

**Regular Board of Directors Meeting
Headquarters / Training Center
March 31, 2010**

CALL TO ORDER: Chairperson Edward M. Clarke called the meeting to order at 0900.

ROLL CALL/PLEDGE OF ALLEGIANCE: Members of the Board present included Mr. Dave Appleton, Mr. Ron Darrah, Ms. Mikel Shilling, Mr. Bruce Howell and Chairperson Edward Clarke. For staff and members of the public present see attached sign-in sheets. Ms. Shilling led the Pledge of Allegiance.

CALL TO THE PUBLIC: Mr. Clarke reviewed the attached notice of intention to speak form and noted that there was no request from the public to speak.

CLERK'S REPORT: Ms. Shilling presented the minutes of the Regular Board Meeting of February 24, 2010. Mr. Appleton moved to accept the minutes with corrections, Mr. Darrah seconded and the motion passed 5-0. Ms. Shilling presented the minutes of the Special Board Meeting of March 17, 2010 and requested clarification of the time of the Public Hearing on April 13, 2010. Chief Davis said the Public Hearing will begin at 1830; Mr. Darrah moved to accept the minutes as presented, Mr. Clarke seconded and the motion passed 5-0.

CHIEF'S REPORT & OPERATIONS: Chief Simon Davis

- A. Legislative Issues** – Chief Davis said that legislation has not passed any bills to date that would negatively affect Fire Districts.
- B. Growth/Annexation Issues** – Chief Davis said that the public response to the Sahuarita annexation has been favorable for the most part. Captain Melissa Smith added that she has received several phone calls and emails and, with the exception of one, they have been supportive of the annexation. Mr. Clark commended Captain Melissa Smith for the job she is doing.
- C. Meet and Confer** – Chief Davis said that at the last meeting next year's budget was at the frontline of the discussion. Chief said he appreciates the teamwork on the part of the GVFFA to resolve issues that have surfaced.
- D. Fractiles/Response Data** – Reports on file.
- E. Call/Station Summaries** – Reports on file.
- F. Training/Safety Reports** – Reports on file.

PREVENTION, FLEET & FACILITIES: Assistant Chief Bill Bohling

- A. Prevention – Deputy Fire Marshal Mark Stonestreet**
 - 1. Potentials Report** – Report on file.
 - 2. Prevention Activities Report** – Report on file.
 - 3. Permits and Construction Report** – Report on file.
- B. Fleet and Facilities Report** – Report on file.

- C. Fire Corps Update** – Mr. Dave Smith reported that the Fire Corps is now 52 members strong. They are anxious to take on more responsibilities. Mr. Tom Allen said that Fire Corps will be adding another crew from 9:30-2:30 to help with snake calls.

ADMINISTRATIVE REPORTS: Administrative Division Chief Katie Sayre

- A. Financials** – Finance Manager, Mr. Keith Vincent, presented the District financial reports for the month of February 2010. He reported that Total Actual Revenue YTD was over Total Budgeted Revenue YTD by \$72,001 and the Total Actual Expense YTD is under Total Budgeted Expense YTD by \$334,323. Lower than budgeted fuel costs, attention to scheduling/OT, staff vacancies and delayed expenditures have contributed to this positive variance.
- B. Administrative Division Update** – Administrative Division Chief Sayre stated that GVCCC and Health and Human Services are working on a program that would involve key people in the community performing home safety checks, specifically to prevent step and fall issues ADC Sayre feels this could tie in nicely with the Fire Corps responsibilities.

COMMUNITY AND PUBLIC EDUCATION ACTIVITIES: Assistant Chief Bill Bohling

- A. Community Report** – AC Bohling presented a PowerPoint presentation recapping community events for the month of February.
- B. CERT** – Mr. Bill Kerr said that, with the latest graduating class, CERT has 308 trainees since 2003.

