

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 May 31, 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, and Ms. Nancy Schuster. Mr. Harry Smith was present via telephone. See attached sign-in sheets for Green Valley Fire District staff, Green Valley Fire Corps, and members of the public present.

PLEDGE OF ALLEGIANCE: Nancy Schuster 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 April 26, 2017, and the Special Session minutes from both May 3, 2017 and May 9, 2017 for approval. Mr. Katzel made a motion to approve all three sets of minutes. Nancy Schuster seconded the motion. There was no further discussion, and the minutes were approved, (5-0).

LOCAL PENSION BOARD UPDATE: Mr. Harry Smith: - Mr. Smith gave an update of the May 8th pension board meeting, which met regarding Firefighter Mike Downes' request to begin the drop process. The pension board approved his request.

CHIEF'S REPORT: Fire Chief Chuck Wunder -

- 1. Employee/Community Recognition** - Chief Wunder had no recognition to report on for this month.
- 2. Legislative Issues** - Chief Wunder reported that though the legislative session is now closed, just before the session ended, a presumptive cancer and cardiac bill was pushed through. This will change workers compensation and healthcare reimbursement, in relation to what constitutes a work-related injury.

- 3. GVFFA Meet & Confer Update** – No Update.
- 4. Administrative Update** – Chief Wunder reported that he and Administrative Manager Carey will be meeting with Ms. Schuster regarding clarifying some wording on the earned paid sick time (EPST) policies, which were pulled from this agenda. These policies should be completed and added back to the agenda for the June meeting.
- 5. Valley Emergency Communication Center (VECC) Update** – Chief Wunder gave an update that the operating budget for the VECC was approved at the last board meeting. In addition, the hiring of a consultant was approved to help with the replacement of the retiring center manager, with the hopes to fill the position in mid-August, to allow for on-the-job training.
- 6. Management Update** – Management continues to focus on the upcoming July transition and reorganization. P.S.P.R.S changes regarding contribution rates have already taken place. Management is evaluating the amortization period changes in regards to pension debt. Chief Wunder is holding a mandatory meeting for all Tier 2 GVFD P.S.P.R.S members on Friday, June 2. The meeting will address changes to their pensions, and the mandatory June 30th opt-out deadline. Mike Fox will also be in attendance and give a presentation alongside Chief Wunder. There were questions from Mr. Katzel and Mr. Allen regarding the Administrative Captains' timetable relative to Chief Sayre's departure, which Chief Wunder addressed.
- 7. Fire Prevention: Dennis Stiegleiter -**
 - a. Potentials Report** – There was one fire reported for the month of April. It was a small stove fire, and the actual loss was \$250.00, with the potential for \$280,000.00. There were no questions. The complete report is on file.
 - b. Prevention Activities Report** – Mr. Stiegleiter reported on the number of re-inspections still keeping Mr. Thompson and he quite busy. There were no questions. The complete report is on file.
 - c. Construction Report** – Mr. Stiegleiter gave a breakdown of permits issued. In the month of April, the Town of Sahuarita issued 76 permits; 25 were for new homes, 5 were commercial permits which affected the Green Valley area, and 37 were for solar panels. There were no questions. The complete report is on file.
- 8. Financial Update: Melissa Tomlinson** - For the month of April, tax levy revenue was \$1,764,022.00, which was \$744,856.00 over budget. Non-levy revenue was at \$58,780.00, which was under budget by \$4,889.00. Personnel expenses for this month were under budget at \$492,784.00, budgeted at \$512,138.00. Buildings and fleet came in under budget at \$21,957.00, budgeted at \$110,636.00. This month, Communications came in under budget at \$55,120.00. Managerial was at \$32,528.00, also under

budget. The district expenses for the month were \$602,388.00 which is \$120,478.00 under budget. Year-to-date revenue is \$9,518,970.00 which is \$1,373,701.00 over budget. YTD expenses are \$6,986,335.00 which is \$790,525.00 under budget. For the YTD expense percentages breakdown, Personnel is the largest at 75%. OPS are at 11%. Communications is at 6%, and Managerial is at 5%. Ms. Tomlinson reported on GVFD's cash position, which is up about \$1,000,000.00 million in cash from last year, due to tax levy timing. Mr. Katzel had a question about the last several warrants and cash reserves, which Chief Wunder and Ms. Tomlinson addressed. Chief Wunder then spoke to the Board about the additional revenue coming in at the end of this fiscal year from wildland billing. There were no other questions. The complete report is on file. Mr. Katzel made a motion to accept the financials. Mr. Smith seconded. The financials were approved, (5-0).

