

## Green Valley Fire District

---

1285 West Camino Encanto  
Green Valley, Arizona 85622-8222  
520/625.9400

[www.gvfire.org](http://www.gvfire.org)



**Green Valley Fire District Board of Directors Meeting  
Headquarters/Training Center  
1285 W. Camino Encanto, Green Valley, AZ  
July 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, 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. 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. Allen** - Mr. Allen presented the minutes from the Regular meeting of June 27, 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, (5-0).

**LOCAL PENSION BOARD UPDATE:** Mr. Smith advised there had been no meeting in the last month, therefore there is no update.

### **REPORTS AND CORRESPONDENCE**

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

- 1. Employee/Community Recognition** - Chief Wunder briefly mentioned the extensive media coverage received on two rescues recently and thanked the crews for a good job.
- 2. Legislative Issues** - Nothing to report.
- 3. GVFFA Meet & Confer Update** - Chief Wunder advised the latest meet and confer was heavily focused on the strategic plan that the Association and Management are working on and that he was pleased with the progress.
- 4. Administrative/Management Update** - Chief Wunder stated that admin has been focused on preparing for the new fiscal year

and closing out the old year. He also reminded everyone that the annual audit is two short weeks away.

**5. Valley Emergency Communication Center (VECC) Update –**  
Nothing to report.

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

- 1. Fractiles/Response Data** – Chief Kos reported on 973 calls for the month. We responded to 401 medical calls, which equaled 41%. 494 calls were service related, equaling 51%, and GVFD responded to 6 fires, which equaled 1%. He also gave an update on transports for the month, (97), as well as the destinations of those transports. Mr. Katzel asked a question regarding fleet and it was addressed by Chief Kos. Mr. Smith asked a follow up question regarding mechanics. Chief Kos addressed. 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 1,177.2 logged training hours for the month of June. These hours included the Regional Haz Mat Training Meetings, Quarterly JPR's, Training Webinars and Policies and Safety Stand downs. 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 Classes. NP O'Brien saw 38 patients in June, including 2 911 transfers, 21 scheduled appointments, 0 CAT wellness visits, and 15 employee visits. There were 9 BLS Classes held this month, for a total of 39 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 June, with a potential loss of \$79,000.00, and an actual loss of \$1,100.00. 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 129 total permits issued from the Town of Sahuarita in June, with 16 of them being solar permits. Residential home permits are holding steady, with 35 permits being for new construction. Mr. Katzel asked a question about a new subdivision in the north end of the District. The question was addressed by Marshal Stiegleiter. Mr. Katzel then asked a question regarding re-inspections. Inspector Thompson addressed. The complete report is on file.

#### **D. Community Outreach: Chief Kos for Mr. Pratt -**

**1. Public Education Events-** Chief Kos gave a PowerPoint presentation which reported on Fire Corps activities for the month of June. Fire Corps currently has 66 active members. In June, the shift volunteer hours for Fire Corps totaled 615. This translated to a savings to GVFD of \$14,188.00. The PowerPoint presentation touched on trends in the smoke alarm battery program as well as lockbox installs. He also spoke about the public and educational events that Fire Corps and GVFD crews assisted with in June; such as HOA presentations, station tours, and other various special events such as the events with Copper Hills Little League, the Sahuarita Emergency Preparedness Committee, and hosted a drill for the Green Valley Amateur Radio club. He also touched on the media coverage for the month and thanked the media for its support. Chief Kos provided a CERT update. There were no questions. The complete report is on file.

#### **E. Financial Update: Gabe Buldra/Melissa Tomlinson -**

**1. June Financial Report-** For the month of June, tax levy revenue was over budget by \$70,166.00, at \$132,553.00, budgeted at \$62,387.00. Non-levy revenue was over budget by \$20,989.00, at \$145,632.00, budgeted at \$124,643.00. Personnel expenses for the month were at \$913,061.00, which was over budget by \$38,558.00.00. Buildings and Fleet are at \$128,481.00, under budget by \$62,570.00. This month, Communications came right in line with budget at \$12,032.00, budgeted at \$11,275.00. Managerial came in under budget by \$16,042.00, at \$28,907.00, budgeted at \$44,44,949.00. From a YTD perspective, total revenues are at \$11.4 million, which puts us over budget by \$612,000.00. For the YTD expense percentages breakdown: Personnel is the largest at 79%, Communications is at 8%, OPS is at 8%, and Managerial is at

5%. The District's cash position is at \$3.52 million dollars, which is up from \$2.8 million this time last year. Several Board members asked questions regarding delinquent tax payments and these questions were addressed by Mr. Buldra. Mr. Katzel asked what wildland monies were still owed. Mr. Buldra reported the District is still owed \$107,000. 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, (5-0).

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Public Hearing on Adoption of 2018 International Fore Codes; and Amendments to the GVFD Fire Code –** Chief Wunder and Marshal Stiegleiter provided an overview of the code review process and a minor grammatical correction to the presented code. Once the update was complete, Mr. Katzel made a motion to approve opening the public hearing. Mr. Allen seconded. All were in favor and the hearing was opened. Motion passed (5-0.) There were no comments during the public hearing.

**B. Closing of Public Hearing-** Mr. Katzel made a motion to close the Public hearing. Seconded by Mr. Allen. All were in favor and the hearing was closed, Motion passed (5-0.)

**C. Discussion and Possible Action to Approve Resolution 2018-05, Adoption of 2018 International Fore Codes; and Amendments to the GVFD Fire Code-** Chief Wunder recommended approval of Resolution 2018-05. Mr. Katzel made a motion to approve Resolution 2018-05. Seconded by Mr. Allen. Motion passed (5-0).

**D. Discussion and Possible Action to Approve Resolution 2018-06; Proclaiming August as Drowning Impact Awareness Month-** Chief Kosiorowski provided a brief update on the Resolution. Mr. Katzel made a motion to adopt Resolution 2018-06. Seconded by Mr. Allen. Motion passed (5-0)

**F. Executive Session-** The Fire District may conduct an Executive Session on any agenda item(s) set forth, pursuant to A.R.S. 38-431.03(A) (1) for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions,

an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting,

Mr. Smith made a motion to go into Executive Session at 09:56. Seconded by Mr. Allen. Motion was approved (5-0). A brief recess was taken.

The Board reconvened into public session at 12 pm.

**A. Discussion and Possible Action Regarding the Fire Chief's Annual Evaluation and Employment Contract-** Chair Shilling- Mr. Allen made a motion to approve a salary increase in the amount of \$3110 or 2.5% for Chief Wunder. Mr. Smith seconded the motion. Motion passed (5-0).

**Future Agenda Items:** None

**ANNOUNCEMENTS GVFF Fundraising David Fanning/Neil Diamond**

**Concert:** Saturday, August 11, 2018 at 6:00 P.M at Quail Creek Ballroom, 2055 E. Quail Crossing Blvd.

**GVFF Fundraising Event/MOD PIZZA** Wednesday, August 22, 2018, All Day, MOD Pizza, 18767 S. Nogales Hwy, Ste 105, Sahuarita

**Regular Board Meeting:** Wednesday, August 29, 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 12:10 hours.

Respectfully Submitted by:



Tom Allen, Board Clerk

Green Valley Fire District