**San Simon Fire District**

Dedicated to:

Calming Fears

Easing Minds

Saving Lives

PO Box 244 - 2249 W. Firehouse Lane

San Simon, AZ 85632

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

San Simon Fire District

Regular Meeting

Tuesday, June 24, 2025

1. CALL TO ORDER:

Chairman Reynolds called the meeting to order at 6:01 pm, at the San Simon Fire Station, 2249 W. Firehouse Lane, San Simon, AZ 85632.

1. PLEDGE OF ALLEGIANCE:

Chairman Reynolds led the Pledge of Allegiance.

1. ROLL CALL OF OFFICERS:

Governing Board:

Chairperson R.C. Reynolds – Present

Clerk of the Board Pati Fickett – Present

Board Member Fernando Guzman - Present

Administration:

Chief John Novak – Present

Captain Heather Lentz – Absent

Wildland Division/Vol. Admin. Assistant Chief Chris Anthis – Present

Firefighters/Support:

Michele Larned Mike Craft

Guests:

Trisha Anthis Rebeca Phifer

1. CALL TO PUBLIC:

None

1. CONSENT AGENDA:
2. APPROVE MEETING MINUTES:
   1. May 13, 2025 FY 24/25 Proposed Amended Budget Hearing, May 13, 2025 FY 2025/2026 Proposed Annual Budget Hearing and May 13, 2025 Regular Meeting.

Mr. Guzman moved to approve the minutes for the May 13, 2025, Budget Hearings and Regular Meeting as presented.

Mr. Reynolds seconded the motion.

Motion Passed

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

* 1. May 28, 2025 Special Meeting and the June 10, 2025 Special Meeting.

Mr. Reynolds moved to approve the minutes for the Special Meetings May 28, 2025, and June 10, 2025 as presented.

Mr. Guzman seconded the motion.

Motion Passed

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

1. FINANCIAL/WILDLAND FIRE PROGRAM REPORT – REVIEW/DISCUSSION/POSSIBLE ACTION:

Chris Anthis, Wildland Division Chief and Voluntary Administrative Assistant Chief

The San Simon Fire District signed an agreement with the Arizona Department of Forestry and Fire Management at the end of the Fiscal Year 23/24 to participate in the Wildland Fire Program. This has created a significant increase in the District’s activities, revenues and expenditures over the past year, Fiscal Year 2024/2025.

The total revenues and expenses reported are correct, but due to a limited chart of accounts, many items were mis-categorized, charted into incorrect accounts, or lumped together, producing a distorted picture of the facts, allowing speculation the Wildland Fire Program’s expenditures were higher than the revenues being generated.

The San Simon Fire District and Municipal Accounts & Consulting (MAC) are coordinating to correct the posting of these expense and revenue items, in order to provide clarity and accountability of the revenues and expenses for the FY 2024/2025, and the future.

MAC’s report is delayed until the July 29, 2025 meeting, as they are in the process of closing the books for the Fiscal Year 2024/2025 and did not have a report ready for this meeting. With an upgrade in the accounting program being implemented MAC will be able to provide the District with improved reports. The goal is to provide well-defined reports with greater transparency of the source and disbursement of funding.

As of June 24, 2025:

*County M&O Account $127,742.23*

*Less Outstanding Warrants ($ 53,654.57)*

*Available Cash – M&O Acct.* $ 74,087.66

*County – Wildland Fire Acct. Balance $ 119,434.24*

*County – Reserve Acct. Balance $ 102,125.09*

*Chase Bank – Payroll Account Balance $ 16,630.47*

***Total Balance of SSFD Fund Accounts $ 312,267.31***

**Total Funds Balance Last Year June 2024**: $152,533.40

*Total Increase in Available Cash: $159,733.91*

*\*A Payment Pending from ADF&FM: $ 88,845.14*

***Total Increase Over Last Year:******$248,579.05***

Wildland Fire Program:

Division Chief Anthis presented a detailed spreadsheet regarding the Wildland Fire Program’s activities, revenues and expenses for FY 2024/2025:

The District responded to 26 billable events this past year.

