



MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS AVRA VALLEY FIRE DISTRICT

Meeting Date: Wednesday, October 24th, 2012

Meeting Time: 10:00 AM

Location: Halberg Center located at 15790 W. Silverbell Road, Marana, AZ 85653

AGENDA FOR THIS MEETING WAS AS FOLLOWS:

1) **Call to Order** – 10:05 AM by Chairman Castaneda, Jr.

2) **Roll Call** – Present were: Mr. Castaneda, Jr., Mrs. Aleyna Lassen, Ms. Sara Bauer, Mr. Eric Neilson. Mrs. Aguirre-Vogler absent. Also present were Mr. Wencker, Chief Delfs, Chief Klein and Ms. Cantrell.

3) **PLEDGE OF ALLEGIANCE**

4) **CALL TO THE PUBLIC** – Captain Lassen provided the Board with an update on the status of the Adopt-A-Family program. The Union was to be collecting donations on November 1-4, 10, 11 at the Walmart on Cortaro Road and Interstate 10. The goal this year is to raise \$10,000. High Heels for Hope donated the first \$600 at the Marana Chamber luncheon. The Union was also to participate at the chili-cookoff on October 26th.

5) **PRESENTATION AND RECOGNITION OF PERSONNEL.**

None Given

6) **APPROVAL OF MINUTES FROM REGULAR SESSION SEPTEMBER 27, 2012.**

After review of the minutes from September 27, 2012:

ALEYNA LASSEN MADE THE MOTION TO APPROVE THE MINUTES FROM SEPTEMBER 27, 2012 AS PRESENTED. SARA BAUER MADE THE SECOND. VOTE WAS TAKEN 4-0, MOTION CARRIED

14) **THIS ITEM TAKEN OUT OF ORDER:**

REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING THE PIMA COUNTY WIRELESS INTEGRATION NETWORK PROJECT AND THE FUTURE OF DISPATCHING SERVICES. THE BOARD MAY ACT ON A RECOMMENDATION FROM CHIEF DELFS REGARDING THE PURCHASE AND COMMITMENT TO FUTURE SERVICE MAINTENANCE AGREEMENTS ASSOCIATED WITH CONTROL STATION, MOBILE, AND PORTABLE RADIO EQUIPMENT THAT IS TO BE PURCHASED THROUGH PCWIN WITH PIMA COUNTY BOND FUNDS.

Chief Delfs introduced Mr. Paul Wright. Mr. Wright is the Network Administrator for the Northwest Communications Consortium. Mr. Wright explained the FCC requirements that all public agencies must narrow-band their radio systems before January, 2013. He reported that our current VHF system has been changed to meet the requirements and that it is well situated to meet the next round of requirements as well. He also gave a report on the status of the PCWIN project and the advantages and disadvantages of the consortium's potential involvement. He explained that interoperability is the goal of the County-wide system and why this could be useful in large scale incidents. Unfortunately, many of the agencies that AVFD works with will not be included in PCWIN. There are many unanswered questions regarding how effective the system will be inside buildings and in southern Pinal County.

Chief Delfs spoke about the future costs of participating in PCWIN due to monthly subscriber fees as well as the maintenance of the radio equipment. After discussion, Chief Delfs recommended that AVFD participate but at a reduced level.

MOTION WAS MADE BY MRS. LASSEN AND A SECOND TO THE MOTION WAS OFFERED BY MS. BAUER TO INSTRUCT THE CHIEF TO ORDER 1 MOBILE AND 3 PORTABLE RADIOS TO PARTICIPATE IN THE PCWIN PROJECT. VOTE PASSED 4/0

7) HALBERG CENTER REPORT BY DANIELLE CANTRELL

- DATES/TIMES OF HALBERG CENTER USAGE
- COMMUNITY EVENTS HELD
- UPCOMING EVENTS

See Attached Report

8) FINANCIAL REPORT BY CHIEF DELFS

- REVENUES & EXPENDITURES
- BUDGET PERFORMANCE
- MONTHLY, BUDGET AND QUARTERLY REVIEWS

Chief Delfs gave some budget highlights:

- We are 25% of the way through FY13 and we have expended 29% of the annual budget.
- Total Revenue for the 1st Quarter \$312,518
- As expected, very little property tax revenue - \$110,539 (1/4 of annual tax revenue would be \$517,614).
- We realized a small uptick in tax revenue in September but ambulance revenue is trending downward.
- Ambulance revenue is off by \$48,743 from our projected revenue for Q1 (or \$16,250/month). Compared to FY12 ambulance revenue is down by \$21,000 for Q1.

