**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

Special Meeting

June 10, 2025

1. CALL TO ORDER:

Chairman Reynolds called the meeting 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 lead by Chairman Reynolds.

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 Chief Chris Anthis – Present

Firefighters/Support:

Michele Larned Mike Craft

Derek Polanco Cole Paigle

Guests:

Rebeca Phifer Judy White

Via Phone: Donna Aversa, San Simon Fire District Attorney

1. CALL TO PUBLIC:

None:

1. REVIEW/DISCUSSION/POSSIBLE ACTION: Fire Apparatus Inspection of Two (2) pumper trucks from the North Central Fire District, by Brian Settles of Brian’s Fire Apparatus Repair and possible purchase of one or more fire apparatus.

The Board reviewed and discussed the inspections conducted by Mr. Settles of the pumper trucks at North Central Fire District in California, which indicated the NCFPD #19412 truck being worthy of purchase, with need for some minor repairs and tires, and the NCFPD #19413 truck not being worthy of purchase. The purchase price of the pumper truck NCFPD #19412 is $20,000, estimated cost of shipping $3500, replace tires $4,000 and parts/repairs $1,500, bringing the total estimated cost to $29,000.

Mr. Reynolds moved to approve the purchase of the pumper truck NCFPD #19412 from North Central Fire District for the purchase price of $20.000 and additional expenses not to exceed $9,000.

Mr. Guzman seconded the motion.

Motion Passed

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

1. EXECUTIVE SESSION – THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO ARS § 38-431.A.3 FOR DISCUSSION OR CONSULTATION FOR ITEM #7, WITH THE FIRE DISTRICT’S ATTORNEY DONNA AVERSA, FOR LEGAL ADVICE:

Mr. Reynolds moved to go into executive session at 6:23 pm.

Mr. Guzman seconded the motion.

Motion Passed

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

Note: Executive Sessions are confidential pursuant to ARS § 38-431.03.C.

The Board entered the open meeting at 7:16 pm.

1. REVIEW/DISCUSSION/POSSIBLE ACTION: CONCERNING A VOLUNTEER ADMINISTRATIVE ASSISTANT POSITION:

Chief Novak presented a Job Description for a VOLUNTEER ADMINISTRATIVE ASSISTANT CHIEF/BOOKKEEPER POSITION. This position would be an asset to District to ensure accurate accounting/reporting of the District’s income and expenses and assist to improve focus on financial transparency to the District’s constituents.

Mrs. Fickett moved to approve the Job Description and position for a VOLUNTEER *(Non-Compensated*) ADMINISTRATIVE ASSISTANT CHIEF/BOOKKEEPER.

Mr. Reynolds seconded the motion.

Motion Passed

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

1. REVIEW/DISCUSSION/POSSIBLE ACTION: THE USE OF A RESOLUTION TO TRANSFER MONIES BETWEEN FIRE DISTRICT ACCOUNTS:

The District’s Attorney suggested a Resolution to transfer the District’s funds between the Cochise County accounts at the end of the fiscal year, no later than June 26, 2025, is a preferred practice. This action is pursuant to ARS § 48-805.D. Transferring funds from the Cochise County account to payroll is a routine transaction and does not require a resolution.

Mr. Reynolds moved to use a Resolution to transfer San Simon Fire District fund between Cochise County Accounts, no later than June 26, 2025 for Fiscal Year 2024/2025.

Mr. Guzman seconded the motion.

Motion Passed

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

1. REVIEW/DISCUSSION/POSSIBLE ACTION: CONSIDER METTING FREQUENCY AND DATES. (*This review was scheduled by the Fire Board when the meeting frequency was changed in January 2025.)* After discussion and consideration;

Mr. Reynolds moved to schedule future meetings of the San Simon Fire District Board of Directors the last Tuesday of each month beginning June 24, 2025.

Mr. Guzman seconded the motion.

Motion Passed

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

1. SET TIME AND DATE FOR THE NEXT MEETING:

Mr. Reynolds moved to schedule the next meeting June 24,2025 at 6:00 pm (1800 hr.).

Mr. Guzman seconded the motion.

Motion Passed

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

1. ADJOURN:

Mr. Reynolds moved to adjourn the meeting.

Mr. Guzman seconded the motion.

Motion Passed

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

Chairman Reynolds adjourned the meeting at 7:32 pm.

Submitted Respectfully By: Pati Fickett

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patricia Fickett, Clerk of the Board Date