

**Regular Board of Directors Meeting  
Headquarters / Training Center  
April 28, 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. Mr. Appleton led the Pledge of Allegiance.

**CALL TO THE PUBLIC:** Mr. Clarke reviewed the attached notice of intention to speak forms and said that members of the audience that would like to make comments regarding the North Sahuarita Block Annexation would have that opportunity during the continuance of the Public Hearing per the agenda. Mr. Katzel commented on fire lane violations in the Continental Plaza and made suggestions regarding how to resolve these violations. Chief Davis said that he will consult with the Deputy Fire Marshal regarding any restrictions per the fire code.

**EMPLOYEE RECOGNITION:** Battalion Chief William Rowe noted that we have one of our first retirees from the Green Valley Fire District and extended congratulations to Firefighter Harvey Chartrand. Firefighter Chartrand was presented with the helmet that he wore during his service with the District. Thank you to Harvey for all his time and talents!

**BOARD PRESENTATION:**

- A. District involvement in the PCWIN Project** – Assistant Chief Bohling introduced Captain Paul Wilson from the Pima County Sheriff’s Department and Administrator for the PCWIN project. Captain Wilson presented a Power Point Presentation that explained how Pima County Wireless Integrated Network (PCWIN), has been funded, other agencies involved and how it will enhance emergency services in Pima County. There was no action taken on this item.

**CONTINUANCE OF PUBLIC HEARING ON NORTH SAHUARITA BLOCK ANNEXATION:**

- A. Open Public Hearing on North Sahuarita Block Annexation** – Mr. Darrah moved to open the public hearing on the North Sahuarita Block Annexation, Mr. Howell seconded and it passed 5-0.
- B. Public Comments on North Sahuarita Block Annexation** – Mr. Clarke noted that he would be asking for public comments using the public sign-in sheets. He further stated that there would be a three minute limit on all comments. Several members of the audience (mostly from Rancho Resort) commented on the upcoming annexation and the Board noted their issues.
- C. Close Public Hearing on North Sahuarita Block Annexation** – After all comments were heard Ms. Shilling moved to close the public hearing, Mr. Darrah seconded and it passed 5-0.

**REVIEW OF COMMENTS FROM THE PIMA COUNTY BOARD OF SUPERVISORS:**

Chief Davis said that, as outlined by statute, the Pima County Board of Supervisors had the opportunity to comment on annexation and they wrote that they had no issues with the North Sahuarita Block Annexation as presented to them.

**DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 2010-1:** Mr. Clarke then presented Resolution 2010-1 approving the North Sahuarita Block Annexation Impact Statement, including the legal description and map, and authorizing the circulation of petitions to the Board and audience. Mr. Appleton moved to approved Resolution 2010-1, Mr. Howell seconded. There were brief comments by Mr. Darrah pertaining to his involvement in the Sahuarita Fire Services process and then the board passed the motion 5-0.

Mr. Clarke called for a ten minute recess at 0950.  
The Regular Board Meeting was called to session at 1000.

**CLERK’S REPORT:** Ms. Shilling presented the minutes of the Regular Board Meeting of March 31, 2010. Mr. Appleton moved to accept the minutes, Mr. Darrah seconded and the motion passed 5-0. Ms. Shilling presented the minutes of the Public Meeting of April 13, 2010. Mr. Darrah moved to accept the minutes, Mr. Howell seconded and with one correction the motion passed 5-0.

**CHIEF’S REPORT & OPERATIONS: Chief Simon Davis**

- A. Legislative Issues** – Chief Davis noted that the legislative issue that currently may affect the District the most is Proposition 100, which will add 1% additional sales tax for a period of three years if passed. The Chief pointed out to the board that if Prop 100 does not pass, it will negatively affect the state’s budget and this may produce a negative trickle down to budgets at local levels.
- B. Sahuarita Annexation Issues** – Captain Melissa Smith is spearheading the petition process, has a plan in place for volunteers to sign up and pass petitions. Mr. Clarke commented on the need for consistent education and message for the volunteers and was reassured by Captain Smith that all volunteers will receive training as well as the Sahuarita Fire Crew notebook with pertinent information. Chief Davis and Captain Smith will keep the board apprised of developments.
- C. GVFFA Meet & Confer Update** – Chief Davis said that monthly meetings continue and remain productive.
- 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. Potentials Report** – Report of file.
- B. Prevention Activities Report** – Report on file.
- C. Permits and Construction Report** – Mr. Darrah stated that at the last Sahuarita Town Meeting the Council voted to re-zone property along Old Nogales Highway by Quail Creek for commercial development.
- D. Fleet and Facilities Report** – Report on file.
- E. Fire Corps Update** – Assistant Chief Bill Bohling said that another Fire Corps shift has been added (mid-shift from 0930 to 1430) and is working out well.

