

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 October 31, 2018

REGULAR BOARD MEETING MINUTES

CALL TO ORDER/ROLL CALL: Board Clerk Tom Allen called the Regular Board Meeting to order at 0900 hours. Members of the Board present included: Board Clerk Tom Allen, Ms. Nancy Schuster, and Mr. Harry Smith (who was present telephonically). See attached sign-in sheets for Green Valley Fire District staff, Green Valley Fire Corps, and members of the public present.

PLEDGE OF ALLEGIANCE: Mrs. 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. Allen - Mr. Allen presented the minutes from the Special Session of September 27, 2018, and the Regular Minutes of September 26, 2018 for approval. Mrs. Schuster made a motion to approve both sets of minutes. Mr. Smith seconded the motion. All were in favor, and the minutes were approved, (3-0).

LOCAL PENSION BOARD UPDATE: Mr. Smith gave an update on the recent pension meeting from October 11. The Board met and approved the Drop applications of both Engineer Karl Thomas and Battalion Chief Jeff Mooney.

REPORTS AND CORRESPONDENCE

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

- 1. Employee/Community Recognition** –Chief Wunder recognized Kyle Blecker for his completion of his bachelor's degree at GCU. He also recognized staff, and specifically Chief Kosiorowski, for their hard work and participation with the annual White Elephant Parade on Saturday October 27th. Chief Wunder also recognized the efforts of the Training Division for the hosting of the recent Admin. Functions class. 11 people were in the program as part of their officer development classes. Finally, Chief Wunder offered up thanks to the owners of Culvers, Sahuarita for allowing crews to demo. the old building on their property as part of training.
- 2. Legislative Issues** – Chief Wunder stated no legislative update.

- 3. GVFFA Meet & Confer Update** – Chief Wunder stated the latest Meet and Confer was a routine meeting with LT staffing continuing to be a topic of focus.
- 4. Administrative/Management Update** – Chief Wunder thanked Talia for her hard work managing multiple projects, including the assumption of payroll responsibilities and coordination of the new admin. hiring. Chief Wunder mentioned other areas of concentration for management, including annexations and employee evaluations.
- 5. Valley Emergency Communication Center (VECC) Update** – Chief Wunder advised there is a lot of work going on in evaluation of a new CAD system, potentially a cloud-based system. He mentioned a possible pilot program in January, for 6 months.

B. OPERATIONS REPORT: DC Kosiorowski -

- 1. Fractiles/Response Data** – Chief Kos reported on 1008 calls for the month. We responded to 375 medical calls, which equaled 37%. 574 calls were service related, equaling 57%, and GVFD responded to 3 fires. He also gave an update on transports for the month, (102), as well as the destinations of those transports. He also went over annual trends. His report is on file.
- 2. Training and Communications** – Chief Kos gave a PowerPoint presentation, which touched upon the following: (i) Incidents, (ii) PR Events, and (iii) Training. There were 1211.5 logged training hours for the month of September. These hours included the AZ State Fire School, the Rio Rico Bog Box Training, PITC Safety Day, and Driver Training. There were no questions. His report is on file.
- 3. Nurse Practitioner Response Unit/BLS** – Chief Kos gave a PowerPoint Presentation on the NP Program and BLS Classes. NP O'Brien saw 29 patients in September, including 2 911-transfers, 16 scheduled appointments, 0 CAT wellness visits, and 11 employee visits. There were 10 BLS Classes held this month, for a total of 36 students. There were no questions. The complete report is on file.

C. Fire Prevention: Mr. Dennis Stiegleiter -

- 1. Potentials Report** – There was one fire to report on for the month of September, with a potential loss of \$200,000.00 and an actual sustained loss of \$100,000.00. 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. There were no questions. 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 and gave an update

on the businesses that have opened or will open shortly in Green Valley and Sahuarita. There were 68 total permits issued from the Town of Sahuarita in September, with 11 of them being solar permits. Residential home permits are holding steady, with 29 permits for new construction. The complete report is on file.