Gross Revenue $660,584.55 *through June 24, 2024*

Gross Expenses \* $455,557.70

Net Income $205.026.85

\**(Does not include expenditures wildland made outside of the fire assignments, additional repairs, equipment, etc…)*

Wildland Fire Accounts Receivable Outstanding Invoice - $88.84515

\*(*Thirty minutes prior to the meeting, Division Chief Anthis received notice this invoice has been approved for payment.)*

Lease/Purchase of Type 3 Fire Engine:

$17,880 remaining on the lease/purchase agreement. (20.32 days in the field,)

Amount Paid: $87,120.00 since entering into the agreement in May of 2024.

Mrs. Fickett moved to approve the Financial/Wildland Fire Program Report as presented.

Mr. Reynolds seconded the motion.

Motion Passed

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

1. LEADERSHIP REPORTS:
2. CHIEF’S REPORT – CHIEF NOVAK:

* 10 May Calls: 1 Motor Vehicle Collision, 1 ALS, 2 BLS, 1 Cancelled Calls, 3 In-District wildland fires, 1 Mutual aid vehicle fire and 1 Public Assist.
* SSFD participated in water day at the school, The students loved it.
* The fire district participated in the sports banquet.
* The fire district also did a stand by for the last two softball games.
* The District had a total of 10 new volunteers/wildland fire fighters come down and staff our fire station.
* Both Brush trucks now have working lights and sirens.
* We’re continuing to work on the inventory.
* I’m currently working on the SAFER grant. This will provide stipends for our volunteers.
* District Staff are making headway by getting data uploaded onto the web page.
* The warrant has been mailed for payment of the District’s new engine. Once the sellers receive the payment, they will notify me so I can arrange to have the engine shipped. The tires have been ordered.
* The District received one Public Records Request.

1. AUXILLARY REPORT – MICHELE LARNED:

None

1. Update: ENTERING INTO A RELATIONSHIP WITH AN ARIZONA LICENSED REAL ESTATE AGENT:

Mrs. Fickett had nothing to report at this time.

1. NEW BUSINESS – REVIEW/DISCUSSION/POSSIBLE ACTION:
2. QUOTE OF WIRING THE DISTRICT GENERATOR TO OPERATE PUMP:

Chief Novak presented a quote from Pacheco Electric to install and wire the District’s generator to provide electricity to the will pump in the event of a power outage.

Mr. Reynolds moved to approve the quote provided by Pacheco Electric to install the necessary wiring and controls to operate the District’s well pump.

Mr. Guzman seconded the motion.

Motion Passed

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

1. SECURE FIRST NET AS THE CELLULAR PROVIDER FOR THE SAN SIMON FIRE DISTRICT AND PURCHASE TWO NEW CELL PHONES + A HOTSPOT:

Chief Novak presented a quote from First Net to provide cellular phone service for the San Simon Fire District and purchase 2 new phones + a Hotspot.

Mr. Reynolds moved to secure FirstNet as the District’s cellular provider and purchasing two new Apple iPhones + a Hotspot.

Mr. Guzman seconded the motion.

Motion Passed

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

1. RESOLUTION #25-0003: TRANSFER END OF FISCAL YEAR 2024/2025 FUNDS FROM THE M&O ACCOUNT, AND WILDLAND FIRE ACCOUNT TO THE RESERVE ACCOUNT ON JUNE 26, 2025:

Mrs. Fickett moved to approve Resolution #25-0003 to transfer funds from the San Simon Fire District’s Cochise County M&O Account and the Wildland Fire Account to the Reserve to adjust fund accounts for Fiscal Year 2024/2025 year-closing.

Mr. Reynolds seconded the motion.

Motion Passed

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

1. RESOLUTION #25-0004: TRANSFER BEGINNING OF FISCAL YEAR 2025/2026 FUNDS FROM THE RESERVE ACCOUNT TO THE M&O ACCOUNT, AND WILDLAND FIRE ACCOUNT ON JULY 2, 2025:

Mrs. Fickett moved to approve Resolution #25-0004 to transfer funds from the San Simon Fire District’s Cochise County Reserve Account to the M&O Account and the Wildland Fire Account adjust fund accounts for Beginning Fiscal Year 2025/2026

Mr. Reynolds seconded the motion.

Motion Passed

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

1. SET TIME AND DATE FOR NEXT MEETING: Tuesday July 29, 2025 at 6:00 PM.
2. ADJOURN:

Mr. Guzman moved to adjourn the meeting.

Mrs. Fickett seconded the motion.

Motion Passed

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

Chairman Reynolds adjourned the meeting at 7:21 pm.

Submitted Respectfully By: Pati Fickett

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Patricia Fickett, Clerk of the Board Date