

# MINUTES

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



**Meeting Date:** Wednesday, February 28, 2018  
**Meeting Time:** 10:00 AM  
**Location:** 21021 E. Homestead Drive, Red Rock, AZ 85145

Recording On.

- 1) **Call To Order** Chairman Castaneda called the meeting to order at 10:10 AM.
- 2) **Pledge of Allegiance** The Pledge of Allegiance was recited by all present.
- 3) **Roll Call** Secretary Palmquist called roll. In attendance:  
Chairman Castaneda, Jr. Chief Delfs  
Vice-Chairman Bauer, absent/excused Assistant Chief Klein  
Clerk Neilson Lorrie Palmquist, Finance/Admin  
Director Armendarez, absent/excused Counsel Wencker  
Director Haffner  
2 firefighters were in attendance
- 4) **Recognition of Personnel** NONE
- 5) **Call To The Public** NONE
- 6) **Announcements, Current Events & Correspondence**
  - Marana State of the Town Luncheon on Thursday, April 19, 2018 at the Ritz-Carlton, Dove Mountain
  - Thank You notes received from California residents to our wildland firefighters
- 7) **Review, Discussion and possible Action regarding presentation of the FY 2017 Audit Report by District Auditor James Saunders, and to accept the final audit as presented.**  
Mr. Saunders joined the meeting by telephone to present the FY2017 Audit Report. He explained that State law requires that an auditor express an opinion on three separate areas of operation for a fire district.
  - Auditor's Opinion: The auditor issued a clean opinion, stating that the financial information is correct in regards to the accounting rules and the underlying information is accurate. Mr. Saunders found no errors, problems or issues in presentation or accuracy.
  - Opinion on internal controls: State legislation requires additional standards for governmental audits by requiring a separate report on internal controls. The auditor is required to review policies and procedures to assure that they are adequate, are followed, and are in compliance with laws and regulations. The auditor did not identify any deficiencies or material weaknesses regarding adequacy or implementation, and found no instances of non-compliance.
  - Opinion on budgetary submissions: State legislation requires an opinion regarding compliance with budgetary submissions. The Board of Directors is required to certify that they will not spend beyond what is available. The auditor is required to perform additional procedures and conduct enough testing to verify compliance with this regulation. Mr. Saunders reported that nothing came to his attention which implied any failure to comply with this regulation. The District did attest to the Counties that they would not spend beyond budget, and the District followed that condition.

**Director Haffner motioned to accept the FY2017 Audit Report. Clerk Neilson seconded.**  
***Motion carried unanimously, 3:0.***

8) **Review, Discussion and possible Action** regarding the following items for consent:

- Minutes from the regular meeting held January 24, 2018
- Retroactively approve purchase of a used ambulance from Tucson Fire in the amount of \$5000

Chief Delfs addressed the Board providing further detail about the used ambulance purchased from Tucson Fire. The unit is a 2004 Ford with 165,000 miles. Our mechanic inspected the vehicle and found it in sound condition. The striping has been completed and the unit will be placed in service once the DHS inspection is complete. Additionally, Chief Delfs shared that Prescott Fire rotates their vehicles regularly. We are first in line for their next vehicle rotation. Clerk Neilson motioned to approve the consent agenda. Director Haffner seconded. *Motion carried unanimously, 3:0.*

9) **Chief's Report**

Chief Delfs highlighted the following items from his report:

- The DO class begins tomorrow. This class is in conjunction with Pima College for college credit.
- Our workers comp experience rate has reduced from 1.4 to 1.1 which will result in a significant reduction of our annual premium. Thanks for everyone for working so hard to implement and maintain our safety programs.
- Plans for the new Dollar General on Sasco were presented and have been approved. The project will break ground in April with a tentative completion by September.
- One FF donated materials and labor to repaint the Type 3. He did an amazing job on the vehicle.

