

MINUTES

AVRA VALLEY FIRE DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS



Meeting Date: Wednesday, January 22, 2014
Meeting Time: 10:00 AM
Location: 15790 W. Silverbell Road, Marana, AZ 85653

RECORDING ON.

- 1) **Call To Order** The meeting was called to order at 10:07AM by Chairman Castaneda.
- 2) **Pledge of Allegiance** The Pledge of Allegiance was recited by all present.
- 3) **Roll Call** The roll was called by Secretary Palmquist. In attendance were:

Board

Chairman Castaneda, Jr.
Vice-Chair Aleyna Lassen
Clerk Sara Bauer
Director Eric Neilson
Director Brian Horch (present by phone)

Staff

Chief Delfs
Assistant Chief Klein
Lorrie Palmquist, Finance/Admin Manager
Counsel Wencker (present by phone)

Three people were in the audience.

- 4) **Approval of the Minutes from the Regular Meeting held December 17, 2013**
Vice-Chairman Lassen moved to approve the minutes from the regular Board meeting held December 17, 2013. Director Horch seconded. **Motion carried unanimously, 5:0.**
- 5) **Call To The Public** None
- 6) **Announcements, Current Events & Correspondence**
Ms. Palmquist stated that 2 residents have made donations to the District in the last month. Thank you cards have been sent.
- 7) **Chief's Reports**
 - **Chief Delfs** – training, vehicles, labor relations, personnel, stations, communications
 - **Chief Klein** - operations and response times

Chief Delfs addressed the Board and highlighted the following items from his *Chief's Notes* presented in the Board packets:

- SCF has completed the mutualization of their company which may impact rates for small employers who are in a high risk category.
- The auditor is planning to attend the February Board meeting to present the clean audit findings for FY 2013.
- The District is going paperless for payroll.

- Ms. Palmquist has been certified by Pima College and will be allowed to teach in the Fire Science program hosted on-site.

- Fitness equipment has been donated to the District. There will be plenty of the equipment to outfit all 4 stations. Peer fitness trainers will plan accordingly.
- Two organizations have dropped out of the agreement to maintain the live fire training simulator. However, Mountain Vista Fire has agreed to join.
- The ambulance at the Ford dealership needs a new engine with the initial estimate at \$10,000. Ford has agreed to cover half of the cost.
- The cabinet for the radio repeater at station 193 has been delivered and IT will install it as soon as possible.

The Chief further addressed the Board referring to a midyear financial review. He commented that based on the first six months of the current fiscal year, we are confident that we will finish the fiscal on even standing. We hope to come back in the Fall and announce a balanced and sustainable budget which will not depend on pulling so heavily from the Pima County account in the first quarter.

The Chief stated that even though our collection rate is up by 10%, the total calls and transports are down. Chairman Castaneda inquired about transports being down. Chief Delfs opined that some residents may be refusing care until the effects of the *Affordable Care Act* are really in place for them.

Clerk Bauer inquired about the ambulance at the Ford dealership and how much will the District's portion be. Chief Delfs responded that \$10,500 is the minimum total cost and we are responsible for half of that.

Assistant Chief Klein provided an *Operations Report* for calendar year 2013. He summarized that from 2010 to 2013 EMS and fire calls are trending downward. False alarms and good intents are trending upward. Our response times of 14 minutes or less 80% of the time have been met continuously. Vice-Chairman Lassen inquired about hazmat calls increasing. Chief Klein responded that the new software reporting system is much more efficient, stating that a spill is now a hazmat call which is more accurate than under the older *FireHouse* reporting system.

8) Review, Discussion and possible Action to approve the December 2013 Financial Reports, authorize reclassification of contingency funds, and authorize the Chairman and Clerk to sign the Certificate of Review.

Chief Delfs addressed the Board, commenting that all the statements do tie out and the footnotes provided are very thorough. He asked permission of the Board to reclassify some of the contingency budget into the highlighted categories reported on the *Cash Flow Statement*, stating that this will be a reclassification *only* and will not affect the bottom-line budget. Chairman Castaneda expressed thanks to Ms. Palmquist for providing the footnotes, commenting that they make interpreting the Cash Flow Statement much easier. Ms. Palmquist stated that all statements and ledgers are available for review at any time. Vice-Chairman Lassen moved to approve the December 2013 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*. Chairman Castaneda offered a friendly amendment adding, "...and to authorize the reclassification of contingency funds." Director Neilson seconded the motion as amended. **Motion passed unanimously, 5:0.**

9) Reports of Board Members and Staff

The Chairman reported that he attended the Marana Chamber luncheon on December 18. He expressed thanks to the Marana Chamber and all attendees who offered donations for our local 4462 Adopt-a-Family.

The Chairman also reported on his recent attendance at the AFDA Conference held in Laughlin. He stated that the sessions he attended were very good and informative. He received many positive comments about our District being a "model" district in Southern Arizona. The Chairman picked up our AFDA Handbook flashdrives and turned them into the office. The Chairman also picked up many raffle tickets to benefit the Yarnell area reconstruction. He instructed Ms. Palmquist to post an announcement on the Website containing information about the raffle.

Clerk Bauer added that this was the best conference she has ever attended.

10) Review, Discussion and possible Action regarding refurbishment of Engine 217

Chief Delfs addressed the Board stating that WW Williams has completed the refurbishment. He added that the engine was taken to the correctional facility for striping and will soon be taken to SelectCom for installation of radio equipment. The Chief commented that the District saved \$350,000-\$400,000 by refurbishing instead of buying new.

Clerk Bauer stated that Williams had pictures of our Engine on display at the AFDA conference. Chief Klein stated that they have requested the Engine for an openhouse in March.

11) Review, Discussion and possible Action regarding the building projects

Chief Delfs addressed the Board stating that the contract from Bezalel is in the hands of Counsel Wencker. Counsel Wencker commented that he has reviewed the contracts and added a few legal requirements. Chief Delfs stated that he will prepare an update for the website.

12) Future Agenda Items

13) Date of Next Board Meeting - February 26, 2014

14) Adjournment

Vice-Chairman Lassen motioned to adjourn the meeting at 10:42 AM. Director Neilson seconded. **Motion carried unanimously, 5:0.** *Meeting adjourned at 10:42 AM.*

RECORDING OFF.

CHAIRMAN CASTANEDA, JR.

Approved

February 19, 2014

Date

Board Members

Luis Castaneda, Jr. Aleya Lassen Sara Bauer Eric Neilson Brian Horch

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