

**Regular Board of Directors Meeting
Headquarters / Training Center
October 28, 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. Mr. Clarke welcomed Ms. Donna Aversa, the District's Legal Counsel. For staff and members of the public present see attached sign-in sheets. Mr. Howell led the Pledge of Allegiance.

Mr. Clarke chose to take item #A under New Business out of order so that the District Auditor, Ms. Jennifer Phillips of DeVries CPAs Arizona, could present and leave the meeting early.

NEW BUSINESS

- A. Presentation of FY2009 Annual District Audit by Ms. Phillips,** – Ms. Phillips began the presentation of the 2009 audit with a summary of the Independent Auditors Report and review of the District financials for FY2009. Following the report Ms. Phillips answered Board members' questions about the presentation.

CALL TO THE PUBLIC: Mr. Clarke reviewed the attached notice of intention to speak form and asked Mr. Bill Katzel to address the Board. Mr. Katzel wanted to thank Fire Chief Davis and Administrative Division Chief Sayre for their letter of support for the Household Hazardous Waste Program. Mr. Katzel said it was his opinion that the support of the District had a huge impact on Pima County's decision to continue the program. Mr. Katzel further noted that the Medical Drop Box and how it works is of great interest to surrounding communities. He reported that an informational meeting was just held in Green Valley by the Green Valley Community Coordinating Council regarding the boxes and another meeting has been scheduled December 2, 2009 at the Oro Valley Police Department. Mr. Clarke commended Mr. Katzel on his efforts to maintain the Household Hazardous Waste Program and Chief Davis said that Mr. Katzel was recently recognized by the Green Valley Community Coordinating Council for his efforts.

CLERK'S REPORT: Ms. Shilling presented the minutes of the Regular Board Meeting of September 30, 2009. Mr. Darrah moved they be accepted, Mr. Howell seconded, and the motion passed 5-0.

CHIEF'S REPORT & OPERATIONS: Chief Simon Davis

- A. Legislative Issues** – Chief Davis noted that legislatively there is not a lot going on at this time due to the budget issue, but there is talk of a special session to address the state's funding shortfall.
- B. Growth/Annexation Issues** – None.
- C. Meet and Confer** – The Chief asked to wait to address the GVFFA Meet & Confer Update until the end of his report.
- D. Fractiles/Response Data** – The Chief reviewed the Fractile Report for August, which showed the crews responded to all EMS calls within the entire District in 8 minutes or less 91% of the time and 81% of the time within Sahuarita.
- E. Call/Station Summaries** – The Chief asked the Board to note that the patient condition summaries show responses to calls that reference “sick person” are up. We do not know if this is attributable to the flu, but suspect that number will only increase. The Chief said that we have prepared a plan to continue Operational services in the event we suffer a major outbreak of the flu among the employees. Chief pointed out that the Fire Corps Volunteers ran 130 calls during the month of September. The Chief and Mr. Clarke commended all Fire Corps Volunteers for their efforts and dedication. Mr. Appleton asked if there are any plans to increase the use of the Alternative Response Vehicles (ARVs). Chief Davis said he would like that truck to run more calls but there has not been manpower available to do so. Mr. Clarke requested that the Chief and staff continue efforts to expand the ARV service.
- C. Training/Safety Reports** – Reports on file.
- D. GVFFA Meet & Confer Update** – Chief Davis called on GVFFA Local 4127 President Kevin Malaney to begin the Meet & Confer Update. Mr. Malaney reported that the Meet & Confer is going well, but he had some issues with the Reduction in Force (RIF) Policy with regard to budgeting and who makes budgetary decisions. The RIF Policy was noted to be on the agenda under New Business, but Mr. Malaney wanted to emphasize that employees want to be more involved in the budgetary process. In addition, Mr. Malaney said that putting more firefighters on the Alternative Response Vehicle (ARV) would be doing a disservice to the residents of the District because, if our medics were on an ARV, they would not be available to respond to an EMS call appropriately. Mr. Darrah requested to see data that shows how many times we send a Green Valley Fire District Paramedic along with an ambulance to Tucson. Chief will provide that data to the Board by the next meeting.

PREVENTION, FLEET & FACILITIES: Assistant Chief Bill Bohling

- A. Prevention.** –
 - 1. Potentials Report** – Report on file.
 - 2. Prevention Activities Report** – Report on file.
 - 3. Permits and Construction Report** – No Report.
- B. Fleet and Facilities Report** – Report on file.

