

**Regular Board of Directors Meeting  
Headquarters / Training Center  
September 30, 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. Appleton led the Pledge of Allegiance.

**CALL TO THE PUBLIC:** Mr. Clarke reviewed the attached notice of intention to speak form and noted Mr. Bill Katzel requested to speak. Mr. Katzel gave an update regarding the proposed cancellation of the Household Hazardous Waste Drop Off Program currently sponsored by Pima County. Mr. Katzel thanked Mr. Clarke, Chief Davis and Administrative Chief Sayre for their support of the program. There is a hearing on October 6, 2009 and Mr. Katzel is confident that the program will continue for at least one more year.

**FIRE CORPS RECOGNITION:** Battalion Chief Chuck Wunder presented a Certificate of Appreciation to Fire Corps Volunteer Jane Furtwangler for her hard work and dedication to the Training Department.

**CLERK'S REPORT:** Ms. Shilling presented the minutes of the Executive Session on August 26, 2009. Mr. Appleton moved they be accepted, Mr. Howell seconded and they were passed 5-0. Ms. Shilling presented the minutes of Regular Board Meeting of August 26, 2009. Mr. Appleton moved they be accepted as corrected (corrected copy on file), Mr. Howell seconded and they passed 5-0

**CHIEF'S REPORT: Fire Chief Simon Davis**

- A. Legislative Issues – deferred until later in the report**
- B. Growth/Annexation Issues – None.**
- C. GVFFA Meet & Confer Update –** Chief Davis said that there are several policy updates before the Board for approval as a result of these meetings.
- D. Fractiles/Response Data –** The Fractile Report for August showed the crews responded to all EMS calls within the entire District in 8 minutes or less 90% of the time, and 63% of the time within Sahuarita.

- E. Call/Station Summaries** –Reports on file.
- F. Training/Safety Reports** – The Mobile Burn Simulator Trailer is scheduled to be in the Green Valley Fire District during the month of November for live fire training. Mr. Clarke requested literature on the unit and Chief Davis said that he would let the Board know when the simulator is at GVFD so they can look at it if they are interested. Other reports on file.
- G. Legislative Issues** – Chief Davis presented a brief PowerPoint regarding the recent legislative limit to Property Taxes that Districts can levy. SB1421 that went into effect today capped any increase in Fire District Total Levy Amounts to 8% per year without annexations or growth. The bill has a lot of gray areas and Chief Davis said he would provide a copy of the bill to Board Members if they would like to read it. Mr. Clarke said that we need to start emphasizing the concept of the Total Levy Amount rather than the tax rate as the tax rate will now be a function of the Total Assessed Value and the 8% limit on the Total Levy Amount. We further need to make it clear to the public how much money it actually takes to run the district and that the tax rate may need to be adjusted. Mr. Clarke commented that we are fortunate that we made the decision to have Battalion Chiefs running the day to day operations so the Fire Chief and Administrative Chief can continue to be involved with issues on a County, State and National level.

**OPERATIONS REPORTS: Assistant Chief Bill Bohling**

**A. Prevention.** –

- a. Potentials Report** – Report on file.
- b. Prevention Activities Report** – Report on file.
- c. Permits and Construction Report**– Report on file.
- d. Fleet and Facilities Report** – Assistant Chief Bohling said that one of the new Sutphen trucks will go into service today. Four of our engines now have the Opticon device, which is the strobe that will reset the signals at some of the stop lights and turn them green when a fire apparatus approaches. In addition we have about ten gated communities that will be refitted with like devices allowing the gates to open when an engine pulls up verses someone having to get out and manually open the gate. Other reports on file.
- e. Fire Corps Update** – Assistant Chief Bohling said that at the last Fire Corps meeting Ms. Ann Birch was recognized for having 1,000 hours of volunteer service.

**ADMINISTRATIVE REPORTS: Administrative Division Chief Katie Sayre**

- A. Financials** – (see reports) Mr. Keith Vincent, Finance Manager, presented the District financial reports for the month of August. He reported that Total Actual Revenue YTD was over Total Budgeted Revenue YTD by \$154,371 due mostly to earnings on the COP balance, donations and billings for Wildland fires. Total Actual Expense YTD is under Total Budgeted Expense YTD by \$88,638 due to lower than budgeted fuel costs, attention to scheduling and delayed expenditures.

