

# Green Valley Fire District

1285 West Camino Encanto  
Green Valley, Arizona 85622-8222  
520/625.9400  
[www.gvfire.org](http://www.gvfire.org)  
Chuck Wunder, Fire Chief



## Green Valley Fire District Board of Directors Meeting Headquarters/Training Center 1285 W. Camino Encanto, Green Valley, AZ January 29, 2020

### REGULAR BOARD MEETING MINUTES

**CALL TO ORDER/ROLL CALL:** Board Chair Tom Allen called the Regular Board Meeting to order at 0900 hours. Members of the Board present included: Board Chair Tom Allen, Mr. Bill Katzel, Ms. Sandi Richey, and Mr. Jeff Jamieson. Board clerk Nancy Schuster, was not present. See attached sign-in sheets for Green Valley Fire District staff, Green Valley Fire Corps, and members of the public present.

**PLEDGE OF ALLEGIANCE:** Mr. Allen led the members of the Board and staff in the Pledge of Allegiance.

**CALL TO THE PUBLIC:** There were no members of the public present who wished to address the Board.

**CLERK'S REPORT: Mr. Allen–** Mr. Allen presented the minutes from the Regular Meeting of December 18, 2019 for approval. Mr. Katzel made a motion to approve the minutes. Mr. Jamieson seconded the motion. All were in favor, and the minutes were approved, (4-0).

**LOCAL PENSION BOARD UPDATE: Mrs. Richey -** Mrs. Richey gave an update on the recent PSPRS annual training conference in Phoenix. Members of the pension board and administration attended.

### **REPORTS AND CORRESPONDENCE**

#### **A. CHIEF'S REPORT: Chief Wunder -**

- 1. Employee/Community Recognition** – Chief Wunder thanked Chief Kosiorowski, Captain Scheller and the other instructors for their efforts with the annual EMS CE training project. In addition, Chief Kosiorowski was recognized for his efforts and support with the Captain's promotional testing process. Chief Wunder advised of selection of 2 new Captain's promotions in February 2020 and one in March 2020, to fill vacancies. A special recognition was given to Mr. Jack Warth, a former GVFD Board Member, for his generous contribution to maintain an ongoing door project at Station 151.
- 2. Legislative Issues** – Chief Wunder advised that the legislature is looking at adjusting commercial tax rates from an 18% assessment to a 15%

assessment, at the recommendation of ATRA. This could have a potential financial impact if passed in legislature. Mr. Katzel asked if 3% assessment drop will affect this year's budget. Chief Wunder informed that it would impact next year's budget; however, GVFD will remain vigilant for any changes as time progresses. No other new updates.

3. **GVFFA Meet & Confer Update** – Chief Wunder reported the latest meet and confer was cancelled, however he and President Beckel did have discussions regarding the annual budget and upcoming staffing.
4. **Administrative/Management Update** – Chief Wunder advised that management objectives are on track and our assessment values are moving in a positive direction with over 5% growth.
5. **Valley Emergency Communication Center (VECC) Update** – Chief Wunder provided an update on the VECC, advising that progress remains on track.

#### **OPERATIONS REPORT: Division Chief Kosiorowski-**

1. **Response Data** – Chief Kosiorowski reported that GVFD responded to 887 medical calls in the month of December. There were 343 calls that were service related and GVFD responded to five fires. Chief Kosiorowski gave an update on transports for the month, (119), as well as the destinations of those transports. Requests for extra transports were supported to assist AMR with an employee funeral. Totals for the 2019 Calendar year call types were also included in the presentation. There were no questions. His report is on file.
2. **Nurse Practitioner Response Unit/BLS** – Chief Kosiorowski gave a PowerPoint Presentation on the NP Program and BLS Classes. NP O'Brien saw 20 patients in December. There were 2 scheduled appointments and 18 employee visits. There were 17 BLS classes held this month, for a total of 50 students. There were no questions. The complete report is on file.
3. **Training and Communications** – Chief Rowe gave a PowerPoint presentation, which touched upon the following: (i) Incidents, (ii) PR Events, and (iii) Training. There were 1558.5 logged training hours for the month of December. The training hours included a DO/AO class graduation with over 30 students from different departments and BLS CPR classes for staff. There were no questions. The complete report is on file.

