

**Regular Board of Directors Meeting
Headquarters / Training Center
July 29, 2009**

CALL TO ORDER: Chairman Edward M. Clarke called the meeting to order at 0900.

ROLL CALL/PLEDGE OF ALLEGIANCE: Members of the Board present included Mr. Dave Appleton, Mr. Ron Darrah, Ms. Mikel Shilling, Mr. Bruce Howell and Chairperson Edward Clarke. For staff and members of the public present see attached sign in sheets. Mr. Darrah led the Pledge of Allegiance.

CALL TO THE PUBLIC: Mr. Clarke reviewed the attached notice of intention to speak form and noted that Mr. Bill Katzel and Firefighter Kevin Malaney requested to speak. Mr. Katzel expressed his concerns regarding the economic crisis and maintaining quality personnel. Mr. Clarke thanked Mr. Katzel for his comments. Firefighter Kevin Malaney said that Captain Joey Kosiorowski and Engineer Jason Moore designed a plaque for Mr. Karsh on behalf of the Union, noting his service to the Green Valley Fire District and support of the firefighters of the Green Valley Fire District. Mr. Clarke thanked Mr. Malaney and the staff for their consideration of Mr. Karsh. Chief Davis said that there will be an event for Mr. Karsh in the future.

CLERK'S REPORT: Ms. Shilling presented the minutes of the Regular Board Meeting of June 24, 2009, Mr. Howell moved they be accepted, Mr. Appleton seconded and the motion passed 5-0. Ms. Shilling presented the minutes of the Executive Meeting of June 24, 2009, and Mr. Appleton moved they be accepted, Mr. Howell seconded and they passed 5-0. Ms. Shilling presented the minutes of the Special Board Meeting from July 1, 2009. Mr. Appleton moved they be accepted, Mr. Howell seconded, and the motion passed 5-0.

CHIEF'S REPORT: Fire Chief Simon Davis

- A. Legislative Issues** – None.
- B. Growth/Annexation Issues** – None.
- C. GVFFA Meet & Confer Update** – Chief Davis said that at the next meeting, he will begin discussions about next year's budget.
- D. Fractiles/Response Data** – The Fractile Report for March showed the crews responded to all EMS calls within the entire District in 8 minutes or less 90% of the time, and 65% of the time within Sahuarita. Chief Davis said that we are looking for avenues to make these reports available to the public.

- E. **Call/Station Summaries** – Captain Joey Kosiorowski presented to the board a new report along with an explanation. Some of the reports that we have done simply show the number of incidents, when, in fact, several vehicles and personnel may respond to that incident, such as a fire. The report that Captain Kosiorowski presented shows the number of times that each vehicle leaves the station in response to an incident.
- F. **Training/Safety Reports** – Reports on file.

Chief Davis announced that at the employee meeting last week Firefighter Mike Landman was named Firefighter of the Year and Captain Jeff Mooney was named Officer of the Year.

OPERATIONS REPORTS: Assistant Chief Bill Bohling

- A. **Prevention.** – Inspector Greg Hernandez presented the Prevention report in the absence of Deputy Fire Marshall Mark Stonestreet.
 - a. **Potentials Report** – Report on file.
 - b. **Prevention Activities Report** – Report on file.
 - c. **Permits and Construction Report**– Report on file.
- B. **Fleet/Facilities Report** – Assistant Chief Bill Bohling said that we are still doing pump testing and those expenses will continue to show on the fleet expense report. Engine 156 is getting tuned up so that we can offer it for sale. AC Bohling said that we normally don't have a facilities report, but beginning next month he will present a brief facilities report. The new Sutphen Aerial truck will be housed at Station 151, but for this morning it is in the parking lot for the public and the Board to view.
- C. **Fire Corps Update** – Mr. Dave Smith, Public Information Officer for Fire Corps, said that Mr. Bob Kershaw who owns SW Ad Specialties printed refrigerator magnets and donated them to Fire Corps. The magnets have the telephone number for snake removal on them. A thank you letter will be sent to Mr. Kershaw from the Board of Directors.

ADMINISTRATIVE REPORTS: Administrative Division Chief Katie Sayre

- A. **Financials** – Mr. Keith Vincent, Financial Manager, presented the District financial reports for the month of March. He reported that Total Actual Revenue YTD was over Total Budgeted Revenue YTD by \$615,275 due mostly to Wildland Fire reimbursement, unexpected grant activity, revenues from training programs. Total Actual Expense YTD is under Total Budgeted Expense YTD by \$1,255,034 due to lower than budgeted fuel costs, and District wide attention to the containment of expenses in general.
- B. **Administrative Division Update** – Administrative Division Chief is at the Arizona Fire Chiefs Conference and the Administrative report is on file.

COMMUNITY ACTIVITIES: Captain Melissa Smith

- A. **Community Report** – Assistant Chief Bill Bohling said that Captain Smith will present a Community Report at the next Board Meeting on Wednesday August 26.

B. CERT – No Report.

C. Quarterly GVFD BLS Training Report – Fire Chief Davis said that for the last fiscal year Total BLS Expenses were \$4,963 and Total Revenues were \$4,994, leaving a difference of \$58. The bottom line is that 155 people were trained from April-June and as long as there is a demand for the classes we will continue to offer them.

OLD BUSINESS – None.

NEW BUSINESS

A. Discussion and Possible Action on Using District Email for all Board Member Communication – Chief Davis said that at the recent AFDA conference, our legal counsel, Donna Aversa, suggested to all present that elected officials not use their personal email for District business. This is mainly due to the fact that in the event of an investigation, the member's personal computer could be confiscated if used to conduct District business. Chief Davis said he will assign a GVFD email address and password for each Board member to protect the Board Members from this possible event. Ms. Shilling moved to approve the use of only District email addresses for District business, Mr. Howell seconded, and it passed 5-0.

COMMITTEE REPORTS

A. Local Pension Board Update –Next meeting August 6.

B. Station Committee Update – Mr. Appleton said that Station 151 is expected to be finished by mid February. Station 155 planning and groundwork has taken more time than anticipated in that it the lot was low and in the flood plain requiring more fill.

C. Strategic Planning Team Update – The Board was provided with results of the last Strategic Planning meeting and Mr. Appleton asked if anyone had questions. Mr. Katzel was recognized by the Board Chair, Mr. Clarke, and asked if there would be a vehicle for the public to view results of the Strategic Planning meetings. Chief Davis said that the meetings will continue until we come up with a draft plan that will be submitted to the Board for review and at that point it will be open for public comment.

D. Finance and Budgeting Update – None.

FUTURE AGENDA ITEMS

ANNOUNCEMENTS

- Regular Board Meeting – Wednesday August 26, 2009 at 0900 @ GVFD HQ/Training Center.
- The Groundbreaking for Station 155 will be @ Quail Creek on Tuesday August 4, 2009 @ 0830.

ADJOURN REGULAR BOARD MEETING: Ms. Shilling moved to adjourn the meeting, with a second from Mr. Howell. The meeting was adjourned at 0950 after a 5-0 vote.

Respectfully Submitted by:

Ms. Mikel Shilling, Board Clerk
Green Valley Fire District