

## **Santa Rita Fire District**

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Chuck Wunder, Fire Chief



### **Santa Rita Fire District Board of Directors Meeting Headquarters/Training Center 1285 W. Camino Encanto, Green Valley, AZ October 30, 2024, at 9:00 A.M.**

#### **REGULAR BOARD MEETING MINUTES**

**CALL TO ORDER/ROLL CALL:** Board Chair Mr. Tom Allen called the Regular Board Meeting to order at 0900 hours. Members of the Board that attended the meeting included: Board Chair Mr. Tom Allen, Board Clerk Mrs. Nancy Schuster, Mr. Jeff Jamieson, and Mr. Paul Ober and Mr. Bob Simmons. See the attached sign-in sheets for Santa Rita Fire District staff, Santa Rita Fire Corps, and members of the public present.

**PLEDGE OF ALLEGIANCE:** Mr. Tom 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.

#### **REPORTS AND CORRESPONDENCE**

**A. Consent Agenda-** Mr. Bob Simmons made a motion to approve all items on the consent agenda as presented, and Mr. Jeff Jamieson seconded the motion. All were in favor and the consent agenda was approved, (5-0).

#### **B. FINANCIAL UPDATE: Steven Rodriguez for Gabe Buldra**

- 1. September Financial Report-** Steven Rodriguez presented the financial report and advised that for the month of September, tax-levy revenue was under budget by \$488,352 at \$ 2,596,058 budgeted at \$3,084,409. Non-tax levy revenue was over budget by \$271,152, at \$427,159 budgeted at \$156,007. Personnel

expenses for the month were \$935,253, which was under by \$148,387 budgeted at \$1,083,640. Buildings and Fleet were under this month by \$14,962 at \$82,502 budgeted at \$97,464. This month, Communications came in under budget by \$22,801 at \$175,028 budgeted at \$197,829. Managerial came under budget by \$17,586, at \$54,880, budgeted at \$72,466. For the YTD expense percentages breakdown: Personnel is the largest at 82%, Communications is at 6%, OPS is at 6% and Managerial is at 6%. The District's cash position is at \$12,825,902 which is down from \$14,910,661 this time last year. The District's total debt is down by approximately \$492,741. There were no questions asked from the Board members. Mr. Bob Simmons made a motion to approve the financials as presented. Mr. Jeff Jamieson seconded the motion. All were in favor, and the financials were approved, (5-0).

#### **C. CHIEF'S REPORT: Chief Wunder –**

- 1. Employee/Community Recognition** – Chief Wunder started off by expressing his gratitude to all who supported the Pancake Breakfast, held on Friday, October 11, 2024 at Station 151, particularly acknowledging the large number of Fire Corps volunteers that supported the event. Chief Wunder also formally acknowledged Steven Rodriguez and JVG for their dedicated efforts during the audit process.
- 2. Legislative Issues** - Chief Wunder noted there were no legislative updates at this time.
- 3. GVFFA Meet & Confer Update-** Chief Wunder informed the group that the Meet and Confer meeting took place the day before and that everything went well.
- 4. Administrative/Management Update-** Chief Wunder expressed gratitude to Monica Bell, the Administrative Manager, and her team for their support during the audit.

#### **D. OPERATIONS REPORT: Asst. Chief Kosiorowski**

- 1. Response Data-** Asst. Chief Kosiorowski filed a written report with response and transport data for the month of September. There were no questions. The complete report is on file.

**2. Training and Communications** – Asst. Chief Kosiorowski filed a written report on Training for the month of September. There were questions asked, and Asst. Chief Kosiorowski answered the questions accordingly. The complete report is on file.

**3. Health and Wellness/ BLS** – Asst. Chief Kosiorowski filed a written report on the NP Program and BLS classes for the month of September. There were no questions. The complete report is on file.

