

## 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 November 28, 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, 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. Katzel 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 Regular Minutes of October 31, 2018 for approval. Mr. Katzel made a motion to approve the minutes. Mr. Smith seconded the motion. All were in favor, and the minutes were approved, (4-0).

**LOCAL PENSION BOARD UPDATE:** There was no pension board update.

#### **REPORTS AND CORRESPONDENCE**

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

- 1. Employee/Community Recognition** – Chief Wunder thanked the staff of GVFD for stepping up to handle call volume while we have been short staffed due to illness and injuries.
- 2. Legislative Issues** – Chief Wunder advised the Arizona Fire District Association would be meeting the first week in December, to discuss recent legislative issues and changes. One area of concern is the recent termination of Department of Fire and Forestry employee Jeff Whitney, who had been a strong supporter of fire districts throughout the state.
- 3. GVFFA Meet & Confer Update** – Chief Wunder stated the latest Meet and Confer was cancelled.
- 4. Administrative/Management Update** – Chief Wunder gave an update on the hiring process for a new staff member in administration. Mrs. Carey is currently sorting over 100 applicants for the administrative support specialist II position. He also provided an update

to the Board regarding the transition to an outsourced payroll system, which is still pending. Chief Wunder thanked Mrs. Carey for her efforts for the last few months in administration.

- 5. Valley Emergency Communication Center (VECC) Update** – Chief Wunder informed the Board members of the status of the new CAD system trial phase, with Rapid Deploy. This is set to begin in January and run for three to four months. Mr. Smith asked questions about the vendor, (AT&T); and about hardware replacement, which were addressed.

## **B. OPERATIONS REPORT: DC Kosiorowski -**

- 1. Fractiles/Response Data** – Chief Kos reported on 1029 calls for the month of October. We responded to 389 medical calls, which equaled 35%. 653 calls were service related, equaling 58%, and GVFD responded to 5 fires. He also gave an update on transports for the month, (107), 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 1505.25 logged training hours for the month of October. These hours included the promotional class, new driver training, demolition at the old SW Savings credit union. Mr. Smith posed a question about whether all crews were able to get a chance on the demolition, which Chief Kos addressed. 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 32 patients in October, including 1 911-transfer, 17 scheduled appointments, 1 CAT wellness visit, and 13 employee visits. There were 20 BLS Classes held this month, for a total of 102 students. Mr. Katzel asked a question about interfacility transports which Chief Kos addressed. There were no other 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 October, with a potential loss of \$30,000.00 and an actual sustained loss of \$30,000.00. 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 99 total permits issued from the Town of Sahuarita in October, with 18 of them being solar permits. residential home permits are holding steady, with 25 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 October. Fire Corps currently has 65 active members. In October, the shift volunteer hours for Fire Corps totaled 803. This translated to a savings to GVFD of \$18,525.00. The PowerPoint presentation touched on trends in the smoke alarm battery program as well as lockbox installs. There were 11 SHiM hours for the month of October. Mr. Pratt also spoke about the public and educational events that Fire Corps and GVFD crews assisted with in October; such as HOA presentations, station tours, and other various special events such as the PCSD SAV graduation, Quail Creek wellness fair, SCVRH open house, the pancake breakfast and the White Elephant parade. He also touched on the media coverage for the month and thanked the media for its support. Mr. Pratt provided a CERT update. Mr. Stiegleiter thanked GVFD for participating in the annual AVA show. There were no questions. The complete report is on file.

#### **E. Financial Update: Gabe Buldra -**

**1. October Financial Report-** For the month of October, tax levy revenue was over budget by \$1,774,704.00, at \$3,994,929.00, budgeted at \$2,170,226.00. Non-levy revenue was over budget by \$167,275.00, at \$261,765.00. The reason for the variance was wildland. Personnel expenses for the month were at \$668,456.00, which were over budget by \$60,463.00, due to wildland overtime. Building and Fleet are at \$39,352.00, which is under budget by \$10,169.00. This was due to timing on our fuel expense. This month, Communications came in under budget by \$3,897.00, at \$8,946.00, budgeted at \$12,825.00. Mr. Buldra explained that part of the reason for this was that legal fees were trending under budget. Managerial came in under budget by \$15,719.00, at \$35,032.00, budgeted at \$50,751.00. From a YTD perspective, total revenues are at \$5,859,641.00 which puts us over budget by \$1,607,459.00, budgeted at \$4,252,182.00. For the YTD expense percentages breakdown: Personnel is the largest at 80%, Communications is at 10%, OPS is at 5%, and Managerial is at 5%. The District's cash position is at \$5.7 million dollars, which is up from \$3.7 million this time last year. Mr. Allen asked a question about the YTD overall, which Mr. Buldra addressed. The complete report is on file. Mr. Katzel made a motion

to accept the financials. Mrs. Schuster seconded. All were in favor, and the financials were approved, (4-0).

**OLD BUSINESS:** None

**NEW BUSINESS:**

- A. Discussion and Possible Action on Board Chair and Board Clerk Positions** – Clerk Allen -Per Board Bylaws, annual Board positions needed to be reviewed and appointed. Mr. Allen asked for a motion for a new Board Clerk. Mr. Smith made a motion to nominate Nancy Schuster as Board Clerk. Mr. Allen seconded. All were in favor and the motion passed, (4-0). Mr. Allen asked for a motion for a new Board Chairperson. Ms. Schuster made a motion to nominate Mr. Allen as Board Chairperson. Mr. Smith seconded. All were in favor and the motion passed, (4-0).
  
- B. Discussion and Possible Action on Retirement of Board Chair Mikel Shilling and Appointment of Replacement Board Member for Mikel Shilling** – Clerk Allen- Mr. Katzel made a motion to accept Mrs. Shilling's resignation from the GVFD Board. Mr. Smith seconded. All were in favor, and the motion passed, (4-0). Mr. Allen advised the Board had established a committee to replace Mrs. Shilling. He advised the committee received four applications, and had interviewed three candidates for the replacement Board position. Mr. Allen stated it was the recommendation of the committee to support Sandi Richey for the position of Board member to fill the remaining term vacated by Mrs. Shilling, and asked for a motion to support that recommendation. Mr. Katzel made that motion. Mr. Smith seconded. All were in favor, and the motion passed, (4-0).
  
- C. Swearing in of recently appointed board members-** Board Member Nancy Schuster swore in newly appointed Board Member Sandi Richey and newly re-elected Board Member Tom Allen. Chief Wunder advised the newly appointed positions of Clerk and Chairperson would be effective December 1<sup>st</sup>. He also advised the Board Members would be attending statutory training in Phoenix on November 30.

**Future Agenda Items:** None

**Announcements: Regular Board Meeting:** Wednesday, December 12, 2018 at 9:00 A.M. at the Green Valley Fire District Headquarters/Training Center.

**Association Christmas Party:** Friday, December 14<sup>th</sup> at 5:30 P.M.  
at Borderlands Brewing Company 119 E. Toole Ave. Tucson, AZ.

**ADJOURN**

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

Respectfully Submitted by:

Thomas H Allen FOR

Nancy Schuster, Board Clerk

Green Valley Fire District