

# Green Valley Fire District

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Chuck Wunder, Fire Chief



## Green Valley Fire District Board of Directors Meeting Headquarters/Training Center 1285 W Camino Encanto, Green Valley, AZ March 30, 2016

### REGULAR BOARD MEETING MINUTES

**CALL TO ORDER/ ROLL CALL:** Chair Mikel Shilling called the Regular Board Meeting to order at 0900 hours. Members of the Board present included: Chair Mrs. Mikel Shilling, Board Clerk Mr. Bruce Howell, Mr. Tom Allen, and Mr. Harry Smith. Mr. Katzel participated telephonically. See attached sign-in sheets for Green Valley Fire District staff, Green Valley Fire Corps, and members of the public present.

**PLEDGE OF ALLEGIANCE:** Mr. Smith led the members of the staff and Board in the Pledge of Allegiance.

**CALL TO THE PUBLIC:** None.

#### **CLERK'S REPORT: Clerk, Bruce Howell**

- A. Approval of Minutes** – Mr. Howell presented the Minutes for the Regular Meeting of February 24, 2016, the Minutes for the Special Meeting of February 3, 2016, the Minutes for the Special Meeting of March 9, 2016 and the Minutes of the Special Meeting of March 21, 2016. He then asked for any omissions, corrections, or additions. Mr. Allen made a motion to approve the all of the Minutes as presented, and the motion was seconded by Mr. Katzel. There was no discussion, and all Minutes were approved, (5-0).

#### **CHIEF'S REPORT: Fire Chief Chuck Wunder**

- 1. Employee/Community Recognition** – Chief Wunder stated that he would like to recognize Eng. Johnny O' Campo, on the behalf of CopperPoint Insurance Company, for the effort he has placed in Work Place Safety. Chief Wunder then presented two guests with CPR Lifesaver Awards. He mentioned that there would be a third guest arriving later.
- 2. Legislative Issues** – Chief Wunder stated that the Legislative session would be ending soon, and there are a few bills that are working in favor of Fire Districts.
- 3. GVFFA Meet & Confer Update** – Chief Wunder stated that the Association would be holding elections on the 5<sup>th</sup> and 6<sup>th</sup> of April.
- 4. Administrative Update** – Chief Wunder introduced Carol Reyes as the new Account Clerk Specialist. He stated that she would be filling the role of Ana Holman and becoming a full time employee. Chief Wunder also stated that the District is currently in the middle of open enrollment for benefits.

5. **Valley Emergency Communication Center (VECC) Update** – Chief Wunder stated there is nothing new in the VECC, and the next meeting is scheduled for May.
6. **Management Update** – Chief Wunder stated that the Budget and Staffing are the two major priorities at this time. The District will be establishing a new Hiring and Eligibility List in the upcoming weeks. He then mentioned that there will be two retirements coming up as well.
  - Taken out of order. **Local Pension Board Update** – Mr. Howell stated that the Pension Board approved one member for entry into drop and one member for a retirement pension
7. **Financial Update** – Mr. Gabe Buldra presented the February Financials – Revenue was \$488,047 (\$26,067 under budget), and Non-Tax Revenue was \$58,549 (\$2,598 over budget). The District Expenses were \$608,914 (\$32,387 under budget). The report is on file.

A motion was made by Mr. Howell to accept the Financials as presented and seconded by Mr. Katznel. There was no discussion, and the Financial Report was approved (5-0).

#### **OPERATIONS REPORT: Division Chief Joey Kosiorowski.**

1. **Fractiles/Response Data** – DC Kosiorowski noted that District responses stand at 90% within 8 minutes or less, with a total of 373 non-emergency medical and 172 emergencies, for a total of 545 medical, on a total call volume of 836 calls. Engine 153 had the most calls of 199 (report on file).
2. **Training and Communications** –DC Kosiorowski gave a PowerPoint presentation, which touched upon the following: (i) Brush Fire (ii) Vehicle Rollover, (iii) Multiple Collision, (iv) Abrego & Duval Mine Collision, (v) Vehicle Off the Road, (vi) Single Vehicle Over-the-Curb (vii) Choking Demonstration and Award, (ix) Community Talks and Activities, and (x) Pickleball at Continental School.
3. **“I am GVFD”** – DC Kosiorowski introduced Captain Jerry Lopez, this month’s “I Am GVFD”, who then provided the Board with an overview of his history with the Green Valley Fire District.

#### **COMMUNITY SERVICES REPORT: Division Chief Katie Sayre.**

1. **Fire Prevention.**
  - a. **Potentials Report** – The report is on file (see attached).
  - b. **Prevention Activities Report** – (see attached).
2. **Community Report** - DC Sayre went over a brief review of Fire Corps activities, FBUMS, and the Smoke Alarm Battery Replacement Program (report is on file).
  - **Chief Wunder introduced Jennifer Benedict, the third recipient of the CPR Lifesaver Award.**

#### **OLD BUSINESS:**

1. **Discussion and Possible Action on Employee Relations Policy 111** – Chief Wunder stated that there were no changes made after the discussion about the policy at the February Special Board Meeting. Mr. Smith asked a few questions about the policy and then made a motion to approve the policy, and was

seconded by Mr. Howell. There was no discussion, and the motion was approved, (5/0).

- 2. Discussion and Possible Action on Employee Relations Policy 112** – Chief Wunder stated that there were no changes to the policy after the discussion about the policy at the February Special Board Meeting. Mr. Howell made a motion to approve, and was seconded by Mr. Smith. There was no discussion and the motion was approved, (5/0).

#### **NEW BUSINESS:**

- 1. Discussion and Possible Action on Employee Compensation Policies and Procedures 100-111** – HR Generalist, Michelle Simpkins, stated to the Board that the EC Policies 100-111 have been reviewed and are ready for Board approval. Mr. Katzel made a motion to approve, and was seconded by Mr. Howell. There was a small discussion, and the motion was approved, (5/0).
- 2. Discussion and Possible Action on Resolution 2016-6 – MOU for 2015 AFG Grant** – Chief Wunder stated to the Board that the MOU from the February Board Meeting needed to have updated language to fulfill requirements for the grant. Mr. Howell made a motion to approve and was seconded by Mr. Smith. There was no discussion, and the motion was approved, (5/0).

**FUTURE AGENDA ITEMS:** None.

#### **ANNOUNCEMENTS:**

**Board Budget Meeting:** April 20, 2016, at 8:00 A. M., at the Green Valley Fire District Headquarters/Training Center.


**Regular Board Meeting:** April 27, 2016, at 9:00 A.M. at the Green Valley Fire District Headquarters/Training Center

**ADJOURN REGULAR BOARD MEETING:** There being no further business, Mrs. Shilling adjourned the meeting as of 1000 hours.

**EXECUTIVE SESSION:** The Fire District may conduct an Executive Session on any agenda item(s) set forth, pursuant to A.R.S. 38-431.03(A)(5). Discussion or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedules or compensation paid in the form of fringe benefits of employees of the public body.

Mrs. Shilling asked for a motion to move into Executive Session. Mr. Howell made a motion to adjourn into executive session pursuant to ARS 38-431.01. A.3 and Mr. Smith seconded and it passed 5-0. The Board then left the meeting to convene in Executive Session at 0915 There was no action taken during Executive Session, and the meeting was adjourned at 1124 hours.

Respectfully Submitted by:



Mikel Shilling, Board Chair

Green Valley Fire District