

# 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 April 25, 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, and Ms. Nancy Schuster. Mr. Harry Smith 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. Allen 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 March 28, 2018 for approval. Mr. Katzel made a motion to approve the minutes. Mrs. Schuster seconded the motion. All were in favor, and the minutes were approved, (4-0).

**LOCAL PENSION BOARD UPDATE:** Mrs. Shilling gave the pension board update. There was no meeting; however the pension board is still looking for a replacement member, with HR skills. There a few applications which look promising.

### **REPORTS AND CORRESPONDENCE**

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

- 1. Employee/Community Recognition** – Chief Wunder recognized the administrative staff, on Administrative Professionals day. He also recognized Chief Kosiorowski for completing the National Fire Academy Executive Officer program in Washington, DC.
- 2. Legislative Issues** – Chief Wunder advised that the legislature is winding down. Their main focus right now is on budget, more specifically on education.

- 3. GVFFA Meet & Confer Update** – Chief Wunder advised that the latest meet and confer strategic planning session was productive. They spent approximately 6 hours discussing various issues and how to work collaboratively for the betterment of the District.
- 4. Administrative/Management Update** – Chief Wunder advised management is still focused on the budget at this time, which he will address under new business.
- 5. Valley Emergency Communication Center (VECC) Update** – We will be discussing the VECC FY 19 budget under new business.

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

- 1. Fractiles/Response Data** – Chief Kos reported on 838 calls for the month of March. We responded to 451 medical calls, which equaled 54%. 331 calls were service related, equaling 40%, and GVFD responded to 7 fires, which equaled 1%. He also gave an update on transports for the month, (117), as well as the destinations of those transports. There were no questions. 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 1,120 logged Fire training hours for the month of March. These hours included the new hire academy. There were no questions. His report is on file.
- 3. Nurse Practitioner/FBUMS/BLS** – Chief Kos gave a PowerPoint Presentation on the NP Program and BLS. NP O'Brien saw 40 patients in March, including 2 911 transfers, 27 scheduled appointments, 0 CAT wellness visits, and 11 employee visits. There were 17 BLS Classes held this month, for a total of 77 students. There were no questions. The complete report is on file.

## **C. Fire Prevention: Mr. Dennis Stiegleiter -**

- 1. Potentials Report** – There were no fires to report for the month of March. 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. He also gave an update on the 2018 IFC code review and reported that Pima County will not be adopting new I-codes until January 2019. 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 the Crossings. There were 82 total permits issued from the Town of Sahuarita in March, with 19 of them being solar permits. Residential home permits are holding steady, with 36 permits issued for new construction. There were no questions. 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 March. Fire Corps currently has 67 active members. In March, the shift volunteer hours for Fire Corps totaled 708. Fire Corps lost four key members in March, and Mr. Pratt touched on the retirements of Chuck Schufreider, Dick Baker, Dan Cerny, and Dick Jones. Mr. Pratt also spoke about the 15 public and educational events that Fire Corps and GVFD crews assisted with in March; such as the Southern Arizona cultural festival, the Green Valley health fair, Wag and Walk, HOA presentations, station tours, and other various special events. He also touched on the media coverage for the month and thanked the media for its support. Mr. Pratt provided a CERT update, as well as an update on the programs at Sahuarita and Walden Grove High Schools. Mrs. Shilling and Mr. Katzel had questions about the teen CERT program which were addressed. There were no other questions. The complete report is on file.

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

- 1. February Financial Report-** For the month of March, tax levy revenue was over budget at \$644,693.00, budgeted at \$599,423.00. Non-levy revenue was over budget at \$145,193.00, budgeted at \$119,643.00. Wildland and an invoice to Freeport McMoran were the primary reason for the variance. Personnel expenses for the month were at \$590,534.00, which were over budget by \$2,969.00. Buildings and Fleet are at \$39,274.00, under budget by \$6,777.00. This month, Communications came in under budget at \$156,867.00, budgeted at \$165,717.00. Managerial came in under budget at \$45,076.00, budgeted at \$46,375.00. From a YTD perspective, total revenues are at \$8.5 million, which puts us over budget by \$571,000.00. The majority of the overage is Wildland. Property

tax is trending under budget for the year. Mr. Buldra is meeting with the county today to seek out some answers. 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 \$3.03 million dollars, which is up from \$2.76 million this time last year. Assets are up from last year, and so are liabilities, but this is due to the reporting of the PSPRS liability. Mr. Katzel asked a question about where the NP and Ambulance fits into the revenue side of the reports, which was addressed by Mr. Buldra. There were no other questions. The complete report is on file. Mr. Katzel made a motion to accept the financials. Mr. Allen seconded. All were in favor, and the financials were approved, (4-0).

**OLD BUSINESS:** None

**NEW BUSINESS:**

- A. Discussion and Possible Action on GVFD Resolution 2018-02 , Shared Services Agreement with DHFD for Dennis Stiegleiter - Chief Wunder-** Chief Wunder reported to the Board that there is a minor increase in the agreement, due to the amount of hours Mr. Stiegleiter has been spending with GVFD. Mr. Allen made a motion to approve the resolution. Mrs. Schuster seconded the motion. All were in favor, and the resolution was approved, (4-0).
- B. Discussion and Possible Action on Proposed VECC FY 2019 Budget - Chief Wunder-** Chief Wunder requested that the Board make an approval of the recommended VECC FY 2019 budget. There were no financial increases for our portion, we actually took a decrease in cost. Mr. Katzel made a motion to approved the budget as presented. Mrs. Schuster seconded. All were in favor, and the budget was approved as presented, (4-0).
- C. Discussion and Possible Action on Proposed GVFD Budget FY 2019 -Chief Wunder-** Chief Wunder highlighted a few keys points for those in attendance about the proposed GVFD budget, specifically that it reflects a salary shift with a cost of living adjustment as well as a step increase for employees. This is also 2-year budget cycle, with no proposed tax increase in this budget. Per statute and District requirements, we will post this draft budget for 20 days, prior to Board approval. Mr. Allen made a motion

to approve the draft budget for posting. Mr. Katzel seconded. All were in favor, and the draft budget for posting was approved, (4-0).

**Future Agenda Items:** None

#### **ANNOUNCEMENTS**

**Retiree Breakfast:** Thursday, April 26, 2018 at 8:00 A.M.-10:00A.M. at Station 151, 250 N. La Canada Dr., Green Valley.

**GVFFA Golf Tournament:** Saturday, April 28, 2018 at 07:30 A.M. at Haven Golf Course, 110 N. Abrego Dr., Green Valley.

**Regular Board Meeting:** Wednesday, May 30, 2018 at 9:00 A.M. at the Green Valley Fire District Headquarters/Training Center.

#### **ADJOURN**

There being no further business, Ms. Shilling adjourned the meeting at 9:45 hours.

Respectfully Submitted by:



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Tom Allen, Board Clerk  
Green Valley Fire District