

Green Valley Fire District

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Chuck Wunder, Fire Chief



**Green Valley Fire District Board of Directors Meeting
Headquarters/Training Center
1285 W. Camino Encanto, Green Valley, AZ
December 18, 2019**

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, Clerk Nancy Schuster, and Mr. Jeff Jamieson. 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: Mrs. Schuster – Mrs. Schuster presented the minutes from the Regular Meeting of November 20, 2019 and the Executive Session from November 20, 2019 for approval. Mr. Katzel made a motion to approve both sets of minutes. Mr. Allen seconded the motion. All were in favor, and the minutes were approved, (5-0).

LOCAL PENSION BOARD UPDATE: Mrs. Richey– Mrs. Richey gave an update on the last pension board meeting, and advised a retirement was approved for Engineer Kevin Malaney for January 12, 2020. Administrative Manager Talia Carey also advised that Mark Savalle is the newly appointed pension member. He is a replacement for Bob Zinn, who will be retiring in late March of 2020.

REPORTS AND CORRESPONDENCE

A. CHIEF'S REPORT: Chief Wunder -

- 1. Employee/Community Recognition** – Chief Wunder recognized Firefighter Amy Shultz for her hard work and dedication in leading the Adopt- a- Family program again this year. Over 200 children were sponsored in the program, and over 50 families were helped by the program. Chief Wunder recognized Amy's efforts with coordination, and her enthusiasm throughout, as she did an outstanding job. Chief Wunder also

thanked staff for their support and turnout of the programs including the Beall's shopping day.

- 2. Legislative Issues** – Chief Wunder – Chief Wunder advised there is nothing new to report.
- 3. GVFFA Meet & Confer Update** – Chief Wunder reported that all objectives are on track and moving in a positive direction. He also advised that the 12/17/19 meeting was cancelled.
- 4. Administrative/Management Update** – Chief Wunder advised that healthcare budget negotiations continue to be ongoing. He mentioned that PSPRS will be increasing, but we are still waiting for our final numbers from them. He also advised to expect assessments from the county assessor's office approximately mid to the end of January. This will assist with budgeting and future planning with Gabe Buldra. Chief Wunder also advised that Workers Comp and liability insurance will be an item for discussion in upcoming months. There were no questions.
- 5. Valley Emergency Communication Center (VECC) Update** – Chief Wunder, no updates.

B. OPERATIONS REPORT: Chief Rowe for Chief Kosiorowski-

- 1. Response Data** – Chief Rowe reported on 1130 calls for the month of November. We responded to 401 medical calls. 632 calls were service related and GVFD responded to five fires. Chief Rowe gave an update on transports for the month, (91), as well as the destinations of those transports. There were no questions. His report is on file.
- 2. Nurse Practitioner Response Unit/BLS** – Chief Rowe gave a PowerPoint Presentation on the NP Program and BLS Classes. NP O'Brien saw 16 patients in November. There were 3 scheduled appointments and 12 employee visits. There were 23 BLS classes held this month, for a total of 92 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 1222.25 logged training hours for the month of November. The training hours included Base Hospital CE and Driver Operator Initial Training. Mr. Allen asked what the Base Hospital indicated; Chief Rowe provided a brief scope of the program. Mrs. Schuster asked why the NP appointments are down. Chief Rowe and Chief Wunder indicated that our Nurse Practitioner is working primarily with UCHC. Chief Rowe assured everyone that she remains

flexible to balance her role as the GVFD NP, taking on internal appointments, while keeping up with the demand of her role at UCHC. Mr. Katzel asked for an update on our relationship with UCHC, which Chief Wunder provided. Chief Wunder also wanted to recognize Chief Rowe and Captain Scheller for doing a great job with live fire training. In addition, he wanted to reference data from the OPS report, indicating that EMS transport volumes are down, though there is no major explanation for that. There were no further questions. His report is on file.

C. Fire Prevention: Mr. Roger Thompson-

- 1. Potentials Report** – There were no potentials to report on for the month of November. 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. Chipotle recently opened, adding to the indication for good growth in 2019. 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 68 total permits issued from the Town of Sahuarita in November, with 6 of them being solar permits. There were no 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 for the month of November. Fire Corps currently has 54 active members. Mr. Pratt gave an update on volunteer hours for Fire Corps for the month of November, which totaled 668. 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 in November, such as KGVY Senior/ Boomer Health Fair, Garden Club Snake Presentation, Program Presentation at Friends in Deed, 7th Day Adventist Church Presentation, and Preschool Fire Drills and Fire Safety Talks. Mr. Pratt then touched on the media

coverage for the month. Mr. Pratt also provided a CERT update and gave an update on SHiM hours as well. There were no questions. The complete report is on file.

E. Financial Update: Gabe Buldra -

1. November Financial Report- Mr. Buldra advised that for the month of November, tax levy revenue was under budget by \$1,254,401.00, at \$435,745.00, budgeted at \$1,690,146.00. Non-levy revenue was over budget by \$119,154.00, at \$213,643.00, budgeted at \$94,490.00. Ambulance and wildland collections are bringing revenues in this category up. Personnel expenses for the month were at \$909,296.00, which was under budget by \$49,535.00, budgeted at \$958,832.00. Buildings and Fleet are under budget this month by \$8,805.00, at \$42,686.00, budgeted at \$51,491.00. This month, Communications came in under budget by \$512.00, at \$13,528.00, budgeted at \$14,040.00. Managerial came in under budget by \$7,790.00, at \$41,142.00, budgeted at \$48,932.00. From a YTD perspective, total revenues are at \$6,603,731.00, which puts us over budget by \$306,514.00, budgeted at \$6,297,217.00. For the YTD expense percentages breakdown: Personnel is the largest at 81%, Communications is at 9%, OPS is at 5%, and Managerial is at 5%. The District's cash position is at \$6.5 million dollars, which is up from \$ 5.5 million dollars this time last year. The District's total debt is down by approximately one million dollars.

Chief Wunder added that the budget has seen cost savings this last year, with a contributing factor being a slow wild land fire season in Arizona particularly. In addition, Chief Wunder discussed the possibility of removing two Sutphen trucks from the fleet due to high maintenance costs. There were no questions. The complete report is on file. Mr. Katzel made a motion to accept the financials. Mrs. Schuster seconded. All were in favor, and the financials were approved, (5-0).

NEW BUSINESS –

A. District Audit Presentation – Beach Fleischman, PC –Ms. Lydia Hunter presented the audit results to the board. Ms. Hunter advised that there were no concerns and thanked the Board and Management for their cooperation. She also thanked the finance team for their collaboration and cooperation with Beach Fleischman throughout the year. There were no questions.

I. 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). The Board adjourned and went into an executive session at 9:47a.m. They returned at 10:01a.m.to adjourn the Regular Meeting.

(1) for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.

Future Agenda Items: None

Announcements:

AFDA Winter Training Conference: January 16-18, 2020 at the Aquarius Resort, 1900 S. Casino Dr. Laughlin, NV 85029.

Fire Corps Pancake Breakfast: Friday, January 24, 2020 at 7:30 A.M. to 10:30 A.M., Madera Clubhouse- Quail Creek 2055 E. Quail Crossing Blvd. Green Valley, AZ 85614.

Regular Board Meeting: Wednesday, January 29, 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 10:01 A.M.

Respectfully Submitted by:

Thomas F. Allen

Nancy Schuster, Board Clerk

Green Valley Fire District