**San Simon Fire District**

Dedicated to:

Calming Fears

Easing Minds

Saving Lives

PO Box 244 - 2249 W. Firehouse Lane

San Simon, AZ 85632

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San Simon Fire District

Special Meeting

Thursday, February 13, 2025

1. CALL TO ORDER:

The meeting was called to order at 6:00 pm, at the San Simon Fire Station, 2249 W. Firehouse Lane, San Simon, AZ 85632.

1. PLEDGE OF ALLEGIANCE:

Pledge of Allegiance led by R.C. Reynolds.

1. ROLL CALL OF OFFICERS:

Governing Board: Chairperson R.C. Reynolds – Present

Clerk of the Board Pati Fickett – Present

Board Member Fernando Guzman - Absent

Administration: Chief John Novak – Present

Captain Heather Lentz – Present

Wildland Division Chief Chris Anthis – Present

Firefighters: Michele Larned

Via Phone: Donna Aversa, San Simon Fire District Attorney

1. CALL TO PUBLIC:

Chris Anthis: Thanked the San Simon Fire District Wildland Fire Program personal for their outstanding performance while on deployment to the California Fires. The SSFD Wildfire Program has thus far made $144,000.00 profit.

1. NEED FOR AN ADDITIONAL FULL-TIME POSITION - REVIEW/DISCUSS/POSSIBLE/ACTION:

Chief Novak requested the Board consider employing an additional full-time person to assist with administrative duties, be available to cover calls when he is out of town, oversee a community Fire Prevention Program and other duties as deemed necessary.

Mrs. Fickett felt this was a decision, better made, at a later date with the development of the 2025-26 budget and it can be determined whether a new position is sustainable by tax revenue.

Mr. Reynolds agreed consideration of this request should be at a later date.

No Action Taken regarding this item.

1. PURCHASE A REPLACEMENT CLOTHES DRYER FOR THE FIRE STATION – REVIEW/DISCUSSION/ ACTION:

Chief Novak stated the clothes dryer at the station, which had been donated by Boarder Patrol a few years ago, had started to have problems. He presented 3 quotes to purchase a new heavy-duty dryer with the lowest being a little under a $1000.00.

Mrs. Fickett moved to purchase a heavy-duty dryer not to exceed $1000.00.

Mr. Reynolds seconded the motion.

Motion Passed

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

1. CONSIDERATION OF ADDING MONTHLY BOARD PACKETS AND FINANCIALS TO WEBSITE –REVIEW’DISCUSSION/ACTION:

Chief Novak suggested posting the Board Packets and Financials to the San Simon Fire District Website, monthly or after Regular Meetings along with Agendas, Meeting Minutes and Annual Reports. Chief Novak and Mrs. Fickett will review this procedure and options and present it to the Board.

No Action Taken regarding this item.

1. Items 8, 10, 11. EXECUTIVE SESSION: The Board may vote to go into an executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the attorney for the District regarding agenda Item 9, 11 & 13.

\*Note Executive Sessions are confidential pursuant to A.R.S. § 38-431-.03©.

Mrs. Fickett made a motion to move the meeting into Executive Session to discussion with the District’s attorney at 6:23 pm.

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 |

Returned to open meeting 6:50 pm.

1. ESTABLISH A PROCEDURE FOR OBTAINING SIGNATURES ON WARRANTS/CHECKS:

To be reviewed by Chief Novak and Clerk Fickett. Follow up at next meeting.

No additional action taken on this Item.

1. Combined with Item 8.
2. SERVICES PROCIDED BY MUNICIPAL ACCOUNTING & CONSULTING LLC (MAC) COST, REPORTING AND PAYROLL – REVIEW/DISCUSSION/ACTION:

Discussion was held regarding QuickBooks online (currently used by District) -vs- MAC’s in-house professional accounting software (QuickBooks for Professionals). Mrs. Galgano provided examples of improved monthly reports and time saving procedures which would reduce the District’s monthly cost for their services, by switching to MAC’s in-house bookkeeping software.

Mrs. Fickett moved to close the San Simon Fire District’s online QuickBook account and transition to MAC’s in-house bookkeeping services in order to receive superior reports and improve services they can produce utilizing their in-house professional accounting software.

Mr. Reynolds seconded the motion.

Motion Passed

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

1. Combined with Item 8.
2. BOARD ADDRESSING THE USE OF PERSONAL COMPUTERS, OR OTHER DEVICES RELATED TO FIRE DISTRICT BUSINESS – REVIEW/DISCUSSION/ACTION:

Chief Novak and Clerk Fickett to research securing emails and Chairman Reynolds possibly attaining the donation of computers and printers for the District. Follow up at next meeting.

No additional action taken on this Item.

1. TIME AND DATE OF NEXT MEETING:

Due to a conflict of interest, the next meeting is scheduled for March 4, 2025 at 6:00 pm (1800 hours).

1. ADJOURN:

Chairman Reynolds adjourned the meeting at 7:03 pm.

Submitted Respectfully By: Pati Fickett

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Patricia Fickett, Clerk of the Board Date