

# MINUTES

## AVRA VALLEY FIRE DISTRICT



### INFORMATION SESSION AND REGULAR MEETING OF THE BOARD OF DIRECTORS

**Meeting Date:** Tuesday, November 26, 2013  
**Meeting Time:** 9:30 AM  
**Location:** 15790 W. Silverbell Road, Marana, AZ 85653

- 1) Captain Lassen summarized Union activities related to “Adopt A Family” and offered a brief discussion about fire shelters.

#### *Recording On.*

- 2) **Call To Order**           The regular meeting was called to order by Vice-Chairman Lassen at 10:09 AM.
- 3) **Pledge of Allegiance**   The *Pledge of Allegiance* was recited by all present.
- 4) **Roll Call**           The roll was called by Secretary Palmquist. In attendance :

#### Board

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

#### Staff

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

One resident in attendance.

#### **5) Approval of the Minutes from the Regular Meeting held October 23, 2013**

Vice-Chairman Lassen asked for a correction on item 10, commenting that Clerk Bauer made the clarification of the deadline for attending the Marana Chamber luncheon. Chairman Castaneda motioned to approve the minutes from the regular meeting held on October 23, 2013, with the stated correction. Clerk Bauer seconded. *Motion carried unanimously, 5:0.*

#### **6) Call To The Public                           None**

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

- “Thank You” note received from National Bank
- “Thank You” note received from Dr. Peate and Well America with a donation to the Community Food Bank on behalf of the District
- Resident donation to Avra Valley Hardware on behalf of the District
- Registration brochure received for January 2014 AFDA Conference registration

8) **Chief’s Reports**

- **Chief Delfs** – training, vehicles, labor relations, personnel, stations, communications
- **Chief Klein** - operations and response times

Chief Delfs provided notes for the Board packets. Assistant Chief Klein reminded the Board that the administrative office will be closed on the Friday after Thanksgiving, and the District holiday party will be on Friday, December 6. He directed the Board to Chief Delfs’ notes regarding the refurbishment of Engine 217 and the building projects.

Assistant Chief Klein praised Captain Kennedy and the entire B-shift for the stellar job they did in responding to the multi-vehicle accident on I-10 on October 29, 2013. Director Horch inquired about the incident, asking if the area is within our District boundaries. Assistant Chief Klein responded that the accident was actually 8 miles out of our District, but that we agreed with DPS and Pinal County to respond to that area if we have resources available without depleting coverage to our District. Chairman Castaneda inquired of Counsel Wencker whether the District can recoup costs for this incident. Counsel Wencker responded in the affirmative, stating that the District has an adopted fee schedule for such events, and furthermore, the District is authorized by DHS to bill for ambulance services.

Assistant Chief Klein informed the Board that grants are being written for a Type 3 Engine and SCBAs, stating that although the District recently purchased used air packs from Northwest Fire District, one of the grants will identify newer packs as a priority for the frontline vehicles. He commented that the District is meeting its response times consistently.

9) **Review, Discussion and possible Action to approve the October 2013 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*.**

Vice-Chairman Lassen commented that the footnotes are very helpful. Chairman Castaneda expressed thanks to Lorrie, commenting that the financial statement packet is very explanatory and represents fiscal responsibility to the public. Vice-Chairman Lassen stated that the accounting presentation last month was very helpful. Chairman Castaneda motioned to approve the October 2013 Financial Reports and authorize the Chairman and/or Clerk to sign the *Certificate of Review*. Clerk Bauer seconded. ***Motion carried unanimously, 5:0.***

**10) Review, Discussion and possible Action regarding approval to establish an account at National Bank of Arizona for the purpose of online Web payments.**

General discussion ensued regarding what a useful tool this will be to have online web payments. Chairman Castaneda inquired of Counsel Wencker if there are any legal issues related to establishing such an account. Counsel Wencker responded that it is acceptable as long as we follow best accounting practices, and further, that it is necessary to conduct our business. Chairman Castaneda moved to establish an account at National Bank for the purpose of online web payments. Director Neilson seconded. **Motion carried unanimously, 5:0.**

**11) Reports of Board Members and Staff**

Vice-Chairman Lassen reported that the District was well-represented at the Marana Chamber Luncheon held on November 20, 2013.

**12) Review, Discussion and possible Action regarding the District Bond Issue**

Assistant Chief Klein addressed the Board stating that there are no changes in bond proceeds or distribution at this time, but that this will be a recurring Agenda item.

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

Assistant Chief Klein addressed the Board stating that the refurbishment of Engine 217 is expected to be complete by early December. When it comes back, it will need to have the striping and decals put on, equipment mounted, and radios put in. We anticipate that the engine will be ready before Station 194 is complete. Vice-Chairman Lassen inquired about plans for Station 194. Assistant Chief Klein stated that the current thought is that Engine 217 will go to Station 194 because the two-wheel drive is better on pavement than offroad. If the engine is ready before the Station is complete, it will remain out-of-service until Station 194 is up and running. He commented that the decision to refurbish Engine 217 was fiscally sound because it saved the District \$300,000 and still provided a high-quality vehicle with a life expectancy of 8-10 years.

**14) Review, Discussion and possible Action regarding the building projects**

Assistant Chief Klein addressed the Board, stating that Station 194 is our first priority, but that we are on the Pinal County timeline. A pre-construction site review with Pinal County will take place the first week of December. The modular cannot be positioned until the site has been prepared. We will know more mid-December. The other building projects are awaiting plans and pricing. Chairman Castaneda inquired if the District is in discussion with the new contractor. Assistant Chief Klein responded that the contractor is currently involved with rebuilding the Warneke home, and that we have nothing in writing yet. He stated that preliminary plans may be available at the December Board meeting. He further commented that the new contractor feels confident that all 4 projects can be brought in under 1.3 million, which is about one-third of what the other contractor brought to the table.

### 15) Future Agenda Items - Board Officer Election

Chairman Castaneda commented that customarily officer elections are held in December. Counsel Wencker responded that Section 2 of Article 4 states, "Board Officers shall be elected at the first regular public meeting following the canvassing of the results of the general election by the Boards of Supervisors of Pima and Pinal Counties." Counsel Wencker suggested adding a parenthetical clause to this Article which states "...in years when elections are held." December will be appropriate to have the Officer elections.

### 16) Date of Next Board Meeting - December ??

Vice-Chairman Lassen called for suggestions. Assistant Chief Klein stated that the Union needs the Halberg Center December 5 through Christmas because of the holiday party and the Adopt-a-Family project. Chairman Castaneda suggested that the Day Room could be used for the next meeting, and suggested Wednesday, December 18. Director Horch commented that he may be unable to attend on that day. Clerk Bauer suggested Tuesday, December 17. Vice-Chairman Lassen inquired about the availability of the financial information by mid-month. Lorrie responded that bank statements should be available by that time, but that the County Treasurer Statements may not be printed yet.

Chairman Castaneda motioned to hold the next meeting on Tuesday, December 17 at 10:00 AM. Vice-Chairman Lassen seconded. ***Motion carried unanimously, 5:0.***

### 17) Adjournment

Chairman Castaneda motioned to adjourn the meeting. Clerk Bauer seconded. ***Motion carried unanimously, 5:0.*** Meeting adjourned at 10:52 AM.

***Recording Off.***

Sara Bauer, Clerk

Approved

December 17, 2013

Date

### Board Members

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

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