

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 April 26, 2017

REGULAR BOARD MEETING MINUTES

CALL TO ORDER/ ROLL CALL: Chairperson Shilling called the Regular Board Meeting to order at 0900 hours. Members of the Board present included: Chairperson Mikel Shilling, Clerk Tom Allen, Mr. Bill Katzel, Ms. Nancy Schuster and Mr. Harry Smith. 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 Board and staff in the Pledge of Allegiance.

CALL TO THE PUBLIC: There were no members of the public present who wished to address the Board.

CLERK'S REPORT: Mr. Tom Allen - Board Clerk Tom Allen presented the minutes from the Regular Meeting of March 29, 2017 and the Special Session minutes from April 5, 2017 for approval. Mr. Katzel noted a correction to be made to the minutes from the March 29, 2017 minutes regarding falls decreasing, rather than increasing, which was noted. Ms. Shilling asked if all were in favor, to which all members replied aye. There was no further discussion, and the both set of minutes were approved, (5-0).

LOCAL PENSION BOARD UPDATE: Mr. Harry Smith: - The pension board met on April 10, 2017 to discuss Captain Rob Crowder's retirement. Approved to Board, effective date of April 22, 2017.

CHIEF'S REPORT: Fire Chief Chuck Wunder

- 1. Employee/Community Recognition** - Chief Wunder offered a heartfelt thank you to the community for their support of GVFD during the Sawmill Fire. Several businesses offered food and many people offered support to the crews. He also passed on a large thank you to the crews for their hard work on the Sawmill Fire. Mr. Katzel asked Chief Wunder about bringing back the "I am GVFD" portion in the board meeting, which may be forthcoming with the new academy.

- 2. Legislative Issues** – The current session is winding down, however there are a few things on a last-minute push. One is a preemptive cancer bill trying to get through the legislature.
- 3. GVFFA Meet & Confer Update** – We met with labor last week, and had a positive meeting, discussed the upcoming promotions.
- 4. Administrative Update** – Administration is currently focused on wrapping up the budget. Talia and her staff are currently reorganizing files to make the adjustment to the remodeled conference room.
- 5. Valley Emergency Communication Center (VECC) Update** – We skipped this area and discussed VECC under new business.
- 6. Management Update** – Management has been working on an audit from Fema on our SCBA Grant, should be wrapping that up this week. We have also been focused on several retirements month, in addition to managing the Sawmill fire.
- 7. Fire Prevention – Dennis Stiegleiter**
 - a. Potentials Report** – There were no Potentials for the month of March. There were no questions. The complete report is on file.
 - b. Prevention Activities Report** – Marshall Stiegleiter There were no questions. The complete report is on file.
 - c. Construction Report** – Mr. Stiegleiter gave a breakdown of permits issued, as well as local construction updates. In the month of March, the Town of Sahuarita issued 95 permits; 26 were for new homes, 35 for solar panels. There were no questions. The complete report is on file.
- 8. Financial Update – Gabe Buldra and Melissa Tomlinson:** For the month of March, tax levy revenue was \$625,576.00, budgeted at \$547,972.00. Non-levy revenue was at \$59,790.00, budgeted at \$57,069.00. Personnel expenses for this month were at \$499,477.00, budgeted at \$511,046.00. Buildings and Fleet came in over budget at \$63,292.00, budgeted at \$47,884.00. This month, Communications came in under budget at \$59,951.00, budgeted at \$61,506.00. Managerial was under budget at \$26,274.00, budgeted at \$40,673.00. The district expenses for the month were \$648,994.00, which was \$12,115.00 under budget. Year to date revenue is \$7,696,139.00, which is \$633,705.00 over budget. YTD expenses are \$6,396,905.00, which is \$657,089.00 under budget. For the YTD expense percentages breakdown, Personnel is the largest at 74%, OPS are at 12%, Communications is at 6%, and Managerial is at 5%. \$2,767,062.00 is our cash balance for the year. There were no questions for Ms. Tomlinson. Mr. Smith made a motion to approve the financials. Mr. Katzel seconded. The financials were approved, (5-0).

OPERATIONS REPORT: Chief Wunder

- 1. Fractiles/Response Data** – Chief Wunder reported on 874 calls. Medical calls made up 52%, 42% were service related, 4% were good intent calls and GVFD responded to 10 fires equaling 1%. Chief Wunder then gave a presentation on the Sawmill fire. There were a few questions regarding the status of the Sawmill fire, which Chief Wunder addressed. His report is on file.
- 2. Training and Communications** – Chief Wunder gave a PowerPoint presentation, which touched upon the following: (i) Incidents, (ii) PR Events, and (iii) Training. There were no questions. His report is on file.

