	120,296	115,216	118,018	105,339	147,404	93,870	87,649	166,418	149,554	1,485,530
79															
80	Net Budgeted Revenues/Expenses		(76,933)	(157,252)	(56,394)	174,118	132,897	37,250	(33,195)	(89,529)	(37,996)	163,040	(80,874)	22,649	(2,220)

A		B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
Sonoita-Elgin Fire District																	
Cash Flow Forecast																	
July 1, 2019 through June 30, 2020																	
		Budget	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	
		2019-2020	2019	2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	2020	Total
1																	
2																	
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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.

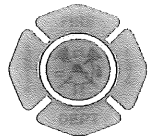
The Cash on Hand at May 31, 2020 was \$788,581. The Net Overall Income is projected to be \$65,311 at fiscal year end. Since both balances are positive so there is not potentially an adverse impact on operations or liquidity of the district to report to the county Board of Supervisors.

Cash on Hand at June 30, 2020 is projected to be \$811,230.



# SONOITA-ELGIN FIRE DISTRICT

"PROUD PAST STRONG FUTURE"



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## Resolution #2020-0622

### Call to Elections for Board of Directors June 2012

#### A RESOLUTION CALLING FOR THE ELECTION OF FIRE BOARD MEMBERS TO FILL VACANCIES OF THE FIRE BOARD OF THE FIRE DISTRICT.

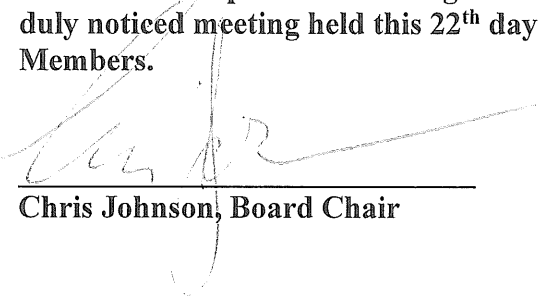
Whereas, A.R.S. 16-100 prescribed as election law requirements pertinent to the filling of vacancies on Fire Boards of Fire District and;


Whereas, three vacancies on the Fire Board of the Sonoita-Elgin Fire District will occur in 2020 and;

Whereas, it is the responsibility of said Fire District to perform all acts and duties to comply with the aforementioned A.R.S.;

Be it resolved the clerk of this Board is empowered to take such actions as are necessary to assure compliance with said A.R.S. as pertains to elections for fire districts.

Passed and adopted at a meeting of the Fire Board of the Sonoita-Elgin Fire District at a duly noticed meeting held this 22<sup>th</sup> day of June, 2020, by a majority of the Fire Board Members.

  
Chris Johnson, Board Chair

  
Reba Webber, Board Clerk

---

**Address:** 3173 Highway 83. P.O. Box 322 Sonoita, AZ 85637  
**Phone:** (520) 455-5854 **Fax:** (520) 455-5361  
**Website:** [www.sefd911.org](http://www.sefd911.org)  
**Fire Chief Joseph M. DeWolf**