

**Regular Board of Directors Meeting
Headquarters / Training Center
November 30, 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. For staff and members of the public present see attached sign-in sheets.

WELCOME / PLEDGE OF ALLEGIANCE: Mr. Howell led the Pledge of Allegiance. Mr. Appleton noted that this year's District Christmas Party on December 15th is also celebrating the 10th Anniversary of the Green Valley Fire District as an independent fire district.

EMPLOYEE RECOGNITION: Operations Division Chief Wunder spent a few minutes outlining our recent promotional process, which was both physically and emotionally exhausting for the applicants. We are very proud of all of our applicants and Chief Wunder presented the following for promotion:

A. Promotions

- a. Battalion Chief Joseph Kosiorowski** – BC Kosiorowski started with the Green Valley Fire District when he was 13 years old under the Explorer Program and as of today is now our newest Battalion Chief.
 - i. GVFFA** – Firefighter Stephen Lane recognized BC Kosiorowski's service on the Green Valley Firefighters Association Executive Board for the past 10 years. Firefighter Lane presented BC Kosiorowski with a new jacket as a gift of appreciation for his service.
- b. Captain Abel Soto** – Captain Soto passed the testing first in his class and has worked hard to achieve the rank of Captain.
- c. Captain Joseph Ruiz** – Captain Ruiz is one of our newest firefighters, but has 17 years experience in the industry and quickly become a valuable addition to our family here at GVFD.
- d. Engineer Brandon Christensen** – Engineer Christensen has been functioning in the driver/operator role for quite some time and GVFD officially welcomes him as an Engineer with this promotion.

COMMUNITY RECOGNITION: Operations Division Chief Wunder also took the opportunity to recognize two of the local organizations that support the District consistently.

- A. Canyon View Memory Care** – Chief Wunder said that even though the Canyon View Memory Care has only been open a short time, their staff has adopted us as part of their family. Chief Wunder then presented Theresa Merritt, representative from Canyon View Memory Care, with a commemorative plaque expressing our appreciation for their generosity and support.

- B. Caterpillar Tucson Proving Grounds** – Chief Wunder then welcomed Kent Foster who is the Facility Manager at the Caterpillar Proving Grounds. The Green Valley Fire District has had a long relationship with the Caterpillar Proving Grounds and Chief Wunder also wanted to thank them for their continuing support and generosity with a commemorative plaque.

CALL TO THE PUBLIC: Mr. Appleton reviewed the notices of intention to speak and called on Mr. Joseph Howell for his comments. Mr. Howell is the Community Coordinator with Habitat for Humanity and he said that Habitat for Humanity has launched their Green Valley Community extension. Engineer Brandon Christensen is the contact for more information about volunteering. Mr. Appleton then called on Firefighter Kevin Malaney for his comments. Firefighter Malaney, President of the Green Valley Firefighters Association, also thanked BC Kosiorowski for his contributions to the Association. In addition, Firefighter Malaney wanted to make the board aware of continuing, if not escalating, interest by the residents of the Town of Sahuarita to have the Green Valley Fire District annex the entire town.

CLERK’S REPORT:

- A. Approval of Minutes** – Ms. Shilling presented the minutes of the Regular Meeting of October 26, 2011. Mr. Katzel moved to approve the minutes as presented, Mr. Howell seconded and the motion passed 5-0.
- B. Local Pension Update** – Ms. Shilling said that the new software to assist in determining retirement dates that was developed by Mr. Fox and Captain Tom Louis is working well.

CHIEF’S REPORT: Chief Simon Davis

- A. Legislative Issues** – Nothing to report at this time.
- B. Sahuarita Annexation Issues** – No report.
- C. GVFFA Meet & Confer Update** – No report.
- D. Management Update** – Deferred to the Administration 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** – Reports on file.
- D. Training/Safety Reports** – Reports on file.
- E. Fire Corps Update** – No report.

ADMINISTRATIVE REPORTS: Administrative Division Chief Katie Sayre

- A. Financials** – Gabe Buldra said that we have completed the conversion of the accounting information system. The process went smoothly and the District is now running all financial activities thru QuickBooks Enterprise. Reports are on file. Chief Davis said that moving forward we may have a slide presentation so the members of the public can see the financials as well as the hardcopy financial reports that go to the Board.
- B. Administrative Division Update** - Chief Sayre noted that in addition to the new accounting software we are in the process of changing payroll companies to PayCom. She thanked everyone for their support and patience with all of the changes. The Administrative report is on file.

PREVENTION REPORT: Deputy Fire Marshal Mark Stonestreet

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

COMMUNITY AND PUBLIC EDUCATION ACTIVITIES: Operations Division Chief Chuck Wunder

- A. Community Report** – Chief Wunder presented a PowerPoint capturing the many activities and events during November.

OLD BUSINESS: None.

NEW BUSINESS:

- A. Discussion and Possible action on a Board Retreat** – Mr. Appleton asked Mr. Katzel to present his proposal for Board retreat. Mr. Katzel read the attached proposal for a retreat to allow an informal environment, free of specific structured agenda items in which the Board Members, the Chief and senior staff can exchange their points of view and perspectives for the future of the District. After some discussion the subject was tabled and will be included in the Board Member Annual Training and Luncheon on January 25, 2012.

COMMITTEE REPORTS:

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

ANNOUNCEMENTS:

Next Regular Board Meeting: Wednesday, December 21, 2011 at 9:00 A.M. at GVFD Headquarters.

Fire Corps Pancake Breakfast: Sunday, December 4, 2011 at Quail Creek.

District Christmas and 10th Anniversary Celebration: Thursday December 15, 2011 at 5:00 P. M. at Desert Diamond Casino.

District Headquarter Closed: Friday, December 23, 2011 through Sunday, January 1, 2012.

AFDA Winter Conference: January 12-14, 2012 at the Aquarius Hotel in Laughlin, Nevada. Brochures will be distributed to Board Members. Return forms to Katie if you plan to attend, in addition to any arrangements that we need to make for you.

Board Member Annual Training & Luncheon: Wednesday January 25, 2012 at 10:00 A. M. at GVFD Headquarters.

Mr. Katzel noted that he has completed one year of service as a Board Member of the Green Valley Fire District and looks forward to working with these constituent groups for the next three years.

ADJOURN REGULAR BOARD MEETING: Ms. Shilling moved to adjourn the Regular meeting, with a second from Mr. Smith. Chief Sayre noted that said she will distribute the AFDA Winter Conference brochures this week and for those who are interested in attending the conference to return their registration documents as soon as possible so she can book rooms. Chairman Appleton then adjourned the meeting at 0955.

Respectfully Submitted by:

Mikel Shilling, Board Clerk
Green Valley Fire District