**ADMINISTRATIVE REPORTS: Administrative Division Chief Katie Sayre**

- A. Financials** – Finance Manager, Keith Vincent, presented the District financial reports for the month of March 2010. He reported that Total Actual Revenue YTD was over Total Budgeted Revenue YTD by \$31,354 and the Total Actual Expense YTD is under Total Budgeted Expense YTD by \$332,016. Lower than budgeted fuel costs, attention to scheduling/OT, staff vacancies and delayed expenditures have contributed to this positive variance.
  
- B. Administrative Division Update** (report on file) – Administrative Division Chief Sayre wanted to thank Battalion Chief Chuck Wunder, Ms. Jan Hutton, Captain Jeff Mooney and Firefighter Brandon Christensen who have been working very hard to move the hiring process along. ADC Sayre also extended additional thanks to Assistant Chief Bohling and anyone else who helped with the fencing done for the east side of the Headquarters' parking lot.

**COMMUNITY AND PUBLIC EDUCATION ACTIVITIES: Assistant Chief Bill Bohling**

- A. Community Report** – No Report.
- B. CERT** – No Report.
- C. BLS Training Center Quarterly Report** – Report on file in Prevention and Public Education.

**OLD BUSINESS:**

- A. Discussion on Proposed FY2011 Budget** – Chief Davis presented a draft of the FY2011 budget and suggested that the Board may need to hold a Special Meeting if Prop 100 should fail in order to review the budget prior to public posting. Should the Prop 100 measure succeed, the Chief feels that there would not need to be changes to the proposed budget as written now and thus the Board could vote on it at the new Regular meeting on May 26<sup>th</sup>. Mr. Clarke and Mr. Darrah commended staff and management for their willingness to work together under budgetary circumstances that have not allowed any increase or step raises for the third year in a row.
- B. Discussion and Possible Action on District Policies** – Administrative Chief Sayre
  - 1. Fire Station and Apparatus Designation Policy Draft** – ADC Sayre reviewed the draft policy (attached) and noted that it is the policy of the Green Valley Fire District that the District will designate stations and apparatus by location and function within the fire district on approval by a majority of board members as being in the best interests of the District. Mr. Appleton moved to accept the policy as written, Mr. Darrah seconded and it passed 5-0.

**NEW BUSINESS: None**

**COMMITTEE REPORTS:**

- A. Local Pension Board Update** —Ms. Shilling said that the retirement process has been initiated for Captain John Lane.
- B. Station Committee Update** – Mr. Appleton deferred to Firefighter Kevin Malaney for an update of Station 155 at Quail Creek who reported that construction is progressing as scheduled.
- C. Strategic Planning Team Update** – No Report.
- D. Finance and Budgeting Update** – No Report.

**FUTURE AGENDA ITEMS: None**

**ANNOUNCEMENTS:**

- **Sahuarita Town Council Meeting** – Monday May 10, 2010 and May 24, 2010 at 1830, at the Sahuarita Town Hall Complex.
- **Regular Board Meeting** – Wednesday May 26, 2010 at 0900 at the Green Valley Fire District Headquarters’ Training Center.
- **Special Board Budget Workshops – Wednesday May 19, 2010** at 0900 at the Green Valley Fire District Headquarters’ Training Center only if needed. Staff will notify the Board on the 18<sup>th</sup>.
- Assistant Chief Bohling said that for clarification purposes the old Station 151 at 555 North La Canada will now be referred to as Station 150.

**ADJOURN REGULAR BOARD MEETING:** Ms. Shilling moved to adjourn the meeting, with a second from Mr. Darrah and the meeting was adjourned at 1025 after a 5-0 vote.

Respectfully Submitted by:

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Ms. Mikel Shilling, Board Clerk  
Green Valley Fire District