

# Green Valley Fire District

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Chuck Wunder, Fire Chief



**Green Valley Fire District Board of Directors Meeting  
GVR Las Campanas Clubhouse  
565 W Belltower Dr., Green Valley, Arizona  
October 25, 2016**

## **SPECIAL BOARD MEETING MINUTES**

**CALL TO ORDER/ ROLL CALL:** Chair Mikel Shilling called the Special Board Meeting to order at 0833 hours. Members of the Board present included: Chair Mrs. Mikel Shilling, Board Clerk Mr. Bruce Howell, Mr. Bill Katzel, Mr. Harry Smith and Mr. Tom Allen. 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 members of the staff and the Board in the Pledge of Allegiance.

**CHAIR PERSON COMMENTS** – None.

**CALL TO THE PUBLIC** - None.

### **DISCUSSION AND DISTRICT PLANNING**

#### **A. Employee Development/Transitions –**

1. Administrative Manager Talia Carey was introduced to the Board. Her start date was 10/24/16.
2. Driver-Operator Class begins 10/31/2016- taught by Captain Jason Moore.
3. Chief Wunder discussed timelines for the upcoming/pending Chief, Captain and Engineer retirements.
4. Discussed timelines and respective transitions of the following programs: Fire Corps, CERT, Public Education, Fire Prevention, SHiM, BLS, PIO, Committees, Grants, FBUMS Admin & Operations. **ALL TRANSITIONS COMPLETE BY 5/31/2017.**

#### **B. Organizational Structure/Personnel Discussions-**

1. Leaders Intent - Task, Purpose and End State was discussed. Organizational Structure to be identified by January 1, 2017 which addresses the needs of the District.
2. Proposed Organizational chart was unveiled to the board. Realigned duties and span of control were discussed. Specific discussion was held in regard

to reallocating Chief Sayre's position at the time of her retirement; replacing it with two Captains and allowing for the hiring of two additional firefighters. Salary absorption (plus benefits) allows for this without budgetary ramifications.

3. Various follow up questions were presented, including various job responsibilities, clarification of the role of new proposed Captains, fleet management, and other support services. Executive Staff addressed questions. Chief Wunder then moved on to the next topic.

#### **C. EMS Operations –**

1. Chief Wunder provided a brief update on the status of the CON application and the next steps moving forwards. Items to be considered included:
  - a. Equipment
  - b. EPCR or Electronic Patient Care Reports
  - c. Billings and Collections
  - d. Medicare

There were no questions.

#### **D. Mobile Integrated Health-**

1. Chief Wunder provided an update on FBUMS, currently the district is employing one full time Nurse Practitioner (NP), and has 3 more on a Per Diem Basis. The plan is to pair off the NP with a Paramedic, thus integrating them into Operations. (Potentially with Station 151 or 153.) The Medical Director at St. Mary's hospital is supportive of this model and training details are being worked out.
2. Transitional Care Contract- Chief Wunder briefed the board on a contract he will be bringing to the board for approval that involves transitional care from hospital to home. This contract would be Evolution Health and focuses on patients being discharged from Banner Hospital. Chief hopes to have this program up and running in the next two months.
3. Mrs. Shilling suggested that we coordinate in advance with local doctors through Health and Human Services and the local press so they are aware of the program and the potential increase of patients to our NP program.

**Mrs. Carey requested a 10-minute break at 0945. The meeting was called back to order at 0955 by Chairperson Shilling.**

#### **E. Strategic Planning –**

1. Chief Wunder provided a brief overview of the strategic planning project and suggested soft deadlines for the project, with Mr. Allen spearheading the overall plan. Currently, we need to continue to determine key results, areas and goals. Task deadline of **12/31/16**.
  - a. Chief Wunder handed out examples of GRFD and NWFD strategic plans for the board to review.

2. Collaboratively, we have yet to determine what priorities/action items need to be taken, task deadline of **3/1/2017**.
3. The design and layout of the document, complete by **4/1/2017**.
4. The Board had a discussion on what to call the document. A suggestion of a Strategic Guideline or Vision rather than “plan”. Mr. Allen will update the plan, and make a “vision”. Completed plan by **5/1/2017**.

**F. Succession Planning-**

1. Chief Wunder provided a Succession Plan handout, and discussed how GVFD follows the plan outlined in the document. Chief Wunder spoke about the upcoming succession plan, the needs of the district and answered questions regarding these needs.

**G. Employee Compensation –**

1. Chief Wunder reminded the board there is an upcoming compensation meeting and it will be a review of where we are with the project and the next steps in the process. Chief Wunder noted he is estimating the expense at \$153,003 to complete the project.
2. Mrs. Shilling advised the Board to review Chief Wunder’s employment contract by 11/7/17. His contract renewal needs to be signed before July. Further discussion regarding Chief Wunder’s compensation package will be discussed in an executive session.

**H. Budget/Debt Management –**

1. Plans for the COP- Chief Wunder would like to refinance the debt, as rates are lower now than when the COP was taken out, however they are rising.
2. Bond for Infrastructure- Challenges were discussed, if we move forward with a bond now, it would only be within our current fire district boundaries. Cons of a bond are the cost as well as the political challenges it presents.
3. Brief discussion regarding the “moving north” to the town of Sahuarita.
4. Cash Reserves were discussed.

**I. Staffing -**

1. All Admin Billets are filled. Mr. Allen asked about the need for a receptionist. The pros and cons of having Fire CORP personnel handle the task were discussed. Mrs. Shilling suggested looking into special needs employee.
2. Firefighters – Current goal is to increase staffing by at least one.

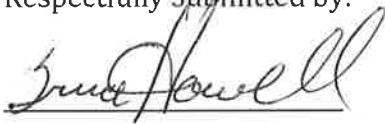
3. Chief Wunder discussed various options for staffing of ambulances and the pros and cons of each idea. He answered questions from the board regarding all the options.

**J. Upcoming Calendar Events/Opportunities -**

1. 10/26/16 - Board of Directors meeting; GVFD Training HQ
2. 10/29/16 - Family Picnic; Anamax Park
3. 11/9/16 - Employee Compensation meeting; GVFD HQ
4. 11/30/16 - Board of Directors meeting; Swearing in Secretary and Chair  
GVFD Training HQ
5. 12/14/16 - Board of Directors meeting; GVFD Training HQ

**ADJOURN SPECIAL BOARD MEETING:** Mrs. Shilling adjourned as of 1118 hours.

Respectfully Submitted by:

A handwritten signature in cursive script, appearing to read "Bruce Howell", written over a horizontal line.

Bruce Howell, Board Clerk  
Green Valley Fire District