OLD BUSINESS:

- 1. Presentation and Discussion of Proposed Budget for Fiscal Year 2011** – Chief Davis said the 2011 Budget presented is a working draft and he would like the Board to review the draft for the next Board Budget Workshop scheduled for April 14, 2010. Chief said his goal is to have a Board approved budget for the public by the end of April. In response to Mr. Clarke’s question about health care cost, Chief said that we will be changing from Blue Cross Blue Shield Health Insurance to United Healthcare Insurance with an increase of 12% versus BCBS at 26%.

NEW BUSINESS:

- 1. Discussion and Possible Action on Intergovernmental Agreement with Drexel Heights Fire District to Provide Dispatch Services for the Green Valley Fire District.** Chief Davis said that there is potential to improve dispatch services by having Drexel Heights Fire District (DHFD) provide them and Chief seeks approval to establish a planning team and develop a plan for the relocation of the Green Valley Fire District dispatch operations from Rural Metro dispatch center to DHFD. Mr. Darrah moved to approve Chief Davis’s request, Ms. Shilling seconded and the motion passed 5-0.
- 2. Discussion and Possible Action on Change in District Auditor to Beach, Fleishman PC** – Chief Davis said that we have had the same auditing company for ten years and industry standards suggests that auditing companies be changed occasionally to give a new perspective on business processes. The Finance Manager, Mr. Keith Vincent and Fire Chief Simon Davis reviewed bids and conducted interviews and concluded that Beach Fleishman and Company PC presented the most appropriate option for the District. Mr. Darrah moved to approve the change in the District’s Auditors, Ms. Shilling seconded and the motion passed 5-0.

3. Discussion and Possible Adjustment to the District Fee Schedule–

Addition of New Lock Box as a purchase item for \$50.00. Assistant Chief Bohling said that Deputy Fire Marshal Mark Stonestreet was able to find a new style lockbox for a cost of \$50.00, which is roughly half the cost of the current lock box. To save residents shipping charges, Green Valley Fire District will order the new lock box and stock them at the Fire Prevention Office. Ms. Shilling moved to approve the fee schedule to include \$50.00 for the new lock box, Mr. Appleton seconded and the motion passed 5-0.

COMMITTEE REPORTS:

- A. Local Pension Board Update** —Ms. Shilling said that the Pension Board hired an Attorney who is willing to work as much as possible via email, fax and phone to save travel and per diem costs.
- B. Station Committee Update** – Mr. Appleton said that the Grand Opening for Station 151 will be April 8, 2010. Station 155 is still trying to work out utility issues and construction should be completed in the June/July timeframe.
- C. Strategic Planning Team Update** – Mr. Appleton said that the Strategic Plan is coming together and we have almost reached the completion of the vision statement.
- D. Finance and Budgeting Update** – No Update.

FUTURE AGENDA ITEMS: None

ANNOUNCEMENTS:

- **Sahuarita Town Council Meeting** – Monday April 12, 2010 and April 26, 2010 at 1830, at the Sahuarita Town Hall Complex.
- **Special Public Hearing** – North Sahuarita Annexation at the Sahuarita High School Auditorium, Pod B, Tuesday April 13, 2010 at 1830.
- **Regular Board Meeting** – Wednesday, April 28, 2010 at 0900 at GVFD/HQ Training Center.
- **Special Board Budget Workshops**
 - Wednesday April 14, 2010, 0900 at GVFD HQ Training Center.
 - Wednesday May 12, 2010, 0900 at GVFD HQ Training Center.
 - Wednesday June 16, 2010, 0900 at GVFD HQ Training Center.
- **Grand Opening for Station151** – Thursday April 8, 2010 at 1000.
- **Kick Off for Sahuarita Annexation** – April 17, 2010 at Rancho Sahuarita at 1830.

ADJOURN REGULAR BOARD MEETING: Ms. Shilling moved to adjourn the meeting, with a second from Mr. Howell and the meeting was adjourned at 0955 after a 5-0 vote.

Respectfully Submitted by:

Ms. Mikel Shilling, Board Clerk
Green Valley Fire District