

**Regular Board of Directors Meeting
Headquarters / Training Center
January 28, 2009**

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

ROLL CALL/PLEDGE OF ALLEGIANCE: Members of the Board present included Mr. Bruce Howell, Mr. Dave Appleton, Ms. Mikel Shilling, Mr. Frank Karsh and Chairperson Mr. Edward Clarke. For staff and members of the public present see attached sign in sheets. Mr. Clarke asked for Mr. Howell to lead the Pledge of Allegiance, which was done.

CALL TO THE PUBLIC: Mr. Clarke reviewed the attached notice of intention to speak form and noted that Mr. Bill Katzel requested an opportunity to address the Board. Mr. Katzel made additional comments on issues that were discussed at the Special Board Budget Workshop earlier in the month. Mr. Clarke thanked Mr. Katzel for his comments.

Mr. Clarke said that Mr. Appleton will have to leave the meeting by 1000 therefore Mr. Clarke will be taking certain agenda items out of order.

COMMITTEE REPORTS:

B. Station Committee Update: Mr. Appleton reported that there is no concern about, or need for, special construction considerations regarding the small wash that runs through the location for the new Station 151. The Building Contractor, Lang & Wyatt, has gone out to bid in preparation for developing their Guaranteed Maximum Price and we expect their bid before the end of February for the new Station 151. We expect that the first permits for Station 155 @ Quail Creek will become available in early April.

ANNUAL BOARD UPDATE: Donna Aversa, Green Valley Fire District's Attorney at Law and Administrative Division Chief Katie Sayre. ADC Sayre began the PowerPoint presentation with an outline of the agenda, the purpose of the training and the Board member roles and responsibilities. Ms. Donna Aversa continued the PowerPoint presentation with a review of Open Meeting laws and public service and confidentiality. Ms. Aversa answered all questions from the Board to their satisfaction and then ADC Sayre ended the presentation with updates regarding fraud prevention, public records management and Health Information Portability and Accountability Act (HIPAA).

CLERK'S REPORT: Ms. Shilling presented the minutes of the Regular Board Meeting of December 17, 2008. Mr. Appleton moved the minutes be accepted as presented, Mr. Howell seconded and the motion passed 4-0. Mr. Karsh did not vote. Ms. Shilling presented the minutes of the Special Board Budget Workshop of January 14, 2008. Mr. Appleton moved the minutes be accepted as presented, Mr. Howell seconded and the motion passed 4-0. Mr. Karsh did not vote.

CHIEF'S REPORT: Fire Chief Simon Davis

- A. Legislative Issues:** Chief Davis said that the legislature is moving very slowly on new bills because they are working on the state budget and there are several bills currently in the House that will eventually affect Fire Districts and PSPRS.
- B. Growth/Annexation Issues:** None at this time.
- C. GVFFA Meet & Confer Update:** Chief Davis said the meetings are opening up more dialog between District Management and the Firefighters Union with the last meeting's discussion focused on budget and policy issues.
- D. FY2010 Budget Update:** The Pima County Assessor just released the property tax assessment figures for the next fiscal year. Chief Davis said the news is not as bad as he had anticipated, but we will still probably see a budget shortfall for FY2009/10 budget of \$300,000 to \$340,000. Chief said that we should be able to absorb the FY2009/10 deficit without a reduction in the work force, but for FY2010/11 the shortfall could be substantially more. The Arizona Tax Research Association is proposing a tax limit of 2% plus growth or a maximum of 5% whichever is the higher. While on the surface this may look tolerable, the District has averaged an inflation rate of approximately 8% per year over the past 5 years at least. Chief Davis said that eventually the District will have to raise taxes or cut services to survive.

OPERATIONS REPORTS: Assistant Chief Bill Bohling

- A. Fractiles/Response Data** – The Fractile Report for December showed the crews responded to all EMS calls within the entire District in 8 minutes or less 95% of the time, and 84% of the time within Sahuarita for December. Mr. Clarke wanted to emphasize how important correctly recorded response times are because these response times are what give the fractiles their credibility.
- B. Call/Station Summaries** – Reports on file.
- C. Fleet/Facilities Report** – Reports on file.
- D. Training/Safety Report.** – Assistant Chief Bohling presented the Training report in a new format that offers additional specifics.
- E. Fire Corps Update** – Mr. Dave Smith, Public Information Officer for Fire Corps, recapped the Fire Corps activities for the month of December 2008.

