

**Regular Board of Directors Meeting
Headquarters / Training Center
November 25, 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. Ms. Shilling led the Pledge of Allegiance.

CALL TO THE PUBLIC: Mr. Clarke reviewed the attached notice of intention to speak form and noted that there was no request from the public to speak.

CLERK'S REPORT: Ms. Shilling presented the minutes of the Regular Board Meeting of October 28, 2009. Mr. Appleton moved they be accepted, Mr. Howell seconded, and the motion passed 5-0.

CHIEF'S REPORT & OPERATIONS: Chief Simon Davis

A. Legislative Issues – Chief Simon Davis distributed to the board a copy of a position paper circulated and signed by several entities, including Arizona Fire Chiefs that addresses the Certificate of Necessity (CON) process for Arizona. A CON must be issued by the State Department of Health Services per statute to provide ambulance service. Unfortunately, due to the certain requirements in the process, it also may limit cities', towns', and districts' control and influence over the quality or type of emergency ambulance services provide to their residents. Chief said that we have not taken a stand on this issue since our previous attempt to acquire one of the CONs for our area. He then spoke briefly about Senate Bill 1421 that has now set a levy limit increase of 8% per year for all fire districts in the state. Over the last 20-30 years, the District has focused on the tax rate, but now the District has no real control over the tax rate as the Assessed Value and levy limit will determine the maximum tax rate that is possible. As the District grows or doesn't grow, the tax rate may move up and down, but what we still have control over is the budget. Chief Davis said that we will be educating the public on Bill 1421 and how it affects their taxes and our services.

B. Growth/Annexation Issues – None.

C. Meet and Confer – Chief Davis said that Local 4125 and the Executive staff are starting to address the budget process and issues. Chief thanked President of Local 4125, Mr. Kevin Malaney, for all the work he has put into making the Meet and Confer a success. Mr. Malaney said that his concerns regarding the budget process have been addressed, but he has concerns regarding the District's Legal Counsel and her recommendations to the Board. Mr. Malaney said that he does not question her capabilities, but her participation seems to be minimal; her recommendations, although legally sound, may not be in the best interest of the employees. Mr. Clarke said that although her participation appears to be minimal, she is continually working behind the scenes with the staff and is well aware of the issues that the District faces.

D. Fractiles/Response Data – The Chief reviewed the Fractile Report for October, which showed the crews responded to all EMS calls within the entire District in 8 minutes or less 89% of the time, and 74% of the time within Sahuarita. The poor fractile percentages were due to an increase in drills, mandatory training and staffing issues. Mr. Clarke said that we have not fallen below the 90% mark for years and he does not feel there is any cause for alarm. Staff will be carefully monitoring the response times to determine if this is a trend.

E. Call/Station Summaries – Reports on file.

C. Training/Safety Reports – Reports on file.

PREVENTION, FLEET & FACILITIES: Assistant Chief Bill Bohling

A. Prevention – Deputy Fire Marshal Mark Stonestreet

1. Potentials Report – Report on file.

2. Prevention Activities Report – Report on file.

3. Permits and Construction Report – Deputy Fire Marshal Mark Stonestreet said that there have been no permits filed for commercial construction; quite to the contrary, it seems more commercial buildings are shutting down. Canoa Ranch continues to develop and the Canoa South development has been submitted to Pima County for review.

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 has 75 customers to date. Mr. Smith said that there may be the need for a new Fire Corps class sometime after the first of the year for residents interested in volunteering.

ADMINISTRATIVE REPORTS: Administrative Division Chief Katie Sayre

A. Financials – Mr. Keith Vincent, Finance Manager, presented the District financial reports for the month of October. He reported that Total Actual Revenue YTD was over Total Budgeted Revenue YTD by \$465,924 due mostly to accelerated collections, after the late billings by Pima County. Total Actual Expense YTD is under Total Budgeted Expense YTD by \$121,873 due to lower than budgeted fuel costs, attention to scheduling/OT and delayed expenditures.

B. Administrative Division Update – Administrative Division Chief Sayre said that we are reviewing all our annexations regarding what is or what is not on the tax roll as this will affect our tax levy limit. Also, although we are down another firefighter who has changed jobs, we are waiting until early next year before we start filling positions. This is mainly due to the end of January issuance of Assessed Values from the PC Assessor's office. That number will indicate what our budget position will need to be for next fiscal year. ADC Sayre said that the personnel we hire already have the required training, Firefighter I, Firefighter II and Emergency Medical Technician, so there is no training involved and the new hires can begin working within a few weeks. ADC Sayre continues to research and apply for grants that will help us through these financially difficult times. The White Elephant has rejected our grant application that would be used to purchase new manikins for the CPR classes, but they continue to fund the Explorer program. ADC Sayre said that one of our residents had a sudden loss of consciousness and collapsed at a restaurant in Quail Creek. Restaurant employees, Kendra Hickok and Brett Flanagan, were there and coordinated their efforts, along with other members of the public, to initiate CPR and the use of the AED. ADC Sayre presented Mr. Flanagan and Ms. Hickok, who was in the audience, with a commendation for her courage and willingness to act in an emergency.