- C. **Fire Corps Update** – Mr. Dave Smith, Public Information Officer for the Fire Corps Volunteers, said that the Smoke Detector Battery Replacement Program is under way and residents are receptive to it. He and Judi are planning to start visiting Home Owners Association meetings after the 1st of the year to discuss Department services

ADMINISTRATIVE REPORTS: Administrative Division Chief Katie Sayre

- A. **Introduction** - ADC Sayre recognized Ms. Beverly Tommila from Temp Connection who has been doing a great job as AP/AR Clerk while Bertina is out on leave.
- B. **Financials** – Mr. Keith Vincent, Finance Manager, presented the District financial reports for the month of September. He reported that Total Actual Revenue YTD was under Total Budgeted Revenue YTD by \$651,048 due mostly to late property tax billings by the Pima County Assessor. Total Actual Expense YTD is under Total Budgeted Expense YTD by \$41,814 due to lower than budgeted fuel costs, attention to scheduling and delayed expenditures.
- C. **Administrative Division Update** – ADC Sayre asked if the Board had any questions regarding the management’s response to the audit. There were no questions, but Board members did note their appreciation for the response letter they received from ADC Sayre. ADC Sayre reported that there is still no word on any federal funding and we have closed out on our 2008 Arizona Homeland Security Grant for additional SCBAs and Air Cart. ADC Sayre wanted to thank Ms. Peggy Allen and Mr. Denny Mart for their hard work with the Smoke Detector Battery Program. ADC Sayre presented a Donation Envelope that was developed to give to the public when they asked to make a donation. These envelopes have been distributed to the Fire Stations, trucks and to Fire Corps. The Board noted that they appreciated the addition of the envelope and thought that it is a great way to allow the public to donate.
- D. **BLS Training Update** – Admin Chief Sayre said that the BLS Training program is sustaining itself financially with a positive cash flow. We currently have 27 instructors and average four classes per month with an average of six students per class. Quality metrics indicate 4.65 out of 5 student satisfaction rate and an overall average of 82.4% on student examinations.

COMMUNITY ACTIVITIES: Assistant Chief Bill Bohling

- A. **Community Report** – AC Bill Bohling gave a PowerPoint presentation recapping community events for the month of September.
- B. **CERT** – No Report.

OLD BUSINESS: None

NEW BUSINESS

- A. **Discussion and Possible Approval of District Personnel Policies**
 - 1. **Reduction in Force Policy** – Mr. Dave Appleton moved to approve the Reduction in Force Policy for the purpose of discussion, Ms. Shilling seconded,

and the motion passed 5-0. Chief Davis said that a reduction in force would be a last resort in cutting costs, but it is something that should be in place ahead of time should the situation arise. Ms. Shilling had some questions about the policy and the District Legal Counsel Donna Aversa addressed those issues along with others. In addition, Mr. Malaney voiced concerns regarding the policy. After lengthy discussion Ms. Shilling asked Mr. Appleton to withdraw his motion and the second, which was done and then Ms. Shilling moved to table further discussion of the Reduction in Force Policy until staff could get more Board input, Mr. Appleton seconded, and the motion past 5-0.

COMMITTEE REPORTS

- A. Local Pension Board Update** – No Report.
- B. Station Committee Update** – Mr. Appleton said that station construction on 151, although not without issues, is going according to schedule. The biggest issue on Station 155 currently is the utility hookups and the committee is still exploring options for a resolution.
- C. Strategic Planning Team Update** – Ms. Shilling said the minutes from the last meeting were distributed and the process continues to move forward.
- D. Finance and Budgeting Update** – No Report.

FUTURE AGENDA ITEMS – None

ANNOUNCEMENTS

- Regular Board Meeting – Wednesday November 25, 2009 at 0900 @ GVFD HQ/Training Center.
- **EARLY Regular Board Meeting due to the Holidays** – Wednesday, **December 16, 2009** at 0900 @ GVFD/HQ Training Center.

ADJOURN REGULAR BOARD MEETING: Mr. Darrah moved to adjourn the meeting, with a second from Mr. Howell. The meeting was adjourned at 1022 after a 5-0 vote.

Respectfully Submitted by:

Ms. Mikel Shilling, Board Clerk
Green Valley Fire District