

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 December 12, 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. Sandi Richey, and Mr. Harry Smith. Ms. Nancy Schuster was absent. 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. Allen for Ms. Schuster - Mr. Allen presented the minutes from the Regular meeting of November 28, 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 recognized Chief Kos for his accomplishments at the National Fire Academy in Washington, DC.
- 2. Legislative Issues** - Chief Wunder advised the Arizona Fire Chiefs Association had a lengthy meeting on December 6, 2018. Topics discussed included pension related issues, and costs related to pension liability. The group will also continue to watch the bills related to senior tax freezes this session.
- 3. GVFFA Meet & Confer Update** - Chief Wunder stated the latest Meet and Confer is scheduled for December 18th.
- 4. Administrative/Management Update** - Chief Wunder gave an update on the hiring process for a new staff member in administration. We have extended a job offer to an employee, who will start January

7th. Chief Wunder also advised the new payroll company will be closing out the new year for us, with regard to W2's and ACA notices.

- 5. Valley Emergency Communication Center (VECC) Update** – Chief Wunder informed the Board members there will be a regular VECC board meeting in January.

B. OPERATIONS REPORT: DC Kosiorowski -

- 1. Response Data** – Chief Kos reported on 999 calls for the month of November. We responded to 441 medical calls, which equaled 44%. 480 calls were service related, equaling 48%, and GVFD responded to five fires. He also gave an update on transports for the month, (108), as well as the destinations of those transports. He also went over annual trends, with this calendar year to date being GVFD's busiest year to date. There were no questions. His report is on file.
- 2. Nurse Practitioner Response Unit/BLS** – Chief Kos gave a PowerPoint Presentation on the NP Program and BLS Classes. NP O'Brien saw 46 patients in November, including 2 911-transfers, 14 scheduled appointments, and 30 employee visits. There were 10 BLS Classes held this month, for a total of 40 students. There were no questions. The complete report is on file.
- 3. Training and Communications** – Chief Kos gave a PowerPoint presentation, which touched upon the following: (i) Incidents, (ii) PR Events, and (iii) Training. There were 1509.75 logged training hours for the month of November. These hours included the Regional Live Fire training, TRT at CAT, and the continued new driver training. GVFD reported that we have received a grant from Governor's office of Highway safety for extrication tools. There were no questions. His report is on file.

C. Fire Prevention: Mr. Dennis Stiegleiter -

- 1. Potentials Report** – There were no fires to report on for the month of November. 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 abridged update on the businesses that have opened or will open shortly in Green Valley and Sahuarita, as not much had changed since the last Board meeting at the end of November. 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 November. Fire Corps currently has 65 active members, with three trainees. In November, the shift volunteer hours for Fire Corps totaled 888. This translated to a savings to GVFD of \$20,486.00. The PowerPoint presentation touched on trends in the smoke alarm battery program as well as lockbox installs. There were 16 SHiM hours for the month of November. Mr. Pratt acknowledged Mr. Bob Budnick for 5,500 hours of service with Fire Corps. He also spoke about their annual meeting, which was very well attended. Mr. Pratt spoke about the eight scheduled public and educational events that Fire Corps and GVFD crews assisted with in November; such as HOA presentations, station tours, and other various special events such as the PCSD Hazmat Sav training, the KGVY Senior Boomer Fair, and the Veterans Day Memorial ceremony. He also touched on the media coverage for the month and thanked them for their support. Mr. Pratt then provided a CERT update. There were no questions. The complete report is on file.

E. Financial Update: Melissa Tomlinson -

1. November Financial Report- For the month of November, tax levy revenue was under budget at \$556,147.00, budgeted at \$1,592,178.00. This was under budget due to timing. Non-levy revenue was over budget by \$118,408.00, coming in at \$212,898.00. The reason for the variance was both wildland and ambulance revenue. Personnel expenses for the month were at \$914,299.00, which were slightly under budget by \$2,849.00, budgeted at \$917,148.00. Building and Fleet are over budget by \$5,162.00, at \$54,703.00, budgeted at \$49,541.00. This month, Communications came in under budget by \$2,631.00, at \$10,194.00, budgeted at \$12,825.00. Managerial came in under budget by \$40,645.00, at \$25,309.03, budgeted at \$65,954.33. Due to not having an election expense, which we had budgeted for. From a YTD perspective, total revenues are at \$6.6 million, which puts us over budget by \$682,644.00, budgeted at \$5.9 million. For the YTD expense percentages breakdown: Personnel is the largest at 82%, Communications is at 8%, OPS is at 5%, and Managerial is at 5%. The District's cash position is at \$5.4 million dollars, which is up from \$4.4 million this time last year. The complete report is on file. Mr. Smith made a motion to accept the financials. Mr. Katzel seconded. All were in favor, and the financials were approved, (4-0).

OLD BUSINESS: None

NEW BUSINESS: None

Future Agenda Items: None

Association Christmas Party: Friday, December 14, 2018 at 5:30 P.M. at Borderlands Brewing Company 119 E. Toole Ave. Tucson, AZ.

Announcements: Regular Board Meeting: Wednesday, January 30, 2019 at 9:00 A.M. at the Green Valley Fire District Headquarters/Training Center.

ADJOURN

There being no further business, Mr. Allen adjourned the meeting at 9:28 hours.

Respectfully Submitted by:



Nancy Schuster, Board Clerk

Green Valley Fire District