

Green Valley Fire District

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www.gvfire.org
Chuck Wunder, Fire Chief



Green Valley Fire District Board of Directors Meeting Headquarters/Training Center 1285 W. Camino Encanto, Green Valley, AZ January 31, 2018

REGULAR BOARD MEETING MINUTES

CALL TO ORDER/ ROLL CALL: Board Chairperson Mikel Shilling called the Regular Board Meeting to order at 0900 hours. Members of the Board present included: Board Chairperson Mikel Shilling, Board 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 December 14, 2017 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, (5-0).

LOCAL PENSION BOARD UPDATE: Mr. Smith had no pension board update.

REPORTS AND CORRESPONDENCE

A. CHIEF'S REPORT: Fire Chief Chuck Wunder -

- 1. Employee/Community Recognition** - Chief Wunder thanked Chief Rowe for hosting the new hire dinner for the recruit academy on January 28. He specifically thanked Kristi Kosiorowski for making the meal for all those in attendance.
- 2. Legislative Issues** - Chief Wunder advised that the legislature is in full swing at this time. At the beginning of the week, there were 900 bills filed. AFDA, AFCA, and the Fire Chiefs are watching several bills that may impact Fire Districts. One specifically, Senate Bill 1268, would allow certain properties to be reclassified from class 3 to class 6, with its targeted demographic being age

65 and up, affecting single residential properties. This bill has the potential to cut their assessment in half. If this bill were to pass, it could have a significant financial impact to GVFD. Mr. Smith posed a question about the bill's potential support base, which Chief Wunder addressed. Another bill Chief Wunder mentioned was House Bill 2344, which would affect District boundaries and contiguous lands, specifically using public lands for annexation. Another bill mentioned was Senate Bill 1153, which addresses fire flow requirements. Chief Wunder also brought up House Bill 2065, which specifically addresses the penalties associated with violations of the open meeting law.

- 3. GVFFA Meet & Confer Update** – Chief Wunder advised that the latest meet and confer went well. Topics included benefits and staffing levels.
- 4. Administrative/Management Update** – Chief Wunder gave an update on two administrative special projects that have wrapped up, the Administrative SOG'S and the update to the Board Manuals. Chief Wunder has also scheduled several budget meetings, as we head into budget season.
- 5. Valley Emergency Communication Center (VECC) Update** – There was a VECC meeting last week, and it went smoothly. It is also the VECC'S budget season, and Chief anticipates bringing forward a budget from them in March. There will be no increase for our participation in the VECC this year.

B. OPERATIONS REPORT: Chief Wunder for DC Kosiorowski -

- 1. Fractiles/Response Data** – Chief Wunder reported on 817 calls for the month. We responded to 465 medical calls, which equaled 57%. 278 calls were service related, equaling 34%, and GVFD responded to 6 fires, which equaled 1%. He also gave an update on transports for the month, (124), as well as the destinations of those transports. Chief Wunder also gave a year-end recap on calls, with the number of calls for the year being 10,784. There were no questions. 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 775.5 logged training hours for the month of December. There were no questions. His report is on file.
- 3. Nurse Practitioner/FBUMS/BLS** – Chief Wunder gave a PowerPoint Presentation on the NP Program and BLS. NP O'Brien

saw 22 patients in December, including 0 911 transfers, 8 scheduled appointments, 0 CAT wellness visits, and 14 employee visits. Chief Wunder advised that there will be a name change to the program soon, changing from FBUMS to Nurse Practitioner Response Unit. He also briefed the Board on the new Eller School students, specifically that there will be 5 first year MBA Students instead of 3 this term. There were 22 BLS Classes held this month, for a total of 106 students. Mr. Katzel asked about the briefing timeline, which Chief Wunder addressed. There were no other questions. The complete report is on file.

C. Fire Prevention: Fire Marshal Dennis Stiegleiter -

- 1. Potentials Report** – There was one fire to report, for a potential loss of \$350,000.00 and an actual loss of \$1,500.00. There were no questions. The complete report is on file.
- 2. Prevention Activities Report** – Mr. Stiegleiter reported on the inspections and activities for the month, as well as gave an annual update on activities. He advised annual inspections are down from the previous year, but construction inspections have tripled with the projects that are underway currently. There were no questions. Mr. Stiegleiter reported that the Southern Az Fire Marshals are beginning their 2018 Fire Code review. The complete report is on file.
- 3. Construction Report** – Mr. Stiegleiter gave a PowerPoint presentation and update of the current and future construction projects underway in Green Valley and Sahuarita. There were 92 total permits issued from the Town of Sahuarita in December, with 17 of them being solar permits. Residential home permits have picked up, with 36 permits being for new construction. There were no questions. The complete report is on file.