D. Community Outreach: Mr. Pratt -

- 1. Public Education Events-** Mr. Pratt gave a PowerPoint presentation which reported on Fire Corps activities for the month of September. Fire Corps currently has 68 active members. In September, the shift volunteer hours for Fire Corps totaled 668. This translated to a savings to GVFD of \$12,204.00. The PowerPoint presentation touched on trends in the smoke alarm battery program as well as lockbox installs. There were 6 SHiM hours for the month of September. Mr. Pratt also spoke about the public and educational events that Fire Corps and GVFD crews assisted with in September; such as HOA presentations, station tours, and other various special events such as the Rio Rico Big Box Training, a chili judging at the Elks Lodge, the 9-11 Remembrance Day, Hunger Walk, Fall Prevention Month, the Blue Mass Ceremony, a presentation at St. Francis, a safety day at Caterpillar and the GVFFA Chili Cook Off. He also touched on the media coverage for the month and thanked the media for its support. Mr. Pratt provided a CERT update. There were no questions. The complete report is on file.

E. Financial Update: Chief Wunder -

- 1. September Financial Report-** For the month of September, tax levy revenue was under budget by \$599,382.00, at \$972,617, budgeted at \$1,571,999.00. Non-levy revenue was over budget by \$90,985.00, at \$185,475.00. The reason for the variance was wildland. Personnel expenses for the month were at \$716,804.00, which was over budget by \$112,055.00, due to wildland overtime. Building and Fleet are at \$57,933.00 under budget by \$1,916.00. This month, Communications came in under budget by \$15,401.00, at \$151,866.00, budgeted at \$167,267.00. Managerial came in under budget by \$5,930.00 at \$38,269.00, budgeted at \$44,098.00. From a YTD perspective, total revenues are at \$1,656,676 which puts us under budget by \$330,791.00, budgeted at \$1,987,467. For the YTD expense percentages breakdown: Personnel is the largest at 77%, Communications is at 13%, OPS is at 5%, and Managerial is at 5%. The District's cash position is at \$2.332 million dollars, which is up from \$1.333 million this time last year. The complete report is on file. Mrs. Schuster made a motion to accept the financials. Mr. Smith seconded. All were in favor, and the financials were approved, (3-0).

OLD BUSINESS: None

NEW BUSINESS:

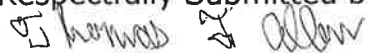
- A. Audit** – Lydia Hunter from Beach Fleishman presented the Audit report from Beach Fleishman. (presented out of order). Mrs. Hunter highlighted new accounting standards that are part of this year's report, including reporting on Gasby 75 other postemployment benefits or OPEB- Ms. Hunter also noted that PSPRS has yet to provide its examination reports for pension and OPEB, meaning some of what is presented are estimates and not final numbers. She stressed that she does not anticipate a large difference, but these reports are required to finalize the audit. Mrs. Hunter also highlighted that internal controls are always an area that are heavily scrutinized during an audit and that they found no deficiencies or recommendations for the internal controls currently in place at GVFD. Mrs. Hunter concluded by stating that once final numbers are in from PSPRS that they are prepared to issue a "clean audit" report for GVFD. Mrs. Schuster made a motion to approve the draft audit as presented. Mr. Allen seconded. All were in favor, and the motion passed, (3-0).
- B. Discussion and Possible Action on Job Description for Administrative Support Specialist II-** Manager Carey briefly discussed the proposed new job description to the Board and discussed the reason why this new position was being created. Mr. Smith asked a clarification question on the budget which was addressed by Chief Wunder. Mr. Smith made a motion to approve the new job description as presented. Mrs. Schuster seconded. All were in favor, and the motion passed, (3-0).
- C. Discussion and Possible Action on Pay Scale for Administrative Support Specialist II-** Manager Carey reviewed the proposed pay scale for the new position and the justification for this new salary within the existing scale. There were several questions regarding the posting of the position and the difference between level I and II. Questions were addressed. Mr. Smith made a motion to approve the new pay scale as presented. Mrs. Schuster seconded. All were in favor, and the motion passed, (3-0).
- D. Discussion and Possible Action of Job Title Change of Office Assistant to Administrative Support Specialist I-** Manager Carey discussed the reasoning for changing the current job title from Office Assistant to Administrative Support Specialist I and her desire for consistency within the structure. There were not questions of Manger Carey. Mrs. Shuster made a motion to approve the new job title change as presented. Mr. Smith seconded. All were in favor, and the motion passed, (3-0).

Future Agenda Items: None. During this time, Mrs. Shilling announced that she will be resigning her position with the Board of Directors, and GVFD will be posting for a replacement Board Member. Her last day will be November 28, 2018.

ADJOURN

There being no further business, Mr. Allen adjourned the meeting at 9:45 hours.

Respectfully Submitted by:

Handwritten signatures of Thomas and Allen.

Tom Allen, Board Clerk

Green Valley Fire District