COMMUNITY SERVICES REPORT: DC Sayre

- 1. Nurse Practitioner/FBUMS** – DC Sayre gave a PowerPoint Presentation, which touched on the NP Program and FBUMS. NP Shields saw 78 patients in March, 71 appointments, including 3 Envision patients. NP Shields spoke to the board regarding a diabetic patient she saw that had given permission for her to share her story. There were no further questions. The complete report is on file.
- 2. Community Services/Fire Corps** - DC Sayre gave an update on the BLS classes held in March, 15 in total, to 47 students. Dc Sayre gave a PowerPoint presentation regarding Community Services and Fire Corps. We are on track to do over 5000 alarms this year. There is a concern for resources this year, and we may need an additional truck if the demand stays so high. Chair Schilling asked a question about the tracking of how often we use the lock boxes to access a residence. Captain Beckel (who was in the audience) advised it was at least a few times a shift. Fire Corps stayed busy this month with 8 public events, including the Green Valley Health Fair, HOA presentations, Fire Drills and a career day at Sahuarita High School. For the month of March, Fire Corp had a total of 656 hours volunteered, 170 non-shift hours, including 71 hours in Lock Box and 44 SHiM hours. Chief Wunder spoke to the ever evolving GVFD website, and gave kudos to Mr. Pratt. Chief Wunder also gave information regarding SHiM data, based on Mr. Schufrieder's efforts this month. Mrs. Shilling mentioned perhaps an article would help with appointments. Mr. Allen mentioned that falls are down again. There were no additional questions. The complete report is on file.

OLD BUSINESS: NONE.

NEW BUSINESS:

- 1. DISCUSSION AND POSSIBLE ACTION TO PROPOSED VECC FY 2018 BUDGET** – Chief Wunder- The Chief gave information regarding the proposed VECC budget and how the IGA between our two agencies works, specifically with adopting the budget. GVFD will be seeing a slight increase with this budget approval. Mr. Allen made a motion to accept. Mr. Smith seconded. All were in favor and the motion was approved. (5-0).
- 2. DISCUSSION AND POSSIBLE ACTION ON ADDITION (Storage Room) TO ADMINISTRATION BUILDING** - Chief Wunder- Chief Wunder made his proposal to the Board regarding the need for additional storage. The primary function will be storage as well as document retention. This addition proposal is a non-budgeted item; however due to our strong cash position we can manage this expense with cash. The quote came in at \$45,188.00, from contractor Gary Cooper, whom the district has done business with in the past. Chief Wunder is asking the Board to make a motion for the building of the addition, with the amount not to exceed \$50,000.00, in case of incidentals. Mrs. Schuster asked if GVFD got any other bids, which Chief Wunder addressed. Mr. Smith asked if this will take care of the storage needs. Chief Wunder advised it will take care of paperwork and administrative storage as well as document retention. Mr. Allen asked about a project schedule and who would oversee the project. Chief Wunder stated it would be approximately a four to six-week schedule and Chief Kosiorowski will oversee the project. Ms. Schuster asked about the inside of the structure, and Chief Wunder stated it will be somewhat unfinished, but it will have a split AC unit as well as shelving inside. Mr. Katzel asked about the permit and Chief Wunder addressed his question. Mr. Katzel made a motion to approved the addition, with the cost not to exceed \$50,000.00. Mr. Allen seconded. All were in favor and the motion was approved. (5-0).
- 3. DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 2017-01: EMERGENCY AMBULANCE TRANSPORTATION AGREEMENT WITH AMERICAN MEDICAL RESPONSE (A.M.R)** – Chief Wunder – Chief Wunder briefed the Board and members of the audience on the status of the Ambulance Transportation Agreement (C.O.N), which has been signed. This agreement will allow us to obtain our own C.O.N. We will continue to receive revenue from A.M.R., such as paramedic ride in, rent, dispatch fees. We will see a decrease in revenue, when we do not dispatch one of their units if ours transports rather than theirs. The contract has already had a courtesy review, and the minimal changes they recommended have already been made. We are assigned to see a judge in June. We are working with AMR to pull their intervenor status. for the objection to the hearing. Mr. Allen asked about a start date of July 1, 2017. Chief Wunder advised due to Medicare approval, which can take from 60-90 days- it is unlikely. As soon as we receive

Medicare approval, we will start. A member of the audience (Jack Warth) asked a question about the staffing model which Chief Wunder addressed. Mr. Allen reminded him we have 5 people in training right now. Captain Beckel also addressed the potential of a second academy. Mr. Allen made a motion to approve Resolution 2017-01. Mr. Smith seconded. Chief Wunder asked for an official roll call vote to be taken, which was done by Talia Carey. The vote was as follows: Mr. Allen, Aye, Ms. Schuster, Aye, Mikel Shilling, Aye, Mr. Smith, Aye, Mr. Katzel, Yes. All were in favor and the motion was approved. (5-0).

FUTURE AGENDA ITEMS: None

ANNOUNCEMENTS:

Retirement Ceremony: April 28, 2017, at 9:00 A.M. at Station 153, 210 E Continental Rd, Green Valley.

Board Budget Workshop Meeting: May 3, 2017, at 8:30 A.M. at the Green Valley Fire District Headquarters/Training Center.

Regular Board Meeting: May 31, 2017, 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 at 09:57 hours.

Respectfully Submitted by:

A handwritten signature in cursive script that reads "Thomas F. Allen". The signature is written in black ink and is positioned above a horizontal line.

Tom Allen, Board Clerk
Green Valley Fire District