D. Community Outreach: Mr. L.T. Pratt -

- 1. Public Education Events-** Mr. Pratt gave a PowerPoint presentation which reported on Fire Corps activities for the month of December, as well as an annual recap for 2017. Fire Corps currently has 70 active members. In December, the shift volunteer hours for Fire Corps totaled 780. For the year, the total volunteer hours were at 9,685, which equates to a savings of \$223,000.00 to the district. Mr. Pratt also spoke about the public and educational events that Fire Corps and GVFD crews assisted with in December, and then provided a year-end recap on those

events as well. There were 116 scheduled events in 2017. Mr. Pratt gave the board a special presentation on GVFD'S social media presence. He also touched on the media coverage for the month and thanked the media for its support. Mr. Pratt provided a CERT update, which is now 46 members strong. Mr. Allen had a question about the location of the latest CERT meeting, which Mr. Pratt addressed. Mr. Katzel had a question about lockboxes, which Mr. Pratt and Chief Wunder addressed. There were no other questions. The complete report is on file.

E. Financial Update: Gabe Buldra -

1. December Financial Report- For the month of December, tax levy revenue was under budget at \$524,577.00, budgeted at \$636,383.00. Non-levy revenue was under budget at \$44,640.00, budgeted at \$119,743.00. This was under budget due to ambulance revenue being budgeted, however we do not have the billing reports yet, so we are unable to report the revenue collected. Personnel expenses for the month were at \$831,437.00, which was under budget by \$62,609.00. Buildings and Fleet are at \$187,060.00, budgeted at \$46,051.00. The variance was due to the COP interest, as well as the purchase of turnouts and pump testing. This month, Communications came in close to budget at \$13,247.00, budgeted at \$11,275.00. Managerial came in under budget at \$46,648.00, budgeted at \$49,297.00.00. From a YTD perspective, total revenues are at \$6.5 million, which puts us over budget by \$333,000.00. The majority of the overage is wildland. For the YTD expense percentages breakdown, Personnel is the largest at 77%, Communications is at 10%, OPS is at 8%, and Managerial is at 5%. The District's cash position is at \$3.6 million dollars, which is up from \$3.3 million this time last year. There is currently \$180,000.00 in outstanding wildland revenue that has been billed but not yet received. There were no questions. The complete report is on file. Mr. Katzel made a motion to accept the financials. Mr. Smith seconded. All were in favor, and the financials were approved, (5-0).

OLD BUSINESS: None.

I. NEW BUSINESS: NEW BUSINESS – None

A. Discussion and Possible Action Regarding Revisions to Non-Suppression Deferred Compensation (457)

Plan & Personnel Policy EB118 – Admin. Manager Carey- Ms. Carey briefly discussed the proposed change to Personnel Policy EB118. The Board had no questions for Ms. Carey. Mr. Katzel made a motion to accept the changes as presented. Mrs. Schuster seconded. All were in favor, and the change to EB118 was approved, (5-0).

B. Discussion and Possible Action of Updated Board Manual - Admin. Manager Carey – Ms. Carey presented the Board with an updated draft version of the Board Manual. She asked them to look over the content revisions and provide feedback to her before the next board meeting in February. No action was taken on this agenda item. It was tabled, and it will be added to the agenda at the next board meeting.

C. Discussion and Review of AFDA Winter Conference – Chief Wunder, Members of the Board- Mr. Katzel, Mrs. Schuster – Mrs. Schuster and Mr. Katzel provided a brief synopsis of the AFDA Winter conference. They provided kudos to the financial presentation that the James Vincent Group and Beach Fleischman put on, as well gave feedback on other courses they attended.

II. EXECUTIVE SESSION – Chief Wunder -

The Fire District may conduct an Executive Session on the following agenda item, pursuant to A.R.S. 38-431.03(A) (3) Discussion or consultation for legal advice with the attorney of the public body. (4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiation, on pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.

A. Discussion Regarding Employee Grievance – Mr. Allen made a motion to go into executive session. Mrs. Schuster seconded the motion. All were in favor, and the Board and Chief Wunder went into Executive Session and moved into the conference room at 09:20 A.M.

III. RECONVENE INTO PUBLIC - The Board and Chief Wunder reconvened into a Public Session at 10:13 hours in the training center.

IV. ANNOUNCEMENTS

Board Budget Meeting: Wednesday, February 7, 2018 at 08:30 A.M at the Green Valley Recreation West Social Center, 1111 South GVR Drive.

GVFF Great Gatsby Gala: Saturday February 24, 2018 at 5:00 P.M. Quail Creek Ballroom, 2055 E. Quail Crossing, Green Valley

Regular Board Meeting: Wednesday, February 28, 2018 at 9:00 A.M. at the Green Valley Fire District Headquarters/Training Center.

V. ADJOURN

If any disabled person needs any type of accommodation, please notify the District's Administrative Office at (520) 625-9400, of the Green Valley Fire District at least 24 hours prior to the scheduled meeting time.

Respectfully Submitted by:



Tom Allen, Board Clerk
Green Valley Fire District