

# 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 January 25, 2017**

### **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 Mikel Shilling, Clerk Tom Allen, Mr. Harry Smith 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:** Mr. Katzel led the members of the Board and staff in the Pledge of Allegiance.

**CALL TO THE PUBLIC:** None.

**CLERK'S REPORT:** Mr. Tom Allen

- A. **Approval of Minutes-** Chairperson Shilling presented the minutes from the Regular Meeting of December 14, 2016 and the Special Session minutes from December 20, 2016 for approval. Mr. Katzel made a motion to approve both sets of minutes. Mr. Smith seconded the motion. There was no further discussion, and the Minutes were approved, (4-0).
- 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 press and Mr. Pratt for continued good coverage in both the Sahuarita Sun and the Green Valley News. He made mention of Firefighter of the Year, Johnny O'Campo, being recognized at the Elks Lodge on 1/21/17, and the write up of that event. There was also discussion of a recent article with a former Fire Corps member in the Sahuarita Sun.
2. **Legislative Issues** - Chief Wunder advised that 57 bills have dropped which will have some type of impact to fire districts, ranging in scope of significance. Chief Wunder will keep us posted as they move along.

- 3. GVFFA Meet & Confer Update** – Things are going well. Labor has offered feedback regarding the transitions models, which was solicited through surveys. Health Insurance was discussed with Labor during Meet and Confer.
- 4. Administrative Update** – The administrative staff is closing out the year end business and continues to work towards projects such as W2's. Chief Wunder reminded those present of the deadline of February 8<sup>th</sup> for applications to be submitted for the vacant seat on the Board of Directors.
- 5. Valley Emergency Communication Center (VECC) Update** – The Chair and Chief Wunder participated in the January VECC meeting, which mainly focused on bills for the month, as well as the Communications Center manager. Mr. Campbell is retiring in November; however, he will be utilizing vacation time in September to finish out his time. The decision is ongoing to replace his position.
- 6. Management Update** – Budget season has begun; therefore, information is being collected and reviewed by management. Reports show our usage is high, therefore this will result in health cost increases for GVFD. Health insurance costs are being negotiated, and with those negotiations, it appears an increase is imminent.
- 7. Fire Prevention - Dennis Stiegleiter, Fire Marshall:** Marshall Stiegleiter provided an overview regarding the two major fires in December, one in Canoa Ranch and one at the Sahuarita Mission Apartments.
  - a. Potentials Report** – The total potential for loss for December was \$3,064,000.00. The actual loss was \$123,500. Mr. Stiegleiter's report is on file. There were no questions.
  - b. Prevention Activities Report** – Mr. Stiegleiter has been comparing the numbers from year to year, and re-inspections are double this month in comparison to last year's numbers. His complete report is on file, there were no questions.
  - c. Construction Report** - In the month of December, the Town of Sahuarita issued 95 permits; 23 were for new homes, 50 for solar panels and 15 for utilities. The complete report is on file.
- 8. Financial Update - Melissa Tomlinson:** Ms. Tomlinson reported that Tax Levy was under budget by \$133,536, coming in at \$452,871. Non-tax revenue was 80,266 which was 23,096 over budget. Personnel expenses came in at \$218,745, higher than budgeted for the month, but overall under for the year. Buildings and Fleet came in under budget at \$240,647. Communications was under by \$3040, and Managerial was under budget by \$9950. Personnel is under budget YTD by \$94,445. Buildings and Fleet is under budget YTD by \$396,782. Communications was under at \$9,650, and Managerial is under budget at \$45,687. YTD revenue is 6,251,311, which is \$646,683 over budget. Chief Wunder interjected regarding the budget revenue reflecting a FEMA/AFG grant. With regard to expenses, Personnel is

the largest, followed by Operations, then Communications and Managerial, which trends in line with last year. Cash position is up by \$632,065, while other assets are also up by \$191,332. GVFD liabilities are down \$692,776. Mr. Katzel asked what accounted for the surplus in cash and assets. Chief Wunder and Ms. Tomlinson advised the surplus is comprised of both understaffed positions and payroll. The surplus in assets is related to the two previously purchased firetrucks. There were no other questions. Mr. Katzel then made a motion to approve the December financial report, which was seconded by Mr. Allen, and the report was approved (4-0). (Her complete report is on file)