- B. Administrative Division Update** –ADC Sayre reported that we continue to service 75 active agreements out of District. ADC Sayre has not heard anything on the Fire Station Construction Grant to date. ADC Sayre also applied for a grant to the White Elephant for \$2700 to replace our CPR manikins. October 1, Fire Corps officially starts the Smoke Detector Battery Replacement Program and ADC Sayre thanked Fire Corps Volunteers Ms. Peggy Allan and Mr. Denny Mart from the Administrative staff and Mr. Tom Allan and Mr. Harry Smith from the field staff for all the work they put into this program to get it off the ground.
- C. BLS Training Update:** No report.

**COMMUNITY ACTIVITIES: Assistant Chief Bill Bohling**

- A. Community Report** –Assistant Chief Bill Bohling gave a PowerPoint presentation recapping community events for the month of August.
- B. CERT** – Mr. Bill Kerr said that a new CERT class will begin in October.

**OLD BUSINESS**

**NEW BUSINESS**

- A. Discussion and Possible Approval of Renewal of the IGA with Pima County for the Provision and Administration of Childhood Immunizations** – ADC Sayre said this Intergovernmental agreement is a renewal and is entered into for paramedic services in the provision and administration of childhood immunization services. Mr. Darrah moved the agreement be renewed, Ms. Shilling seconded and it passed 5-0.
- B. Discussion and Possible Approval of District Personnel Policies – ADC Sayre**
  - a. Revisions**
    - i. EP 104 – Special/Acting Appointments**
    - ii. UP 105 – Complaint (Grievance) and Appeals Process**
    - iii. EC 100 – Compensation Administration**

ADC Sayre gave a brief explanation of the amendments and additions to the policies. Mr. Darrah moved that all three policies be approved with one vote; Ms. Shilling seconded and after all questions were answered to the satisfaction of the board the motion passed 5-0.
- C. Discussion and Possible Action on Change to District Fee Schedule for Fire Extinguisher Recharge** – AC Bohling requested that the fee schedule be amended to include a fee charge for refilling the extinguishers that we provide for fire extinguisher demonstrations. Mr. Appleton moved to approve the request to amend the fee scheduled, Mr. Howell seconded and it passed 5-0.

**COMMITTEE REPORTS**

- A. Local Pension Board Update** – Ms. Shilling said that a representative from PSPRS was here to help with processing Firefighter Alan Karnas request for disability retirement. ADC Sayre said she would like to thank Ms. Jan Hutton for the outstanding job she did having all of the documents together and ready. Ms. Shilling stated that the rapid processing for Mr. Kanras’ disability retirement

application was due to a very unusual set of circumstances. Employees should expect future application to be processed within the parameters of the Pension Board Regulations established by the State of Arizona.

- B. Station Committee Update** – Mr. Appleton said the median at Station 151 will be completed before the White Elephant parade and the Station Construction Project is right on schedule. TEP wants \$116,000 to bring in electricity at Station 155, the gas company has told us they may not be able to provide service and we might have to switch to propane. The construction of 155 is going according to schedule. Chief Davis wanted to commend Captain Kokiorowski and Firefighter Kevin Malaney for the incredible job they have done as project managers on the construction of the stations. Mr. Appleton added any actions items that come up at the station committee meetings Captain Kosiorowski and Firefighter Malaney address them immediately. Mr. Ron Darrah said that Quail Creek is working on getting WIFI at the gatehouse and he said that with regard to utility issues we may be able to tie into the WIFI at the gatehouse.
- C. Strategic Planning Team Update** – Mr. Appleton said there is a Strategic Planning meeting scheduled for this week, Friday October 2, 2009.
- D. Finance and Budgeting Update** – None.

## **FUTURE AGENDA ITEMS**

### **ANNOUNCEMENTS**

- Car wash – Saturday October 3, 2009 0830-1030
- Pancake Breakfast – Friday October 9, 2009 0700-1100
- Regular Board Meeting – Wednesday October 28, 2009 at 0900 @ GVFD HQ/Training Center.
- Regular Board Meeting – Wednesday November 25, 2009 at 0900 @ GVFD HQ/Training Center.
- Regular Board Meeting – Wednesday December 16, 2009 at 0900 @ GVFD/HQ Training Center.

**ADJOURN REGULAR BOARD MEETING:** Ms. Shilling moved to adjourn the meeting, with a second from Mr. Howell. The meeting was adjourned at 1016 after a 5-0 vote.

Respectfully Submitted by:

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Ms. Mikel Shilling, Board Clerk  
Green Valley Fire District