

**Regular Board of Directors Meeting
Headquarters / Training Center
June 24, 2009**

CALL TO ORDER: Chairman Edward M. Clarke called the Public meeting to order at 0830 and immediately asked to meet in Executive Session per the Agenda Item II - Discussion regarding the Fire Chief's Performance Evaluation and Renewal of Contract. Members of the Board present included Mr. Bruce Howell, Mr. Dave Appleton, Ms. Mikel Shilling and Chairperson Edward Clarke.

EXECUTIVE SESSION: Mr. Clarke called the Executive Session to order at 0835. The session ended at approximately 0913.

Mr. Clarke called for resumption of the Regular Board Meeting at approximately 0915.

ROLL CALL/PLEDGE OF ALLEGIANCE: Roll call was completed. See attached sign-in sheets for staff and members of the public present. Mr. Clarke asked Mr. Howell to lead the Pledge of Allegiance.

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

CLERK'S REPORT: Ms. Shilling presented the minutes of the Regular Board Meeting of May 27, 2009 and moved they be accepted. Mr. Appleton seconded and the motion passed 4-0.

CHIEF'S REPORT: Fire Chief Simon Davis

- A. **Legislative Issues** - No new legislative issues were reported at this time.
- B. **Growth/Annexation Issues** - None at this time.
- C. **GVFFA Meet & Confer Update** - Chief Davis said that the Meet & Confer Committee and the Executive staff continue to work on some of the personnel policies.

OPERATIONS REPORTS: Assistant Chief Bill Bohling

- A. **Fractiles/Response Data** - The Fractile Report for May showed the crews responded to all EMS calls within the entire District in 8 minutes or less 92% of the time, but only 69% of the time within Sahuarita for May mostly due to the continuing distance/access issues specially at Quail Creek.
- B. **Call/Station Summaries** - Report on file.
- C. **Fleet/Facilities Report** - Chief Bohling reported the repair issues with Engine 153 have been resolved and maintenance expenses have returned to normal.

- D. Training/Safety Report.** - Report on file.
- E. Fire Corps Update** - Dave Smith, Public Information Officer for Fire Corps, reported various activities that they have participated in during the month of May.

Chief Davis said that Firefighter and President of the Green Valley Fire Fighters Association, Kevin Malaney, had additional comments to Chief's report regarding Meet & Confer. Mr. Malaney said that the Meet & Confer meetings are going well and the Union is participating in the MDA Fill the Boot Campaign to collect money for Muscular Dystrophy. Mr. Malaney said that the firefighters are doing everything they can to help stay within budgetary constraints and save money whenever and wherever they can. Mr. Malaney noted that he would like to see more support from the Board of Directors and the Executive staff.

ADMINISTRATIVE REPORTS

- A. Financials** - Mr. Keith Vincent, Financial Manager, presented the District Financial Reports for the month of May. He reported that Total Actual Revenue YTD was over Total Budgeted Revenue YTD by \$580,025 due mostly to Wildland Fire reimbursement, unexpected grant activity, revenues from training programs. Total Actual Expense YTD is under Total Budgeted Expense YTD by \$749,773 due to lower than budgeted fuel costs, attention to scheduling and District-wide attention to the containment of expenses in general.
- B. Administrative Division Update** - Administrative Division Chief Sayre said that we have a total of 77 active Fire Protection Agreements in place. ADC Sayre wanted to thank everyone who has filled shifts to ensure proper staffing levels. Captain Tom Louis, Chairperson of the Safety Committee, has done a great job and works diligently to keep everyone safe in the workplace. ADC Sayre said that the District now has a new Automatic External Defibrillator (AED) for Headquarters and she would be happy to demonstrate how to use it appropriately. The 2009 Arizona Firefighters Grant (AFG) for Fire Station Construction was officially opened Thursday June 11 and she has been assisted by Paul Mickelberg of WSM and Jerry Wyatt of Lang Wyatt in completing parts of the grant related to sustainability and LEED ratings. The grant is due for submission on July 10th at 5pm EST. The Arizona Fire Districts Association (AFDA) conference is scheduled for July 10th and 11th in Tucson and the registration is due. Please let ADC Sayre know if you plan to participate in this session.

PREVENTION/PUBLIC EDUCATION REPORTS: Deputy Fire Marshal Mark Stonestreet.

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

Deputy Fire Marshal Mark Stonestreet reviewed a recent call in which there was a fire in the bedroom of a residence resulting in the breaker for that bedroom being tripped. The homeowner was unable to use the cordless phone to call 911 as he was unaware that the power was out in the bedroom. DFM Stonestreet suggested that we get the word out to the residents that cordless phones that sit in a cradle will not work if there is no power in the room they are plugged into.

**COMMUNITY ACTIVITIES: Community Affairs and Public Information Officer
Captain Melissa Smith**

- A. Community Report-** Assistant Chief Bill Bohling presented the Community Report in the absence of PIO Smith. Report on file.
- B. CERT** – Nothing new to report per Bill Kerr.

Chief Davis requested that Item A under New Business be taken out of order to accommodate the schedules of the guests from Lang-Wyatt.

