

**Regular Board of Directors Meeting
Headquarters / Training Center
September 28, 2011**

CALL TO ORDER / ROLL CALL: Chairman Dave Appleton called the Regular Board Meeting to order at 0900. Members of the Board present included Mr. Dave Smith, Mr. Bill Katzel, Mr. Bruce Howell, Board Clerk Mikel Shilling and Chairman Dave Appleton.

WELCOME / PLEDGE OF ALLEGIANCE: For staff and members of the public present see attached sign-in sheets. Mr. Katzel led the Pledge of Allegiance.

CALL TO THE PUBLIC: There was no call to the public.

EMPLOYEE RECOGNITION: Operations Chief Wunder introduced and congratulated Engineer Jason Moore who was promoted to Captain on September 11, 2011. In addition ODC Wunder introduced and congratulated Firefighter Manuel Valencia who has been promoted to the position of Engineer. Chief Davis added and congratulated Battalion Chief Wunder who was officially promoted to Operations Division Chief..

CLERK'S REPORT:

- A. Approval of Minutes** – Ms. Shilling presented the minutes of the Regular Meeting from August 31, 2011. Mr. Howell moved to approve the minutes as presented, Mr. Smith seconded and the motion passed 5-0.

- B. Local Pension Board Update** – Ms. Shilling reported that at the last Pension Board Meeting, September 22, Captain Tom Louis and Pension Board Member Mike Fox demonstrated the new software that will help the suppression staff decide when or if they should enter the Deferred Retirement Option Plan (DROP). Ms. Shilling said that the firefighters will be notified as soon as the software is ready to release.

CHIEF'S REPORT: Chief Simon Davis

- A. Legislative Issues** – Chief Davis introduced Mr. John Flynn who reviewed the legislative issues that affect Arizona Fire Districts. Mr. Flynn credited Chief Davis, who is also the President of the Arizona Fire Districts Association, with getting five bills passed in last year's session that helped sustain Fire Districts. In addition, AFDA defended a number of bills that would have been detrimental to Fire Districts.
- B. Sahuarita Annexation Issues** – No Report.
- C. GVFFA Meet & Confer Update** – No Report.
- D. Management Update** – No Report.

OPERATIONS REPORT: Operations Chief Chuck Wunder

- A. Fractiles/Response Data** – Reports on file.
- B. Call/Station Summaries** – Reports on file.
- C. Fleet/Facilities Reports** – ODC Wunder said that last month and this month we are running all apparatus through inspections and pump testing therefore there is an increase in expenses but expenses will significantly drop once inspections have been completed.
- D. Training/Safety Reports** – ODC Wunder updated the Board on the new web-based training and stated that it was working well and will eventually provide more reporting options.
- E. Fire Corps Update** – No Report

Mr. Katzel asked if there would be any advantage to establishing in-house maintenance for our vehicles and apparatus. ODC Wunder replied that we are not quite large enough yet to see any real savings. Chief Davis further noted that he is carefully watching the annual labor costs and when those costs reach a threshold that is close to the expense for an in-house mechanic including benefits, he would probably make a recommendation to budget for an addition of our own fleet mechanic.

ADMINISTRATIVE REPORTS: Administrative Division Chief Katie Sayre

- A. Financials** – Finance Manager Keith Vincent presented the District financial reports for the month of July 2011. The Total Actual Revenue year-to-date is \$176,998, which is under budget by \$9,000. The Total Actual Expense year-to-date is over Total Budgeted Expense YTD by \$28,261.
- B. Administrative Division Update** - ADC Sayre wanted to thank Captain Moore for setting up and coordinating the recent First Responder Course for the employees at Freeport McMoRan. The curriculum for this course is established through the National Safety Council and 32 employees completed the course. The SHiM (Safety and Health In Motion) program recently held a National Fall Prevention Day and ADC Sayre wanted to thank everyone who helped with that event. Captain Kosiorowski submitted the paperwork for the Assistance for Firefighters grant and ADC Sayre said he did a great job. Our current cardiac monitors are about 10 years old and this grant will provide the funds to purchase new monitors. Chief Davis added that if we are not successful with this grant we will have to budget for new monitors as the FDA only certifies the monitors for a certain number of years. The cost of the nine monitors needed is roughly \$320,000. Chief Davis also noted that after expenses the total revenue from the Wildland fires was roughly \$100,000.

PREVENTION, FLEET & FACILITIES: Deputy Fire Marshal Mark Stonestreet

- A. Potentials Report** – Reports on file.
- B. Prevention Activities Report** – Reports on file.

COMMUNITY AND PUBLIC EDUCATION ACTIVITIES: Operations Chief Chuck Wunder

- B. Community Report** – OC Wunder presented a PowerPoint capturing the activities and events during August.

OLD BUSINESS: None

NEW BUSINESS:

- A. **Discussion and Possible Action on Agreement with James Vincent Accounting for Financial Services** – Chief Davis recommended that we move forward to retain the services of James Vincent Group Accounting including the transition from Peachtree Accounting software to Quickbooks Accounting software. Mr. Smith moved to accept Chief Davis’s recommendation, Mr. Howell seconded and the motion passed 4-0. Mr. Katznel did not vote.

CERT UPDATE: Mr. Bill Kerr said that a new CERT class will be starting in October and he thanked the Fire Board and staff for their support.

COMMITTEE REPORTS:

- A. **Strategic Planning Team Update** – No report.
- B. **Finance and Budgeting Update** – No report.

ANNOUNCEMENTS:

Next Regular Board Meeting: Wednesday October 26th at 9:00 A. M. at GVFD Headquarters.

Quail Creek Chili Cook Off: Friday September 30th at Quail Creek Madera Clubhouse.

29th Annual District Pancake Breakfast: Friday October 14th 7:00 A. M. to 10 A. M. at Station 151 – 250 N La Canada, Green Valley, Arizona 85614.

La Posada Chili Cook Off: Saturday October 22nd 11:00 A. M. at the Posada Java Shoppes 665 S Park Centre Avenue, Green Valley, Arizona 85614.

Tucson Fire Annual Chili Cook Off: Friday October 28th All Day Tucson Presidio Park.

District Christmas and 10th Anniversary Celebration: Thursday December 15th 5:00 P. M. at Desert Diamond Casino.

AFDA Winter Conference: January 12-14 at the Aquarius Hotel in Laughlin, Nevada.

Mr. Katznel added that there is a free Skin Cancer Screening on a first come first served basis at the Arizona Cancer Center Saturday October 1st from 2:00 P. M. to 4:00 P. M.

Chief Davis will be at the Quail Creek Madera Clubhouse tonight (September 28) to present on property taxes.

Firefighter and President of the GVFFA, Mr. Kevin Malaney, wanted to note that all proceeds from the Chili Cook Off at Quail Creek will go the Adopt-a-Family program. Tickets will be available in advance or at the door.

In addition ODC Wunder noted that any proceeds from the La Posada Chili Cook Off will go to the Fire Corps Volunteers program.

ADJOURN REGULAR BOARD MEETING: Ms. Shilling moved to adjourn the Regular meeting, with a second from Mr. Smith. The meeting adjourned at 1050 after a 5-0 vote.

Respectfully Submitted by:

Mikel Shilling, Board Clerk
Green Valley Fire District