

# 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  
November 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, Mr. Bruce Howell, Mr. Harry Smith, Mr. Tom Allen, and Mr. Bill Katzel. See attached sign-in sheets for Green Valley Fire District staff, Green Valley Fire Corps, and members of the public present.

**PLEDGE OF ALLEGIANCE:** Mikel Shilling 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-** Bruce Howell presented the Minutes for the Special Meeting of October 25, 2016, Regular Meeting of October 26, 2016, Special Meeting of November 9, 2016 and Executive Session of November 14, 2016. Chief Wunder advised the board the minutes for the October 26 meeting had already been corrected to reflect the correct number of calls responded to. Mr. Katzel noted a need for a correction to the Special Session November 9 meeting, as he was marked present when he was actually absent. Corrections noted. Mrs. Shilling made a motion to approved the corrected minutes, Mr. Smith seconded the motion. All in favor. There was no further discussion, and the Minutes were approved, (5-0).
- B. Local Pension Board Update –** There was no pension board update.

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

- 1. Employee/Community Recognition –** Chief Wunder thanked the Association for the Stuff the Truck event, and the community for their generosity during that event. Chief Wunder gave an update on upcoming Adopt a Family events. Engineer Paul Miller retiring December 6, 2016 and hosting a cookout at Station 152 between 12-4 in lieu of a ceremony.
- 2. Legislative Issues-**Chief Wunder spoke about PSPRS, specifically the Hall case decision. This will require a refund to employees, to date we are unsure the exact impact this will have on the District, though it will be significant. Chief Wunder then gave an update on the PSPRS changes slated for July 2017, and what they will entail for both the District and employees. Mrs. Shilling had a question regarding what the District obligations would be, and per Chief Wunder we don't have that information yet.

3. **GVFFA Meet & Confer Update** – The recent meeting went great; all parties are committed and moving forward with the employee compensation plan. Annual GFFA Christmas party is scheduled for December 18 2016 at the 19<sup>th</sup> Hole.
4. **Administrative Update** – Talia Carey, Administrative Manager is moving forward with her duties. The district is continuing to process our accounts payable using a new system Bill.com and it is working well. He thanked administration for their support. Chief Wunder reminded the Board and those attending that the Admin. Office will be closed the last week in December.
5. **Valley Emergency Communication Center (VECC) Update**–Nothing new since last meeting. We are preparing to move into Budget season, and with that will bring discussion of the hiring of a new communications center manager.
6. **Management Update** – We will have a large check for the board to sign for our federal grant regarding the SCBA air packs we received from a Federal Grant which we are partnered with CDTFD/RVFD. It was a \$585,000 grant, with us having to reimburse ten percent. Chief Wunder expressed gratitude to the Federal Government and the Board for their support of this investment.
7. **Financial Update** – Mr. Buldra spoke regarding the Hall decision, reemphasizing the importance of growing our fund balance. The Chief has placed us in a good financial position to be able to absorb the impact, so while it will be negative, it will not be detrimental. He then gave an update on Bill.com, advising it has good depth for internal controls. Mr. Buldra then presented the October Financials – Property Tax Revenue for the Month of October was just over 2 million, projected at 1.8. (over budget by approximately \$260,000). Non-Levy Revenue was at \$51133, budgeted at \$56070(\$4937 under budget). The District Expenses were \$694,000, which was under budget by \$30000. Building and fleet was at \$77383, budgeted at \$110,636. The Communications is at \$57767, budgeted at \$61506, Managerial at \$20217, budgeted at \$40508. The YTD is trending exceptionally well, property tax collection is \$3.8 million total revenue, \$3.3 million budgeted. Total expenses \$2.6 million, budgeted at \$2.9, (under budget by \$300,00). 79 % in personnel. OPS at 7%, Communications at 6%, managerial at 5% \$3.2 mil total cash at the end of month compared to \$2.5 million at the prior year end of the month. Fixed assets are at 11.5% compared to 12.2%. Total liabilities are under 90 thousand from 15.2% to 15.1%. Mr. Buldra advised he may not have statements from the county for the December 14 board meeting and if that occurs, he will provide a financial update to the best of his ability. Mr. Howell made a motion to approve the financial report, Mrs. Shilling. There was no discussion, and the Financial Report was approved, (5-0).

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

1. **Fractiles/Response Data** –DC Kosiorowski reported that total call volume was steady for October. October calls were trending higher than calls responded to from last year. The District responded to two structure fires, and 946 calls for the month of October. (report on file).
2. **Training and Communications** –DC Kosiorowski gave a PowerPoint presentation, which touched upon the following: (i) Incidents, (ii) PR Events, and (iii) Training. Chief

Kosiorowski congratulated the Driver/Operator class on completing the first portion of their class.

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

**1. Fire Prevention – Dennis Stiegleiter, Fire Marshall**

**a. Potentials Report** - The report is on file (see attached). Mr. Stiegleiter reported on two Structure fires. One incurred a fatality which was a total loss, \$440,000. The second was a garage fire on desert blossom, \$160,000 potential with \$15,000 actual loss. Total actual \$455,000 actual month of October. Of note, Mr. Stiegleiter advised there were 91 new permits issued in Sahuarita in October. There were no questions.

**b. Prevention Activities Report** – (see attached). Report is on file.

DC Sayre gave a PowerPoint presentation, which showed several increases in new customers for this Fiscal Year for the Fire Corps programs and Community Service Activities. As of November 1, 2016, Prevention now reports to Chief Wunder. Chief Sayre provided an FBUMS update -the NP is seeing an average of 2 patients a day, with additional wellness checks at Caterpillar. The board had no questions for Chief Sayre. Her report is on file.

**2.** L.T. Pratt gave a presentation on Community Services: There were 12 Public Education in October. He gave a brief update on each event. Mr. Pratt also spoke of a newly implemented tracking mechanism for which events GVFD should attend based on comments. Fire Corps update- 65 % increase in new customer call ins. (up from 35 % last year). 52 appointments in October for smoke alarms, 34 were brand new customers. Mr. Pratt advised of a Steering committee currently updating the SOG'S for Fire Corps. In October, a total of 625 volunteer hours, saving GVFD \$20,186. Mr. Katzel had a question about lockbox inventory and keys which was addressed. Mr. Chuck Schufieder gave a brief update on SHiM, and the Valley Assistance Service project that Fire Corps.is working on. Mr. Pratt's report is on file.

**OLD BUSINESS:** None.

**New Business: Fire District Election Results- Chief Wunder**

1. Seating and swearing in of new members by Mr. Dave Appleton
  - a. Mikel Shilling
  - b. Bruce Howell
  - c. Harry Smith
2. Notarized by representative from the Sahuarita Police Dept.

**FUTURE AGENDA ITEMS:** None.

**ANNOUNCEMENTS:**

**Employee Recognition Event:** December 1, 2016 at Community Performing Arts Center at 6:00 P.M.

**Next Regular Board Meeting:** December 14, 2016 at 9:00 A.M. at the Green Valley Fire District Headquarters/Training Center.

**GVFFA Christmas Party:** December 18, 2016 at 2:00P.M. at the 19<sup>th</sup> Hole bar and Grill.

**ADJOURN REGULAR BOARD MEETING:** There being no further business, Mrs. Shilling adjourned the meeting at 10:02 hours.

Respectfully Submitted by:

FOR BRUCE HOWELL Thomas F. Allen

Bruce Howell, Board Clerk  
Green Valley Fire District