At this point Mr. Clarke called for a five (5) minute break at 1000.

Mr. Appleton left the meeting at 1000

Mr. Clarke called the meeting to order at 1015.

ADMINISTRATIVE REPORTS:

- A. Financials** - Keith Vincent, Financial Manager, presented the District financial reports for the month of December. He reported that Total Actual Revenue YTD was over by \$387,428, due mostly to Wildland Fire reimbursement, unexpected grant activity, revenues from training programs and earlier than expected tax payments. Total Actual Expense YTD is under Total Budgeted Expense YTD by \$402,089 due to lower than budgeted fuel costs, planned delays in purchasing and attention to scheduling.
- B. Administrative Division Update** – Administrative Division Chief Sayre said that we have a total of 78 active Fire Protection agreements in place. ADC Sayre said that Ina Wintrich, our Strategic Planning Consultant has completed all of the interviews and is now compiling all of the data from those interviews. The first of the Board Budget sessions was two weeks ago and staff is currently working on acquiring all of the information needed to build the FY10 budget. Mr. Vincent will set up regular meetings for the Budget & Finance Committee and Mr. Howell has agreed to be the Board Representative.

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

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

COMMUNITY ACTIVITIES – Community Affairs and Public Information Officer Captain Melissa Smith gave a PowerPoint presentation recapping the events from December.

OLD BUSINESS

- A. Discussion and Possible Approval of Board Manual Update without Financial Policies.** Ms. Sayre said that the Board Members have a copy of the Board Manual updates including bylaws and policies. Mr. Howell moved to approve the Board Manual update without the Financial Policies, Ms. Shilling seconded and it passed 4-0.
- B. Discussion and Possible Action on Change to Green Valley Fire District Personnel Policies.** The Board approved the update to the District Personnel Policies Manual in November and since then the GVFFA has asked that certain policies be revisited based on input from the line staff. Two of the existing policies have been amended as well as a new policy for approval. Mr. Howell moved to approve the policies without further changes. Ms. Shilling seconded and the decision passed 4-0.
 - i. EC 111 Shift Trades**
 - ii. EB 104 Family and Medical Leave**
 - iii. EB 106.1 Extended Leave of Absence**

COMMITTEE REPORTS

- A. Local Pension Board Update** – Ms. Shilling said that the vacancy on the Local Pension Board has been filled by Ms. Mickey Walsh. Ms. Shilling reviewed Ms. Walsh’s professional career and said that Ms. Walsh would add a better understanding to the health component of Pension Board. Ms. Shilling further noted that Captain Louis has arranged for a financial planner to give a presentation on the Pension system Friday January 29, 2009 at 9:00 and everyone is welcome to attend. Mr. Clarke reminded the Board that if more than two (2) Board Members attended that the presentation would have to be posted for public viewing.
- C. Strategic Planning Team Update - None**
- D. Finance and Budgeting Update - None**

NEW BUSINESS

- A. Discussion and Possible Action on Green Valley Fire District Respiratory Protection Program.** ADC Sayre gave a copy of this program to the Board members at the recent Budget Workshop so that they could review it and ask any questions at this meeting. The program has been informally in place for several years, but needed to be approval more formally by the Board since it has budgetary and legal implications for the department. Ms. Shilling moved to approve the Respiratory Protection Program as presented and Mr. Howell seconded. Passed 4-0.

FUTURE AGENDA ITEMS:

ANNOUNCEMENTS:

- Special Budget Workshop #2 - Wednesday February 11th at 0900 @ GVFD HQ/Training Center.
- Regular Board Meeting – Wednesday February 25th at 0900 @ GVFD HQ/Training Center.

ADJOURN REGULAR BOARD MEETING: Ms. Shilling moved to adjourn the meeting, with a second from Mr. Howell. The meeting was adjourned at 1045 after a 4-0 vote.

Respectfully Submitted by:

Ms. Mikel Shilling, Board Clerk
Green Valley Fire District