NEW BUSINESS

- A. Discussion and Possible Action Approval of Guaranteed Maximum Price (GMP) from Lang Wyatt for Station 155 Construction Project** – Mr. Dave Appleton presented a report and moved to approve the Guaranteed Maximum Price of \$3,029,954.00 for the construction of Station 155 as presented by Lang-Wyatt Construction. This bid is slightly below the original estimated cost and the budget set forth for this project. Ms. Shilling seconded the motion and it passed 4-0.

OLD BUSINESS

- A. Discussion and Possible Approval of Fire Chief’s Contract** – Ms. Shilling made a motion to approve Fire Chief Simon Davis’s contract for an additional three years. Mr. Appleton seconded the motion and it passed 4-0.

NEW BUSINESS

- B. Discussion and Possible Action to Change the District Operations Fee Schedule** – Chief Davis reviewed the proposed increases on the District Fee Schedule.
 - 1. Increase Hydrant Markers to \$6.00.** Chief Davis recommended that the District increase the hydrant marker installation from \$5.00 to \$6.00 due to an increase in District cost.
 - 2. Addition of Battery Change Program Fee.** Chief Davis presented an idea from Fire Corps members regarding establishing a new Smoke Detector Battery Change Subscription Program. According to the Chief, every time a resident calls due to a smoke detector going off because of dead batteries, Rural Metro dispatches either Fire Corps or an engine for that call generating a dispatch record and associated charge for that call. While this is a value-added service to the public, scheduling these visits and battery replacements could save the District considerable money and time as opposed to waiting for the home owner to have a problem. Therefore, Fire Corps has recommended that a program be initiated that for a fee of \$15.00 per residence per year, including batteries for all detectors in the house. Fire Corps Admin will schedule a service call to the home to replace the smoke detector batteries with up to 3 appointments daily handled by Field Fire Corps members. The Chief will keep the Board informed on the progress of this program. Mr. Howell moved that the changes to the District Fee Schedule be approved as recommended by Chief Davis. Ms. Shilling seconded and it passed 4-0.

C. Presentation on recent meeting with Lori Hoby, Executive Director of the Center for Planned Giving, on possible Donation letter – Administrative Chief Sayre met with Ms. Hoby at the suggestion of Green Valley resident Mr. Bill Katzel. ADC Sayre said the meeting was very informative and Ms. Hoby said she would be willing to help the District, at no charge, to come up with wording for a donation envelope that we could leave with a resident when responding to a non emergency call. ADC Sayre said that a donation envelope will be presented to the Board for approval before being distributed to the public. In addition, ADC Sayre and Ms. Hoby reviewed the untapped potential of estate donations for future consideration. No action required.

D. Discussion and Possible Approval of District Personnel Policy – ADC Sayre reviewed the following policy revisions for the Board:

1. Policy Revisions

- a. **ER125 Use of Computers** – ADC Sayre explained that the intent of this policy is that to control access to social networking sites during business hours and that they will only be accessed for purposes of conducting District-related business. During down time, employees may conduct general social communications as long as their use does not interfere with the completion of required duties. The GVFFA asked that these changes be made to accommodate firefighter communication. Mr. Appleton moved to approve the revision, Mr. Howell seconded and it passed 4-0.
- b. **ER102 Vacation** – ADC Sayre noted that the intent of this revision is to allow District employees to ‘sell back’ a portion of their vacation time once during the fiscal year. It is the responsibility of the employee to ensure that he/she has adequate vacation hours accrued when taking vacation. Employees may elect to have the District “buy back” a portion of their accrued vacation hours up to 25% of the maximum accrual; however, the employee must maintain at least 50% of this maximum accrual by the policy. Ms. Shilling moved to accept the revision, Mr. Howell seconded and it passed 4-0.

COMMITTEE REPORTS

- A. Local Pension Board Update** – Ms. Shilling said she does not have a date for the next meeting at this time. The agenda will include preparation for the employees that may be considering retirement and/or the Deferred Retirement Option Program (DROP) in the near future.
- B. Station Committee Update** – Mr. Appleton’s report was reported under New Business.
- C. Strategic Planning Team Update** – Ms. Shilling said that the next meeting will be June 26, 2009 at 0900.
- D. Finance and Budgeting Update** – Mr. Howell had no report at this meeting.

FUTURE AGENDA ITEMS - None

ANNOUNCEMENTS

- Special Board Meeting to Ratify FY10 Budget – Wednesday July 1 @ 0900 @ GVFD HQ Training Center.
- Official Ground Breaking for Station 155 will be within the next two to three weeks.
- Regular Board Meeting – Wednesday August 26 @ 0900 @ GVFD HQ Training Center.

- Dave Smith, Fire Corps PIO, asked if the District or Association would object to Fire Corps participation in the MDA Fill the Boot Campaign. Neither Chief Davis nor Union President Malaney had objections.

ADJOURN REGULAR BOARD MEETING: Mr. Howell moved to adjourn the meeting with a second from Mr. Appleton. The meeting was adjourned at 1054 after a 4-0 vote.

Respectfully Submitted by:

Ms. Mikel Shilling, Board Clerk
Green Valley Fire District