- Compared to FY12 total revenue is down 7% and expenditures are up 4% (Note: There were seven pay periods in the first quarter). To illustrate, an 11% hole in our budget would represent a shortfall of \$340,329 at year's end.
- We are still awaiting wildland revenue and we expect to start receiving tax revenue from the solar plant in the spring. We are also negotiating subscription agreements with Evergreen and one other large land owner.

THE FULL REPORT WAS INCLUDED IN THE BOARD'S MATERIALS. SEE ATTACHED.

9) CHIEF'S REPORT/OPERATIONS REPORT BY CHIEF BRIAN DELFS/ASSISTANT CHIEF KLEIN

- TRAINING
- RESPONSE TIMES
- VEHICLE MAINTENANCE
- LABOR RELATIONS AND PERSONNEL
- STATIONS
- FINANCE & BUDGET
- COMMUNICATIONS

Chief Delfs and Chief Klein offered to comment on the written reports, See attached.

10) BOARD MEMBER REPORTS

- I. LUIS CASTANEDA JR.-BOARD CHAIRMAN
- II. ALEYNA LASSEN-VICE CHAIRMAN
- III. SARA BAUER-BOARD CLERK
- IV. ERIC NEILSON-BOARD MEMBER
- V. MARY AGUIRRE-VOGLER-BOARD MEMBER

None of the Board Members offered reports.

11) ANNOUNCEMENTS, CURRENT EVENTS & CORRESPONDENCE

Chief Delfs reported that the Marana Chamber of Commerce Luncheon that Ms. Bauer had arranged was a tremendous success.

He also congratulated Mrs. Boyles on her retirement and reported that the District had purchased a nice plaque for her. A small retirement party was held in her honor.

12) REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING ROAD IMPROVEMENTS THAT WILL DECREASE RESPONSE TIMES AND PROVIDE BETTER ACCESS IN INCLEMENT WEATHER. (MARY AGUIRRE-VOGLER)

There being no new information to present to the Board on this issue, Chairman Castaneda, Jr. instructed staff to remove this as an ongoing agenda item unless the Chief has something he would like to bring to the Board's attention in the future.

13) REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING PULTE (RED ROCK) AGREEMENT/ONGOING GENERAL DISCUSSION.

There being no new information to present to the Board on this issue, Chairman Castaneda, Jr. instructed staff to also remove this as an ongoing agenda item unless the Chief has something he would like to bring to the Board's attention in the future.

14) THIS ITEM WAS PREVIOUSLY DISCUSSED.

15) REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING RFP (REQUEST FOR PROPOSAL) BIDS THAT HAVE BEEN RECEIVED FROM MANUFACTURERS OF TYPE 1 PUMPER AND CONTINUING DIRECTION TO THE FIRE CHIEF REGARDING THE PURCHASE OF A TYPE 1 PUMPER UTILIZING FUNDS FROM THE TOHONO O'ODHAM REVENUE SHARING GRANT.

Chief Delfs presented the bids and correspondence from manufacturers who either submitted bids or elected not to bid. Pierce Manufacturing has four wheel drive chassis available and they will build the same truck as those we recently purchased for the same price. Pierce was the only manufacturer who could currently offer the four wheel drive option, they were the lowest bidder and they can deliver a truck by March of 2013.

MOTION BY MS. BAUER, SECOND BY MRS. LASSEN TO PROCEED WITH THE PURCHASE OF THE PUMPER UTILIZING GRANT FUNDS AND AWARDING THE BID TO PIERCE MANUFACTURING. VOTE PASSED 4/0

16) REVIEW, DISCUSSION AND POSSIBLE ACTION TO ACCEPT THE GRANT FROM THE 100 CLUB FOR NEW SCBA CYLINDERS (SELF CONTAINED BREATHING APPARATUS) NOT TO EXCEED \$12,486.00 AND TO EXPEND THE SAME.

Chief Delfs explained that Captain Kennedy had written for a 100 Club grant to replace 10 scba cylinders. The grant was awarded for the 10 cylinders, however, we have determined that we can purchase them for less than the \$12,486.00 Therefore, Chief Delfs was asking for approval to expend up to the \$12,486 for 10 cylinders and to accept reimbursement from the 100 Club.