#### **C. Fire Prevention: Mr. Roger Thompson-**

1. **Potentials Report** – There were no potentials to report on for the month of December. There were no questions. The complete report is on file.

**2. Prevention Activities Report** – Mr. Thompson reported on the inspections and activities for the month. There were no questions. The complete report is on file.

**3. Construction Report** – Mr. Thompson gave a PowerPoint presentation and update of the current and future construction projects underway in Green Valley and Sahuarita and gave an update on the businesses that have opened or will open shortly in Green Valley and Sahuarita. There were 118 total permits issued from the Town of Sahuarita in December, with 22 of them being solar permits. AZ self-storage is working on water pump system during construction. GVR Pickleball court, is in its final phases and opening soon. Mr. Thompson will be meeting next week with Town of Sahuarita for food truck inspections. Mrs. Richey asked how many food trucks are in the area, and Mr. Thompson addressed her question. Mr. Thompson gave a brief update on local vendors. There were no further questions. The complete report is on file.

#### **D. Community Outreach: - L.T. Pratt**

**1. Public Education Events-** Mr. Pratt gave a PowerPoint presentation which reported on Fire Corps activities 2019 annual totals. Fire Corps currently has 54 active members. Mr. Pratt gave an update on annual volunteer hours for Fire Corps, which totaled 8,198. The PowerPoint presentation touched on trends in the smoke alarm battery program, as well as lockbox installs. He then discussed the public and media events that Fire Corps assisted with throughout the year, such as Programmed School Drills, HOA Presentations, Station Tours, Public Events and other requested presentations. Mr. Pratt then touched on the media coverage and trends for the year. Mr. Pratt also provided a CERT update and gave an update on SHIM hours. A member of the public asked if we are able to track the frequency of how often the lockboxes are utilized. Chief Wunder advised there is no traceability; however, Captain Beckel added that they are utilized approximately 3 times per shift. Mr. Katzel asked for an update on SHIM fall data; Mr. Pratt addressed the inquiry and provided feedback regarding falls. The complete report is on file.

#### **E. Financial Update: Melissa Tomlinson -**

**1. December Financial Report-** Mrs. Tomlinson advised that for the month of December, tax levy revenue was under budget by \$34,931.00, at \$657,510.00, budgeted at \$692,441.00. Non-levy revenue was over budget by \$38,286.00, at \$132,876.00, budgeted at \$94,590.00. Lockboxes are the driving factor for this overage. Personnel expenses for the month were at \$640,329.00, which was under budget by \$23,794.00, budgeted at \$664,123.00. Buildings and Fleet are under budget this month by \$39,905, at \$99,926.00, budgeted at

\$139,831.00. This month, Communications came in under budget by \$811.00, at \$13,228.00, budgeted at \$14,040.00. Managerial came in under budget by \$13,517.00, at \$35,416.00, budgeted at \$48,932.00. From a YTD perspective, total revenues are at \$7,394,117.00, which puts us over budget by \$309,842.00, budgeted at \$7,084,275.00. For the YTD expense percentages breakdown: Personnel is the largest at 81%, Communications is at 8%, OPS is at 6%, and Managerial is at 5%. The District's cash position is at \$6.3 million dollars, which is up from \$ 5.2 million dollars this time last year. The District's total debt is down by approximately one million dollars. Overall for the year, finances remained under budget. There were no questions. The complete report is on file. Mr. Katzel made a motion to accept the financials. Mrs. Richey seconded. All were in favor, and the financials were approved, (4-0).

## **NEW BUSINESS –**

### **A. Discussion and Possible Action Regarding Board Officer Positions- Chairperson, Tom Allen**

***Suggested Motion:*** Move to approve Tom Allen as Board chair and Nancy Schuster as Board Clerk.

Chair Allen introduced the agenda item and reminded the Board that annually the Board must elect the Board Chair and the Board Clerk. Chair Allen asked for nominations for the position of Board Clerk. Board Member Jeff Jamieson nominated Nancy Schuster. There were no other nominations. Chair Allen then asked if there were nominations for the position of Chair. Board Member Bill Katzel nominated Tom Allen for Chair. There were no other nominations. Board member Jeff Jamieson made a motion to approve Tom Allen as Board Chair and Nancy Shuster as Board Clerk. The motion was seconded by Bill Katzel. All were in favor, and the motion passed, (4-0.)

