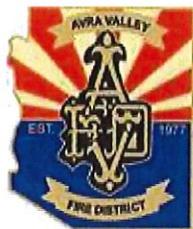


## MINUTES

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



**Meeting Date:** Monday, May 22, 2017  
**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 10:06 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 (absent,excused)  
Clerk Neilson Lorrie Palmquist, Finance/Admin  
Director Horch Counsel Wencker (present by phone)  
Director Armendarez (present by phone) 3 Firefighters in attendance
- 4) **Recognition of Personnel** None.
- 5) **Call To The Public** None.
- 6) **Announcements, Current Events & Correspondence**

Please let Lorrie know if you are planning to attend so that we can take advantage of the room block rate at the upcoming Arizona Fire Chief's/AFDA Joint Leadership Conference July 11-14, 2017, in Glendale, AZ.

#### 7) Review, Discussion and possible Action regarding the following items for consent:

- **Minutes from the regular session held April 26, 2017**
- **Minutes from the Executive Session held April 26, 2017**

April 26, 2017 Executive Session Minutes were distributed. After reading through the Minutes, Director Horch motioned to adjourn into Executive Session to discuss possible amendments to the April Executive Session Minutes to include Counsel Wencker, Chief Delfs and the Board members. Director Armendarez seconded. ***Motion carried unanimously, 5:0.***

Regular Session adjourned into Executive Session at 10:21 AM.

Regular Session reconvened at 10:30 AM.

Director Horch motioned to approve the Regular Session Minutes from April 26, 2017 and the Executive Session Minutes from April 26, 2017 with the amendments as just discussed. Clerk Neilson seconded. ***Motion carried unanimously, 5:0.***

## 8) Chief's Report

The Chief highlighted the following items from his report which was included in the packets:

- The solar plant has successfully been added to our District
- The APS plant has approved the proposed agreement for inclusion in our District
- The recent annexations have all been recorded

Vice-Chairman Bauer inquired about our new medical director. Chief Delfs responded that we have not had a chance to speak with him yet regarding the Community Paramedicine Program.

## 9) Review, Discussion and possible Action to approve the April 2017 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*.

Director Horch motioned to approve the April 2017 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*. Clerk Neilson seconded.

*Motioned carried unanimously, 5:0.*

## 10) Review, Discussion and possible Action to review and approve the audit engagement letter for the fiscal years ending June 30, 2017, 2018 and 2019 and to discuss costs associated with possible additional fieldwork required for a Federal A-133 Audit and preparation of required supplemental bond disclosures.

Chief Delfs addressed the Board explaining that the Engagement Letter presented is a three year renewal with our current auditor. He has included an estimated amount for the required supplemental bond disclosures, as well as an estimate for an A-133 Audit if we receive federal funding of \$750,000 or more. The A-133 is substantially more fieldwork and requires more time onsite. Director Horch motioned to accept the audit Engagement Letter for the fiscal years ending June 30, 2017, 2018 and 2019 to include the additional expense for the supplemental bond disclosures and preparation of an A-133 Audit if necessary. Vice-Chairman Bauer seconded.

*Motion carried unanimously, 5:0.*

## 11) Review, Discussion and possible Action to tentatively adopt the FY18 Proposed Budget

Chief Delfs addressed the Board commenting that although we do continue to maintain a 5-year rolling budget shell, the budget presented for approval is in the 2-year format required by recent Arizona legislation. The FY2018 Proposed Budget is extremely tight, but balanced. The projection includes \$50,000 for the estimated PSPRS legacy payouts, the allowable ambulance transport rate increase, and assumes a successful tax override election in November 2017. The budget reports no capital outlays unless grant-funded, no travel, and possible reduced staffing in year 2. Chairman Castaneda motioned to adopt the FY18 Proposed Budget and direct staff to post the FY18 Proposed Budget on the District website and in three public places for at least 20 days prior to the public hearings to be held on June 28, 2017. Clerk Neilson seconded. *Motion carried unanimously, 5:0.*

## 12) Reports of Board Members and Staff

Director Armendarez reported that his work assignment in Wisconsin is almost done, and he will be returning to Arizona soon.

Recording off.

**13) Executive Session pursuant to A.R.S 38-431.03(A)(1) for discussion or consultation for legal advice with the District's attorney regarding personnel conduct matters**

Director Horch motioned to adjourn into Executive Session to include Counsel Wencker, Chief Delfs and the Board members. Director Armendarez seconded. *Motion carried unanimously, 5:0.*  
Regular Session adjourned into Executive Session at 10:57 AM.

Chairman Castaneda motioned to reconvene in regular session. Director Horch seconded.  
*Motion carried, 5:0.* Regular Session reconvened at 12:13 PM.

**14) Review, Discussion and possible Action regarding items that were discussed in Executive Session**

Chairman Castaneda motioned to direct Chief Delfs to maintain the current course of action. Clerk Neilson seconded. *Motion carried unanimously, 5:0.*

**15) Future Agenda Items**

- public hearing on the budget prior to June meeting
- final budget adoption at June Board meeting

**16) Date of Next Board Meeting: June 28, 2017**

- 10:00 AM ST 194
- 6:00 PM ST 191

**17) Adjournment**

Director Horch motioned to adjourn the meeting. Chairman Castaneda seconded.  
*Motion carried unanimously, 5:0.* Meeting adjourned at 12:17 PM.



SIGNED



DATE

**Board Members**

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

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