10) **Review, Discussion and possible Action** to enter into a subscription agreement with Rooster Cogburn Ostrich Ranch located at 17599 E Peak Lane, Picacho, AZ 85141

Chief Delfs addressed the Board commenting that the District has been working on annexing the Picacho properties for several years. To date, the State has not allowed us to annex properties on State land. Last month there was an accident which occurred creating a substantial invoice for services. This event opened discussions for entering into agreements for protection services. Counsel Wencker has prepared a 3 year agreement for fire protection services with an automatic renewal every 12 months. Ambulance transports will be billed separately. Clerk Neilson motioned to approve the subscription agreement with Rooster Cogburn Ostrich Ranch. Director Haffner seconded.

*Motion carried unanimously, 3:0.*

11) **Review, Discussion and possible Action** to enter into a subscription agreement with Picacho Peak RV Resort located at 17065 E Peak Ln, Picacho, AZ 85141

Director Haffner motioned to approve the subscription agreement with Picacho Peak RV Resort. Clerk Neilson seconded. *Motion carried unanimously, 3:0.*

12) **Review, Discussion and possible Action** to enter into a subscription agreement with Bowlin Travel Centers, Inc., located at 16543 E. Camino Adelante Road, Picacho, Az 85141

Director Haffner motioned to approve the subscription agreement with Bowlin Travel Centers, Inc. Clerk Neilson seconded. *Motion carried unanimously, 3:0.*

13) **Review, Discussion and possible Action** to approve the January 2018 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*

Chief Delfs addressed the Board stating that as of January 31, 2018, we are 58% through the fiscal year and have expended 52% of the budget. Expenditures are in line with the budget. We have been notified and have applied for the 2018 automatic ambulance billing rate increase of 2.65%. Clerk Neilson motioned to approve the January 2018 Financial Reports and authorize the Chairman and the Clerk to sign the *Certificate of Review*. Director Haffner seconded. *Motion carried unanimously, 3:0.*

- 14) Executive Session regarding annual evaluation of the Fire Chief's performance and employment**  
*Pursuant to A.R.S. section 38-431.03(A)(1), the Governing Board may vote to enter Executive Session for discussion and consideration of employment, assignment, appointment, promotion, demotion, salary, benefits, discipline, or dismissal of Fire Chief Brian Delfs.*

Chief Delfs stated that he was sufficiently notified of the intent to discuss his employment contract and waives the right to have discussion in open session. Chairman Castaneda motioned to adjourn into Executive Session with the Board members, Chief Delfs and Counsel Wencker. Director Haffner seconded. **Motion carried unanimously, 3:0.** Regular Session adjourned at 10:54 AM.

**Regular Session reconvened at 11:42 AM with the standard admonition to everyone that what was discussed in the Executive Session must remain confident under penalty of law.**

- 15) Review, Discussion and possible Action regarding items considered in the Executive Session**

Chairman Castaneda motioned to approve the amendments to Chief Delfs' employment contract. He stated that Chief Delfs has been seriously courted by other districts and that extending his current employment contract will continue to benefit Avra Valley Fire District. Director Haffner seconded. Chairman Castaneda called for a **roll call vote:** Chairman Castaneda, Aye; Clerk Neilson, Aye; Director Haffner, Aye.  
**Motion carried unanimously 3:0.**

- 16) Review, Discussion and possible Action regarding setting a regular Board meeting day and time.**

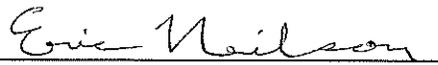
Brief discussion ensued with the general consensus that mornings are the most convenient time for meetings. Counsel Wencker commented that his Fridays are usually open. Chairman Castaneda motioned to change the regular Board meeting day to the fourth Friday of every month at 10:00 AM. Clerk Neilson seconded. **Motion carried unanimously, 3:0.**

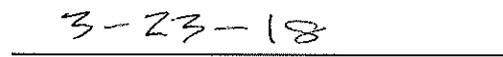
- 17) Reports of Board Members and Staff      NONE**

- 18) Date of Next Board Meeting: March 23, 2018 at 10:00 AM**

- 19) Adjournment**

Director Haffner motioned to adjourn. Clerk Neilson seconded.  
**Motion carried unanimously, 3:0.** Meeting adjourned at 11:52 AM.

  
SIGNED

  
DATE

**Board Members**

**Luis Castaneda, Jr.    Sara Bauer    Eric Neilson    Thomas Armendarez    James Haffner**

*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).*