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

- 1. Fractiles/Response Data** – DC Kosiorowski reported on 756 calls for the month of December. 61 % were medical, 31% were service, and 1% percent were fire. He gave a brief comparison from year to year. His report is on file. There were no questions.
- 2. Training and Communications** –DC Kosiorowski gave a PowerPoint presentation, which touched upon the following: (i) Incidents, (ii) PR Events, and (iii) Training. His report is on file, there were no questions.

### **COMMUNITY SERVICES REPORT: L.T. Pratt**

- 1. Nurse Practitioner/FBUMS-** L.T. Pratt gave the report this month for DC Sayre, giving a PowerPoint presentation. The Mobile Integrated Health program is picking up. The Nurse Practitioner saw 25 patients in December, 20 of which were appointments. She responded to 24 911 calls, preventing four transports. The Aftercare Transition Patient program is up and running. The first patient was seen on 1-24-17. There were 24 BLS classes in December, with 154 students. This generated \$1,100.00 in net revenue. For the fiscal year, GVFD had 90 classes, with 398 students, for a total of \$2,877.00 in net revenue. The board had no questions for Mr. Pratt. His report is on file.
- 2. Community Services/Fire Corps-** Mr. Pratt gave a PowerPoint presentation on Community Services/Fire Corps. In December, we participated in a KGVY Radio interview, "Around the Cracker Barrel." The holiday events kept Community Services busy, assisting with the Adopt-a-Family's shopping and wrapping events and gift distributions. Fire Corps is now up to 57 current members, with 17 new applications. The January academy was successful. It ran over four nights, with 26 people attending each night. Recently, a grant from the White Elephant was received for carbon monoxide alarms from Kidde, free of charge to the residents of Green Valley. Chuck Schufelder gave a SHiM update - He spoke about the Holiday Food and Gift program that SHiM partnered with Valley Assistance. This year

they provided food and gifts to 123 houses; 17 Fire Corps members and their friends and families assisted. SHiM is starting up again and getting more referrals. Mr. Pratt's report is on file.

**OLD BUSINESS: AFDA Conference: - Mikel Shilling** - Mr. Smith gave a brief summary about the open meeting law courses. Mr. Katzel went to some non-required classes, and gave an update regarding networking. Mrs. Shilling spoke about the required courses, stating she found them to be worthwhile classes.

**NEW BUSINESS: Discussion and Possible Action on Revised Fee Schedule- Chief Wunder:** – Chief Wunder presented a revised fee schedule to the board, which did not include any significant changes other than for CPR. The program is a revenue neutral program, therefore we have some modest increases to the cost of the classes to cover equipment costs, such as books and mannequins. The other rates remain steady. Mr. Allen made a motion to approve. Mr. Katzel seconded and the fee schedule was approved (4-0).

**FUTURE AGENDA ITEMS:** None

**ANNOUNCEMENTS:**

**Second Annual GVFF Pickleball Tournament:** February 17, 2017, at 08:00 A.M. Quail Creek Country Club, 2055 E Quail Crossing Blvd.

**Planning Meeting:** February 15, 2017 at 08:30 A.M at the Green Valley Fire District Headquarters/Training Center

**Regular Board Meeting:** February 22, 2017, at 9:00 A.M. at the Green Valley Fire District Headquarters/Training Center.

**Board Budget Workshop Meeting:** March 1, 2017, at 8:30 A.M. at the Green Valley Fire District Headquarters/Training Center.

**Retiree Breakfast:** March 3, 2017, at 8:30 A.M. at Station 151, 250 N. La Canada Dr.

**ADJOURN REGULAR BOARD MEETING:** There being no further business, Mrs. Shilling adjourned the meeting at 0945 hours.

Respectfully Submitted by:



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Tom Allen, Board Clerk  
Green Valley Fire District