MOTION BY MRS. LASSEN, SECOND BY MS. BAUER TO APPROVE AND ACCEPT THE CHIEF'S RECOMMENDATION. VOTE PASSED 4/0

17) REVIEW, DISCUSSION AND POSSIBLE ACTION TO ACCEPT THE GOVERNOR'S OFFICE OF HIGHWAY SAFETY GRANT FUNDS IN THE AMOUNT OF \$22,380.00 FOR EXTRICATION EQUIPMENT AND TO EXPEND THE SAME.

Chief Klein had written for, and been awarded \$22,380 dollars for extrication equipment. We are in need of the tools now. Chief Delfs asked that he be directed to expend up to the specified amount and to seek reimbursement from the Governor's Office of highway Safety.

MOTION BY MS. BAUER AND SECOND BY MRS. LASSEN TO APPROVE AND ACCEPT THE CHIEF'S RECOMMENDATION. VOTE PASSED 4/0

18) REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING CONFORMING CHANGES RECOMMENDED BY CHIEF DELFS TO THE AVFD FINANCIAL POLICIES MANUAL. CHANGES MAY INCLUDE: P.5 CHANGING THE MINIMUM TIME PERIOD REQUIRED FOR A PROPOSED ANNUAL BUDGET TO BE POSTED FOR PUBLIC COMMENT FROM THIRTY DAYS TO TWENTY DAYS; P.15 MOVING THE WORKERS' COMPENSATION POLICY FILING REPORT FROM THE QUARTERLY CATEGORY TO THE MONTHLY CATEGORY; P.18 DELETING "BOARD MEMBERS WILL NOT RECEIVE PER DIEM, BUT WILL BE REIMBURSED FOR DISTRICT BUSINESS RELATED EXPENSES PER STATUTE" AND REPLACING IT WITH, "BOARD MEMBERS WILL BE ALLOWED TO RECEIVE REIMBURSEMENT FOR DISTRICT BUSINESS RELATED EXPENSES PER STATUTE AND IN ACCORDANCE WITH ADOPTED BOARD POLICIES AND PROCEDURES.

Chief Delfs explained that the proposed changes to the Policies Manual were conforming changes meant to bring our policies in line with statutes and other board decisions.

MOTION BY MRS. LASSEN SECOND BY MS. BAUER TO APPROVE THE CHANGES AS PRESENTED TO THE AVFD FINANCIAL POLICIES EFFECTIVE IMMEDIATELY. VOTE PASSED 4/0

19) ACCEPTANCE OF THE RESIGNATION OF AVFD FIRE BOARD DIRECTOR MARY AGUIRRE-VOGLER.

The Chair directed the other members to find the resignation letter that had been submitted by Mrs. Aguirre-Vogler in their packets. He also publically thanked Mrs. Aguirre-Vogler for her service to the District.

MOTION BY MS. BAUER, SECONDED BY MRS. LASSEN TO ACCEPT THE RESIGNATION OF MRS. AGUIRRE-VOGLER. VOTE PASSED 4/0

20) REVIEW, DISCUSSION AND POSSIBLE ACTION CONCERNING THE PROCESS THAT THE BOARD WILL UTILIZE TO FILL THE BOARD VACANCY CREATED BY THE RESIGNATION OF MRS. MARY AGUIRRE-VOGLER.

The Chair stated that in the past the Board had taken applications for two weeks. He expressed that it is preferable that the new member be given an opportunity to review any meeting materials prior to the board meeting. Mr. Wencker advised the Board about the requirements that a new director be sworn in before exercising the duties of the office. The twenty-four hour requirement has been changed. New members may now begin as soon as they file the oath of office and review the open meeting law requirements that are listed on the Secretary of State's website.

After some discussion it was decided that a special meeting would be held on November 8th at 10:00 AM (if a quorum were available) to interview candidates and select a new director. The opening would be posted on the website in the interim.

MOTION BY MRS. LASSEN SECOND BY MS. BAUER TO PROCEED AS DISCUSSED. VOTE PASSED 4/0

21) FUTURE AGENDA ITEMS

Chairman Castaneda, Jr. gave the discretion to the Chief to include discussions regarding roads or Pulte Homes on future agendas.

Adjournment

MOTION by Mrs. Lassen, SECOND by Ms. Bauer to Adjourn PASSED 4/0

Chairman Castaneda adjourned the meeting at 11:46 AM.

Minutes submitted for approval by Chief Delfs.

APPROVED MARCH 27, 2013

SIGNED: *Sara Bauer*