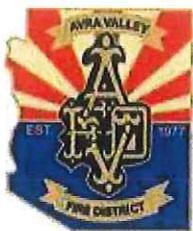


MINUTES

AVRA VALLEY FIRE DISTRICT

PUBLIC HEARING AND

REGULAR MEETING OF THE BOARD OF DIRECTORS



Meeting Date: Wednesday June 25, 2014
Meeting Time: 6:00 PM
Location: 15790 W. Silverbell Road, Marana, AZ 85653

Recording On.

- 1) **Call To Order** The meeting was called to order by Chairman Castaneda at 6:02 PM.
- 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:

Board

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

Staff

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

4) **Public Hearing on Proposed Budget FY 2014-2015**

Pursuant to A.R.S. 48-805 and 48-807, The Avra Valley Fire District through its Board of Directors, has prepared an annual budget that contains detailed estimated expenditures for the fiscal year and clearly shows salaries payable to employees of the District, including the appointed Chief. In accordance with State statute, the proposed budget was posted in three public places and on the District's website for twenty days prior to holding this Public Hearing for the purpose of adopting said budget. Copies of the budget have also been made available to members of the public upon written request to the District. Following the Public Hearing, the District Board may adopt the budget, whereafter a complete copy of the Adopted FY 2014-15 Budget shall be posted in a prominent location on the District's official website within seven business days and shall be retained on the website for at least sixty months.

4.1) **Public Comment on the FY 2014 – 2015 Budget** NONE

4.2) **Adjourn Public Hearing**

Vice-Chairman Lassen motioned to adjourn the Public Hearing. Chairman Castaneda seconded.
Motion carried unanimously, 5:0.

5) **Review, Discussion and Adoption** of the FY 2014-15 Budget including the Adoption of the Secondary Property Tax Levy of 3.25 and the Bond Repayment Levy of .58 cents.

Chairman Castaneda motioned to adopt the FY 2014-15 Budget including setting the Tax Levy rate at \$3.25 and the Bond Repayment Levy rate at .58 cents. Director Neilson seconded.

Motion carried unanimously, 5:0.

6) **Approval of the Minutes from the Regular Meeting held May 28, 2014**

Director Horch motioned to approve the minutes from the Regular Board Meeting held May 28, 2014. Vice-Chairman Lassen seconded. *Motion carried unanimously, 5:0.*

7) **Call To The Public** NONE

8) **Announcements, Current Events & Correspondence**

Chief Delfs directed the Board to the AFDA letter in their packets, commenting that we are still waiting for a response regarding SB1387.

Chairman Castaneda offered thanks to C-Shift for the very professional attention and special care given to his mother when she was transported to the hospital on Father's day. He expressed gratitude to the District staff for their concern and support.

9) **Chief's Report** - training, vehicles, labor relations, personnel, stations, communications, response times

Chief Delfs highlighted the following points from his Chief's Report:

- the Community Paramedicine Program is kicking off soon
- Chief Klein is at the National Fire Academy for Executive Fire Officer Training. He will return next week. He was successful in obtaining a substantial Federal Grant for new SCBA equipment. Kudos Chief Klein !!
- The District has recently promoted 8 reserves to fulltime positions in anticipation of Station 194 opening and also to fill vacancies resulting from recent retirements. Chairman Castaneda offered congratulations to the promoted firefighters. He also offered sincere thanks to Captain Lassen for his years of dedicated service to the District, commenting that he was instrumental in helping to bring about many positive changes for the District.
- The new ambulances are sitting in the bay. Radios, equipment and striping will be done soon so that we can place them in service. Please take a look!
- The civil plans for Station 194 have been approved. The Chief will meet with the building officials and Pinal County representatives on Friday morning. We hope to see a shovel in the dirt within the next few weeks. Chairman Castaneda inquired about a ground-breaking ceremony. Chief Delfs responded that we certainly do not want to delay the building process, so we will plan a Grand Opening Celebration instead.

- 10) **Review, Discussion and possible Action** to approve the May 2014 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*.

Chief Delfs commented that we will finish the fiscal year in the black. Director Horch motioned to approve the May 2014 Financial Report and authorize the Chairman and Clerk to sign the *Certificate of Review*. Vice-Chairman Lassen seconded. ***Motion carried unanimously, 5:0.***

- 11) **Review, Discussion and possible Action** to authorize the Fire Chief to sign a three year engagement letter for audit services rendered by James H. Saunders, CPA.

Chief Delfs directed the Board to the Engagement Letter provided in the Board packets, commenting that there will be a small reduction in the fee for multiple years of service. Counsel Wencker stated that a motion will need to include the wording, "...to direct Chief to sign *on behalf of the District*". Vice-Chairman Lassen motioned to authorize Chief Delfs to sign a three year engagement letter for audit services rendered by James H. Saunders, CPA, on behalf of the District. Director Horch seconded. ***Motion carried unanimously, 5:0.***

- 12) **Review, Discussion and possible Action** regarding adopting Resolution 2014-02 announcing and authorizing election of three governing Board members.

Chief Delfs addressed the Board stating that the proposed resolution was provided in the packets. Chairman Castaneda reminded everyone about the new rules regarding residency. Counsel Wencker confirmed that residency requirements must be fulfilled at the time of filing the nomination packet. Chairman Castaneda motioned to adopt Resolution 2014-02 announcing and authorizing election of three governing Board members. Vice-Chairman Lassen seconded. ***Motion carried unanimously, 5:0.***

- 13) **Review, Discussion and possible Action** to approve the SOGs for the Disaster Recovery/Business Continuity Plan and the Emergency Command Center

Chief Delfs addressed the Board commenting that at some point we would like to hold a class for the Board. These SOGs were prepared as part of the Disaster Recovery/Business Continuity Plan, which is a system to make sure we can continue to provide service and operate the business side of the District for at least 72 hours in case of a disaster. Federal resources are usually available after 72 hours in such an event. This DRBCP includes opening a Center for Operations and a Command Center, as well as preserving sensitive data and documents with no loss of continuity. The plan summary is in the packets, and individual notebooks have been prepared in anticipation of conducting a special training session for the DRBCP. Chairman Castaneda expressed thanks to the staff. Director Horch motioned to approve the SOGs for the Disaster Recovery/Business Continuity Plan and the Emergency Command Center. Vice-Chairman Lassen seconded. ***Motion carried unanimously, 5:0.***

14) Reports of Board Members and Staff NONE

15) Future Agenda Items

16) Date of Next Board Meeting - July 23, 2014 at 10 AM

17) Adjournment

Director Horch motioned to adjourn the meeting. Director Neilson seconded. Motion carried unanimously, 5:0. Meeting adjourned at 6:34 PM.

Recording Off


Approved


Date

Board Members

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

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).