COMMUNITY AND PUBLIC EDUCATION ACTIVITIES: Asst. Chief Bill Bohling

- A. Community Report** – AC Bill Bohling gave a recap of the community events for the month of October. Chief Bohling wanted to especially thank Captain Melissa Smith, Firefighter Jerry Lopez, Firefighter Diane Vetter and Amy Lopez, a Southwest Ambulance employee for all of their hard work. Although many individuals spent a lot of time before, during, and after the event, he said these people were instrumental in making the Halloween Safehouse a success. Mr. Clarke added that in the Green Valley News and Sun this morning, Captain Smith had an excellent letter to the editor. Mr. Malaney added that Firefighter Lopez has been awarded Member of the Year by GVFFA Local 4125 for all his contributions to the Green Valley Fire Fighters Union and the Green Valley Fire District.
- B. CERT** – No Report.

OLD BUSINESS:

- A. Discussion and Motion to Approve District Financial Audit for FY2009** – Administrative Chief Sayre noted that the Board did not officially approve the audit at the last meeting. She asked that the Board make an official motion to approve the FY2009 audit because it needs to be on record as such. Mr. Howell moved to approve the District Financial Audit for FY2009 as presented at the Fire Board Meeting of October 28, 2009, Ms. Shilling seconded, and it passed 5-0.

NEW BUSINESS:

- A. Discussion and Possible Action on change to District Signatory Authority Policy.** Chief Davis said that this revision of the policy is largely based on the fact that we have seen an increase in dollar value to some of our regularly occurring, budgeted items such as health insurance and PSPRS. Mr. Darrah moved to approve the amended Policy that will authorize the Fire Chief to sign any budgeted or preapproved expenditures up to and including the amount of \$65,000, Mr. Appleton seconded and the motion passed 5-0.
- B. Discussion and Possible Action on District Credit Card Policy.** Chief Davis said this request is to amend the existing policy as well. It will allow Station Captains to authorize credit card purchases up to \$100. He noted that there is a strict accountability procedure in place that includes documentation of purchases and receipts. Mr. Darrah moved to approve the amended policy, Mr. Howell seconded, and it passed 5-0.
- C. Discussion and Possible Action on Future Naming of Fire District Facilities.** Chief Davis said that several years ago we started naming stations after previous Board Members and questions have come up about what we are naming the new stations. This is a very delicate subject and Chief is asking the Board for direction. Mr. Ron Darrah made a motion to direct the Administrative Staff to draft a policy for the Board to review, Mr. Appleton seconded and the motion passed 5-0.
- D. Discussion and Possible Action on Change to District Headquarters Hours of Operation and Administrative Staff Schedules.** Chief Davis has determined that other departments have changed their administrative working hours to four ten-hour days and closing one day a week. This reduces carbon footprint as well as provides staff with an opportunity to schedule appointments on a weekday. The Chief proposed as a trial for six months to close the HQ office every Friday starting January 8th. In addition, this schedule should save on utility costs and allow customers more hours per day to access the offices. He asked for a motion for the trial period not to exceed six months. Hours of operation would be Monday through Friday 7:00 A.M. to 5:30 P.M. Mr. Darrah made a motion to approve the modified work-week trial period not to exceed six months, Ms. Shilling seconded, and it passed 5-0.

COMMITTEE REPORTS:

- A. Local Pension Board Update** – No Report.

- B. Station Committee Update** – Mr. Appleton said that the Station 151 roof is completed; sheet rocking is in progress and insulation is going in the ceiling; windows are almost done and stuccoing will begin next week. At Station 155, the plumbing is completed and they are ready to pour the floor; block is almost completed and in about a month they will be ready to install windows.
- C. Strategic Planning Team Update** – No Report.
- D. Finance and Budgeting Update** – No Report.

FUTURE AGENDA ITEMS:

- **Election of Board Officers – Mr. Clarke**

ANNOUNCEMENTS

- **EARLY Regular Board Meeting due to the Holidays** – 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. Darrah. The meeting was adjourned at 1000 after a 5-0 vote.

Respectfully Submitted by:

Ms. Mikel Shilling, Board Clerk
Green Valley Fire District