**E. FIRE PREVENTION: Director of Community Risk Dennis Stiegleiter-**

**1. Potentials Report** – Mr. Stiegleiter presented the potential fire loss for the month of September. Mr. Stiegleiter stated there were no incidents for potential fire loss for the month of September. There were no questions. The complete report is on file.

**2. Prevention Activities Report** – Mr. Stiegleiter filed a written report on the inspections and activities for the month of September and Mr. Stiegleiter shared those details during the presentation. There were no questions. The complete report is on file.

**3. Construction Report** – Mr. Stiegleiter filed a written report on new construction activities for the month of September and Mr. Stiegleiter presented those to the group. There were no questions. The complete report is on file.

**F. COMMUNITY OUTREACH: L.T. Pratt Outreach Coordinator**

**1. Public Education Events-** Mr. Pratt filed a written report on Community Outreach and Fire Corps activities for the month of September. There were no questions. The complete report is on file.

**OLD BUSINESS-** None

**NEW BUSINESS –**

**A. Discussion and Possible Action on Approval of District Audit Presentation-Beach Fleischman, PC-Mrs. Lydia Hunter**

Mrs. Hunter provided each Board member with a packet of the audit findings for reference. Mrs. Hunter commenced her presentation by informing the group that the audit date was set as of June 30, 2024, with the name change occurring subsequent to that date. Mrs. Hunter elaborated on the findings of the audit and presented on each section to the Board members in detail. During the presentation there were no questions asked. Mr. Bob Simmons made a motion to accept the District audit presentation as presented. Mrs. Nancy Schuster seconded the motion. All were in favor, and the motion passed, (5-0).

**B. Discussion and Possible Action to Purchase a 2025 Chevy Silverado Crew Cab Truck- Asst. Chief Kosiorowski**

Asst. Chief Kosiorowski requested approval from the Board to purchase a 2025 Chevy Silverado in the amount of \$ 42, 599.14. Mr. Bob Simmons made a motion to approve the purchase of the 2025 Chevy Silverado in the amount of \$42,599.14 as presented. Mr. Jeff Jamieson seconded the motion. All were in favor, and the motion passed (5-0).

**C. Discussion and Possible Action to Approve the Purchase of Shade Structures for Fire Station 152 and Annex-Chief Wunder**

Chief Wunder requested approval from the Board to purchase the shade structures for Fire Station 152 and the Annex, not to exceed \$220,000, excluding permits. Chief Wunder informed the group how this purchase is needed to provide shade for vehicles and apparatus that are parked in the sun. Chief Wunder mentioned that this purchase would be covered through bond proceeds. Mr. Jeff Jamieson made a motion to approve the purchase of the shade structures for Fire Station 152 and the Annex, not to exceed \$220,000, excluding permits as presented. Mrs. Nancy Schuster seconded the motion. All were in favor, and the motion passed (5-0).

**Executive Session- The Fire District may conduct an Executive Session on any agenda item(s) set forth, pursuant to A.R.S. 38-431.03(A)**

(7) Discussion or Consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale, or lease of real property.

**There will be no action taken during the Executive Session.**

Mr. Bob Simmons made a motion to move into Executive Session for Discussion of Real Property. Mr. Jeff Jamieson seconded the motion. All were in favor, (5-0). The regular board meeting went into recess for an Executive Session at 9:46 A.M

The Regular Board Meeting was reconvened at 10:35 a.m.

**Future Agenda Items:** None

**Announcements:**

**Regular Board Meeting:** Wednesday, November 20, 2024, at 9:00 A.M. at the Santa Rita Fire District Headquarters/Training Center, 1285 W. Camino Encanto Green Valley, AZ 85622.

**ADJOURN**

There being no further business, Board Chair Mr. Tom Allen adjourned the meeting at 10:36 a.m.

Respectfully Submitted by:

A handwritten signature in black ink, appearing to read "Nancy Schuster", is written over a horizontal line.

Nancy Schuster, Board Clerk  
Santa Rita Fire District