OPERATIONS REPORT: Division Chief Joey Kosiorowski -

- 1. Fractiles/Response Data** – DC Kosiorowski reported on 1,028 calls. Medical calls made up 40%. 53% were service related, and GVFD responded to 13 fires equaling 1%. Mr. Katzel asked about bicycle accidents increasing in our area. DC Kosiorowski addressed the question. Mrs. Schuster asked a question about how the percentage feature relates to fire calls on the pie chart, which DC Kosiorowski addressed. There were no other questions. His report is 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. There were no questions. His report is on file.

COMMUNITY SERVICES REPORT: DC Kosiorowski -

- 1. Nurse Practitioner/FBUMS** – DC Kosiorowski gave a PowerPoint Presentation for Chief Sayre, which touched on the NP Program and FBUMS. NP Shields saw 35 patients in April, including 6 Envision patients. Chief Wunder advised the Board to be on the lookout next month for a new column on this report, pertaining to total employees and family seen. This is referencing the NP - Employee \$5.00 visit program, which should help reduce healthcare claims. Mrs. Shilling asked a question about missed calls and the number of NP's on staff, which DC Kosiorowski and Chief Wunder addressed. The complete report is on file.
- 2. Community Services/Fire Corps** – DC Kosiorowski gave a PowerPoint presentation and reported on Fire Corps activities for April. They attended 6 public education events. Fire Corp had a total of 671 volunteer hours, including 41 for SHiM. They installed 64 lock boxes for the month of April, as well as assisting the Academy with the live fire drills. Fire Corps was involved in several employee recognition events this month. Marty Skeldon,

Terry Belfanz, and Mike McConnell earned their 500 hour pins, while Gary Gozdecki earned his 1,500-hour pin. There were no questions. The complete report is on file.

OLD BUSINESS: None.

NEW BUSINESS:

1. DISCUSSION AND POSSIBLE ACTION ON PROPOSED FY 2018 BUDGET- Chief Wunder – Chief Wunder advised the Board of the need to adopt the tentative budget. The budget will be posted for 20 days, and at the next meeting we will open up for public comment. Mr. Katzel moved to accept. Mr. Smith seconded. There was no discussion. All were in favor, and the proposed budget passed, (5-0).

2. DISCUSSION AND POSSIBLE ACTION ON GVFD RESOLUTION 2017-02; SHARED SERVICES WITH DHFD – Chief Wunder requested that the Board support the renewal of the shared services agreement currently in place with DHFD for Marshall Stiegleiter. Chief Chapel from DHFD supported the continuation at his recent board meeting. The renewal did have a slight increase of \$6,000.00, however the Chief expressed to the Board what a great asset Marshall Stiegleiter is, to the District as well as the community. Mr. Katzel moved to renew the contract, which expires June 30, 2017. Mr. Allen seconded the motion. All voted in favor, and Resolution 2017-02 was approved, (5-0).

3. DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF GVFD STRATEGIC GUIDELINES DOCUMENTS - Chief Wunder- There was general discussion regarding the name of the document. Strategic Guidelines was proposed as a title. Mr. Allen made a motion to accept that title. Mrs. Schuster seconded. Mr. Katzel made a motion to amend the document to include "2017-2019" in the title. Mrs. Schuster seconded. All voted in favor, (5- 0).

4. DISCUSSION AND POSSIBLE ACTION ON TRI-DISTRICT FINANCIAL ANALYSIS - Chief Wunder – Chief Wunder spoke to the opportunities for shared services and cost savings that came out of the discussion at our Tri-District Board meeting. This motion is looking for a commitment for a certain dollar amount from the board. \$2000.00 was passed by Rio Rico Medical and Fire last night, with the stipulation that "Tubac Fire keeps up their end." (This information came from an unnamed audience member, who did not sign in, present from Rio Rico Medical and Fire). Chief Wunder suggested a motion to the Board, to approve the Tri-District Financial Analysis, for an amount not to exceed \$6,000.00, contingent upon Tubac Fire's participation. Mr. Katzel then made that motion. Mr. Allen seconded. All voted in favor, and the motion passed, (5-0).

FUTURE AGENDA ITEMS: None.

ANNOUNCEMENTS:

Promotion and Pinning Ceremony: June 9, 2017, at 6:00 P.M. at Las Campanas Recreation Center, 565 W. Belltower Dr.

Regular Board Meeting: June 28, 2017, at 9:00 A.M. at the Green Valley Fire District Headquarters/Training Center.

Chief Sayre's Retirement Ceremony - June 30, 2017 at 6:00 P.M. at Quail Creek Ball Room, 2055 E. Quail Crossing, Sahuarita.

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

Respectfully Submitted by:



Tom Allen, Board Clerk
Green Valley Fire District