### **B. Discussion and Possible Action on Resolution 2020-01; Stonehouse Wagner Private Residence Annexation- Division Chief Kosiorowski**

***Suggested Motion:*** Move to approve Resolution 2020-01; Annexation of the Wagner Private Residence in Stonehouse as presented.

Division Chief Kosiorowski presented a simple annexation to the Board for approval, with complete details provided to them in their Board packets. Board Member Bill Katzel moved to approve Resolution 2020-01; an annexation of the Wagner Private Residence in Stonehouse as presented. Board Member Sandi Richey seconded the motion. All were in favor, and the motion passed, (4-0.)

### **C. Public Hearing on Adoption of 2018 International Fire Codes; and Amendments to the GVFD Fire Code - Chief Wunder**

**D. Close Public Hearing – Chief Wunder**

**E. Discussion and Possible Action to Approve Resolution 2020-02, Adoption of 2018 International Fire Code: Amendments to the GVFD Fire Code - Chief Wunder**

***Suggested Motion:** Move to approve Resolution 2020-02; 2018 International Fire Code and Amendments to the GVFD Fire Code as presented.*

Chief Wunder informed the Board of a need to update the current Fire Code with some corrections and additions to GVFD's Fire Code Amendments. Chief Wunder reminded the Board of the process, stating that this requires a special notice of posting and a public hearing. Chief Wunder noted that he has not received any comments to date on the proposed changes. Chair Allen then opened a public hearing for comment on the proposed changes to the code. There were no comments, and Chair Allen closed the public hearing. Board Member Bill Katzel made a motion to approve Resolution 2020-02; 2018 International Fire Code and GVFD Amendments as presented. The motion was seconded by Board Member Sandi Richey. All were in favor, and the motion passed, (4-0.)

**F. Discussion and Possible Action to Approve Fire Chief Employment Agreement between the Green Valley Fire District and Charles J. Wunder Jr. – Tom Allen, Chairperson**

***Suggested Motion:** Move to approve an extension of the Fire Chief's employment agreement with the Green Valley Fire District through June 30, 2023 with a 2.5% salary increase.*

Chair Allen briefly discussed the Board's desire to extend Chief Wunder's employment contract for an additional three years. Board Member Bill Katzel made a motion to approve an extension of the Chief's employment contract through June 30, 2023 with a 2.5% salary increase. Board Member Sandi Richey seconded the motion. All were in favor, and the motion passed, (4-0.)

**G. Discussion and Possible Action Regarding Policy Update to EC100 (Compensation Administration)- Administrative Manager Talia Carey**

***Suggested Motion:** Move to approve update regarding Policy EC100, compensation administration, as presented.*

Administrative Manager, Talia Carey presented Policy EC100 to the Board. Board Member Bill Katzel made a motion to approve the policy update. Board Member Jeff Jamieson seconded the motion. All were in favor, and the motion passed, (4-0.)

**H. Discussion and Review of AFDA Winter Conference – Chief Wunder, Members of the Board.**

Board Member Jeff Jamieson, Chair Allen and administrative staff that attended, took a brief moment to comment on the recent AFDA conference in Laughlin and the lessons learned from the conference. No action taken.

**Future Agenda Items: None**

**Announcements:**

**Regular Board Meeting:** Wednesday, February 26, 2020 at 9:00 A.M. at the Green Valley Fire District Headquarters/Training Center, 1285 W. Camino Encanto Green Valley, AZ 85622.

**ADJOURN**

There being no further business, Mr. Allen adjourned the meeting at 9:48 A.M.

Respectfully Submitted by:

\_\_\_\_\_

Nancy Schuster, Board Clerk

Green Valley Fire District