

# MINUTES

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



**Meeting Date:** Wednesday, September 28, 2016  
**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 10:09 AM.
- 2) **Pledge of Allegiance** The *Pledge of Allegiance* was recited by all present.
- 3) **Roll Call** Secretary Palmquist called roll. In attendance were:

Chairman Castaneda, Jr.	Chief Delfs
Vice-Chairman Bauer	Assistant Chief Klein
Clerk Neilson	Lorrie Palmquist, Finance/Admin
Director Horch (present by phone)	Counsel Wencker (present by phone)
Director Armendarez (present by phone)	

### 4) **Recognition of Personnel**

5-Year Service pins were presented to the following firefighters: Captain Jason Bowden, Firefighters Ricky Gillmore and Izzie Martinez, and FF/Paramedic Randal Johnson. The District also pinned badges on new FF/Paramedics Kaitlyn Bustamante and Brendon Jelenc. Chairman Castaneda expressed public thanks to the firefighters for their years of dedicated service and welcomed the new firefighters to the Avra Valley family. The regular meeting briefly adjourned for photos and reconvened at 10:23 AM.

### 5) **Approval of the Minutes from the Regular Meeting held August 24, 2016 at 10:00 AM**

Vice-Chairman Bauer motioned to approve the Minutes from the regular meeting held August 24, 2016. Director Horch seconded. *Motion carried unanimously, 5:0.*

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

### 7) **Announcements, Current Events & Correspondence: None**

### 8) **Review, Discussion and possible Action for consideration of appointing Pastor David Willard to be the Fire District chaplain**

Chief Delfs addressed the Board, explaining that a few of the expected chaplain duties include attending meetings, acting as a liason for all denominations, and being available to the members of the District as needed. The Chief opined that Pastor Willard comes very highly recommended and appears to be a great fit for the District. Pastor Willard introduced himself to the Board, explaining that he is an ordained minister and a certified marriage counselor and holds a B.S.B.A. degree from the University of Arizona as well as an MBA from the University of Phoenix. He was recently called to plant a church in Marana which has seen much growth over the last year. He also shared with the Board that he was called to the 9-11 terrorist attack. He was initially called for corporate reasons, but his role soon evolved to include crisis counseling. Vice-Chairman Bauer inquired of District Counsel about the ramifications of bringing Pastor Willard on as a volunteer. Counsel Wencker recommended that the Board convene in Executive Session in order to properly address the matter. Chairman Castaneda motioned to convene in Executive Session to include Counsel Wencker, the Chiefs, the Board members and Lorrie for the purpose of receiving legal advice relating to the consideration of Pastor Willard. Vice-Chairman Bauer seconded. *Motion carried unanimously, 5:0.* The regular meeting adjourned into Executive Session at 10:37 AM.

At 11:25 AM, Vice-Chairman Bauer motioned to reconvene the regular Board meeting. Chairman Castaneda seconded. *Motion carried unanimously, 5:0.* Counsel Wencker reminded the Board that everything discussed in Executive Session was strictly confidential. Divulging any information from that Session can result in civil liability for which the District may not be able to provide legal defense.

Chairman Castaneda motioned to appoint Pastor David Willard to be the Fire District chaplain under the direction of the Fire Chief. Vice-Chairman Bauer added a friendly amendment that the appointment be conditional upon Pastor Willard receiving training suitable to be the Districts' chaplain. Vice-Chairman Bauer seconded. *Motion carried unanimously, 5:0.*

#### 9) Chief's Report

Chief Delfs addressed the Board highlighting a few items from his report included in the Board packets.

- The auditors have completed their field work for the fiscal year ended June 30, 2016. They commented, "It is evident that the District is being run in a fiscally responsible manner."
- We recently had a wildland crew return from the Soberanes Fire in California. The State has been invoiced for that fire. At the recent Fire Chief's meeting, the new wildland representative discussed the fact that the whole wildland system will be reviewed prior to the Spring fire season.
- Also at the Fire Chief's meeting, it was announced that new crisis event training for firefighters and paramedics will be available.
- The Chief was invited to participate in the Marana Citizens' Forum meetings beginning tomorrow and continuing weekly for a couple of months. The goal of the forum is to bring residents, business owners and community partners together to study and address multidisciplinary issues facing the town of Marana. Outcomes and recommendations will be presented to the Town Council.

#### 10) Review, Discussion and possible Action to approve the August 2016 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*.

Chief Delfs encouraged the Board to review the extensive footnotes which always accompany the financial reports. He announced that we have made arrangements to payoff the 2003 USDA obligation by September 30. Vice-Chairman Bauer motioned to approve the August 2016 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*. Clerk Neilson seconded. *Motion carried unanimously 5:0.*

#### 11) Review, Discussion and possible Action to approve the updated Financial Policies Manual

Chief Delfs addressed the Board reporting that the last revision of the Financial Policies Manual was in October 2013. The major changes from that revision include adding a Statement of Ethics, adding a fraud policy, adding retention schedules, updating the ambulance billing/collecting policy, and updating the Table of Contents. Vice-Chairman Bauer motioned to approve the updated Financial Policies Manual. Clerk Neilson seconded. *Motion carried unanimously 5:0.*

12) Reports of Board Members and Staff: None

13) Future Agenda Items: Update on Prop 445

14) Date of Next Board Meeting: October 26, 2016

#### 15) Adjournment

Vice-Chairman Bauer Motioned to adjourn. Director Horch seconded. *Motion carried unanimously, 5:0.* Meeting adjourned at 11:40 AM

Recording off.

*Eric Neilson*

**SIGNED**

10-26-16

**DATE**

**Board Members**

**Luis Castaneda, Jr. Sara Bauer Eric Neilson Brian Horch Thomas Armendarez**

*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).*