

**MINUTES**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Meeting Date:** Tuesday, December 20, 2022

**Meeting Time:** 5:00 PM

**Location:** 21021 E. Homestead Drive, Red Rock, AZ 85145

**RECORDING ON**

**1. CALL TO ORDER**

Chairman Castaneda called the meeting to order at 5:03 PM.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

**3. ROLL CALL AND CONFIRMATION OF A QUORUM**

**Board members in Attendance**

Chairman Castaneda  
Director Neilson  
Director Armendarez  
Director Bren  
Director Goss

**Staff Members in Attendance**

Chief Delfs  
Assistant Chief Klein  
Lorrie Palmquist

**Others in Attendance**

Counsel Wencker, by phone

**4. RECOGNITION OF PERSONNEL** NONE

**5. CALL TO THE PUBLIC** NONE

**6. ANNOUNCEMENTS, CURRENT EVENTS & CORRESPONDENCE**

AFDA 2023 Winter Conference January 11-13, 2023, Laughlin, NV  
Statutory Training is available as a correspondence course

**7. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING THE FOLLOWING ITEMS FOR CONSENT:**

***Minutes from the regular meeting held November 17, 2022***

Vice-Chairman Armendarez motioned to approve the consent agenda. Director Neilson seconded.  
***Motion carried unanimously, 5:0.***

**8. CHIEF'S REPORT**

The Fire Chief may update the Board on items of interest relating to but not limited to the following: fire suppression, EMS and wildland services, response times, vehicles, facilities, labor relations, personnel, finance, grants, communications and/or training. Alternatively, the Fire Chief may provide written comments in the Board member's packets or by email. The Board members may ask clarifying questions and they may direct the Chief to place items on future agendas for further discussion or action.

The only item that the Chief highlighted from his report was to announce that the District does need to move quickly on purchasing an ambulance.



**9. REVIEW, DISCUSSION AND POSSIBLE ACTION TO APPROVE THE NOVEMBER 2022 FINANCIAL REPORTS AND AUTHORIZE THE CHAIRMAN AND CLERK TO SIGN THE CERTIFICATE OF REVIEW.**

The only item that the Chief highlighted from his report was to announce that the District does need to move quickly on purchasing an ambulance

**10. REVIEW, DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION 2022-04 UPDATING THE INTERGOVERNMENTAL AGREEMENT BETWEEN NORTHWEST FIRE DISTRICT AND AVRA VALLEY FIRE DISTRICT FOR AMBULANCE TRANSPORT SERVICES.**

Chief Delfs addressed the Board explaining that this agreement has been in place for the last five years. This Resolution will extend the agreement for another five years. Either party may cancel the agreement with 60-day notice. Director Neilson motioned to approve Resolution 2022-04 updating the Intergovernmental Agreement between Northwest Fire District and Avra Valley Fire District for ambulance transport services. Clerk Bren seconded. **Motion carried unanimously, 5:0.**

**11. REVIEW, DISCUSSION AND POSSIBLE ACTION TO CONSIDER MID-YEAR PAY INCREASES FOR SOME OR ALL OF THE DISTRICT'S EMPLOYEES. THE AVERAGE PAY INCREASE CURRENTLY PROPOSED BY THE FIRE CHIEF IS APPROXIMATELY 5.5%. PAY INCREASES MAY BE MADE EFFECTIVE AT THE BEGINNING OF THE PAY PERIOD IN WHICH JANUARY 1, 2023 FALLS OR AT SOME OTHER DATE APPROVED BY THE BOARD.**

Chief Delfs addressed the Board explaining that upgrading the payscale would provide a path to maintaining staffing levels. The budget shell distributed at the meeting does assume a 5.5% pay increase beginning January 1, 2023 for everyone except the Fire Chief, adding Battalion Chiefs in April 2023, and hiring three firefighters as well as a mechanic technician. The budget is in strong condition going forward and is sustainable. The Board asked Chief Delfs to excuse himself briefly from the meeting so that options for his salary could be discussed. Discussion ensued. The Board invited Chief Delfs back into the meeting. Vice-Chairman Armendarez made a motion to accept the 5.5% pay increase effective January 1, 2023 and to include a 2.5% increase for the Fire Chief, with a full evaluation of his salary to take place at the time of his normal annual review. Director Goss seconded.

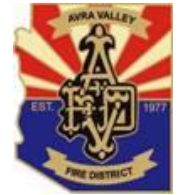
*Motion carried unanimously, 5:0.*

**12. REVIEW, DISCUSSION AND POSSIBLE ACTION TO CONSIDER THE PROMOTION OF ONE, TWO OR THREE CAPTAINS TO THE RANK OF BATTALION/DEPUTY CHIEF. THE PROMOTIONS WOULD BE MADE UPON THE COMPLETION OF A COMPETITIVE TESTING PROCESS TO BE CONDUCTED DURING THE THIRD AND FOURTH QUARTERS OF FISCAL YEAR 2023. THE NUMBER OF BATTALION/DEPUTY CHIEF POSITIONS CREATED WOULD BE DEPENDENT UPON THE SUSTAINABILITY OF THE DISTRICT'S FIVE-YEAR BUDGET PROJECTIONS AT THE END OF THE THIRD QUARTER OF FISCAL YEAR 2023 (MARCH 31).**

Chief Delfs addressed the Board, stating the he is proposing adding another tier of management to the District. He explained that the District will be able to promote from within and would like to start a testing process in the first quarter of 2023 with the intent of promoting during the second quarter of 2023. Brief discussion ensued. Clerk Bren motioned to adopt, with the Chief's discretion, promotion of



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one, two or three Captains to the rank of Battalion Chief or Deputy Chief, and that the testing process begin within the first quarter of 2023. Vice-Chairman Armendarez seconded.  
**Motion carried unanimously, 5:0.**

**13. REPORTS OF BOARD MEMBERS AND STAFF**

The President of Local 4462 offered thanks to the Board and extended much gratitude for their consideration of such a significant raise and the possibility of promotions, commenting that this is a great time to be at Avra Valley Fire District.

**14. FUTURE AGENDA ITEMS**

The Board may not discuss or take any action on topics presented for future agendas.  
 Mid-Year Budget Review

**15. DATE OF NEXT BOARD MEETING**

The date of the next Board meeting will be January 26, 2023.

**16. ADJOURNMENT**

Vice-Chairman Armendarez motioned to adjourn the meeting. Director Goss seconded.  
**Motion carried unanimously, 5:0.** Meeting adjourned at 5:56 PM.  
 RECORDING OFF

*Cody Bren*

*1-26-23*

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**SIGNED**

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**DATE**

**BOARD MEMBERS**

**LUIS CASTANEDA, JR. THOMAS ARMENDAREZ CODY BREN ERIC NEILSON MICHELLE STARK-GOSS**

In accordance with the Federal law and the U.S. Department of Agriculture policy, Avra Valley Fire District is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202)720-6382 (TDD).