

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 May 29, 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, Mrs. Sandi Richey, Clerk Nancy Schuster, and Mr. Harry Smith. 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. Smith 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 April 24, 2019 for approval. Mr. Katzel made a motion to approve the minutes. Mr. Smith seconded the motion. All were in favor, and the minutes were approved, (5-0).

LOCAL PENSION BOARD UPDATE: Mr. Smith- There was no meeting, however Mr. Smith advised that Ms. Richey had attended a PSPRS seminar recently. There were no questions.

REPORTS AND CORRESPONDENCE

A. CHIEF'S REPORT: Chief Wunder-

- 1. Employee/Community Recognition** – Chief Wunder and Captain Scheller presented a \$1000.00 scholarship to Firefighter Cody Naber, on behalf of the Green Valley Firefighters Foundation toward his accounting degree.
- 2. Legislative Issues** – Chief Wunder reported that at 12:58 A.M. on Sunday, May 26, the AZ State Legislature adjourned for this session. Chief Wunder advised that within the budget, they did increase the Wildland Stabilization cap to \$20 million dollars. Mr. Allen asked if the unused funds rollover year by year, which Chief

Wunder addressed. Chief Wunder informed the Board about some watched bills, specifically once about fireworks regulations. PSPRS unfunded liability continues to remain a hot topic, as Chief Wunder advised there was a major change with PSPRS's actuarial board. The State Union meeting is next week, and Chief Wunder expects PSPRS to be a heavy item on the agenda, as well as at AFDA. During this report, Chief Wunder advised the town of Sahuarita passed the 2018 Fire Code at their meeting last night with amendments. He then thanked Dennis Stiegleiter for all the work he did in making that happen.

- 3. GVFFA Meet & Confer Update** – Chief Wunder advised Labor and Management were in sync on the policy change to EP104, which was discussed at the recent meeting.
- 4. Administrative/Management Update** – Chief Wunder provided an update on shared services. Talia has been working with DHFD in respect to their promotional process for the VECC and has assumed some HR responsibilities for DHFD. Chief Wunder advised there will need to be a planning session for some discussion regarding some Financial moves, pertaining to contract help.
- 5. Valley Emergency Communication Center (VECC) Update** – Chief Wunder provided an update on the VECC, specifically pertaining to subscriber agreements. He advised even with Rincon Valley Fire District leaving the VECC, it will have no real adverse cost effects for this year. Mr. Smith asked where RVFD will be obtaining their dispatch services from, which Chief Wunder addressed.

B. OPERATIONS REPORT: Chief Kosiorowski -

- 1. Response Data** – Chief Kosiorowski reported on 1247 calls for the month of April. We responded to 463 medical calls, which equaled 37%. 704 calls were service related, equaling 57%, and GVFD responded to seven fires. He also gave an update on transports for the month, (113) as well as the destinations of those transports. Mr. Allen posed a question about the ambulance response times vs. fire response times, which was address by Chief Kosiorowski. Chief Wunder and Chief Kosiorowski continued to discuss fractile reporting and response times to ensure the Board members were all clear. Mr. Katznel then asked a question about mutual aid reporting, which Chief Kosiorowski addressed. There were no other 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 46 patients in April, 23 scheduled appointments, and 23 employee visits. There were 12 BLS classes held this month, for a total of 46 students. There were no other questions. The complete report is on file.
- 3. Training and Communications** – Chief Kosiorowski gave a PowerPoint presentation, which touched upon the following: (i) Incidents, (ii) PR Events, and (iii) Training. There were 936.7 logged training hours for the month of April. These hours included New Hire PAT Orientation, New Hire PAT Testing, PFT Recert Course, Union Pacific Railroad Training, and GVFD/DHFD Academy Planning. There were no questions. His report is on file.

C. Fire Prevention: Mr. Dennis Stiegleiter-

- 1. Potentials Report** – There were two fires to report on for the month of April, with potential losses of \$300,000.00 and an actual loss of \$50,020.00. There were no questions. The complete report is on file.
- 2. Prevention Activities Report** – Mr. Stiegleiter reported on the inspections and activities for the month. There were no questions. The complete report is on file.
- 3. Construction Report** – Mr. Stiegleiter 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 87 total permits issued from the Town of Sahuarita in April, with 9 of them being solar permits. Residential home permits are holding steady, with 30 permits for new construction. Mr. Katzel asked a question about the owner of the Culvers, which was addressed by Mr. Stiegleiter. Mr. Katzel also asked a question about the status of the MVD trailer, which was addressed by Chief Kosiorowski. There were no other questions. The complete report is on file.

D. Community Outreach: Mr. Pratt -

- 1. Public Education Events-** Mr. Pratt gave a PowerPoint presentation which reported on Fire Corps activities for the month of April. Fire Corps currently has 67 active members, with five trainees. Mr. Pratt gave an update on volunteer hours for Fire Corps, which totaled 701. This translated to a savings for

GVFD for April of \$16,172.00. The PowerPoint presentation touched on trends in the smoke alarm battery program, as well as lockbox installs. He gave an update on the Fire Corps Annual Social Event, held on April 6th. He also gave a presentation on the two Fire Corps Volunteers of the year, Field Member Mr. George Johnson, who has been a member since 2013, and has 1,004 hours of service; and Administrative Member Peggy Cederstrom, who has been a Member since 2011 and has 1,978 hours of service. He then discussed the public and media events that Fire Corps assisted with in April, such as the Health and Human Services Talks, Elks Ladies Auxiliary, Green Valley Animal League AED training, Quail Creek Optimal Aging Group and The St. Francis PEO Presentation, as well as various HOA meetings and station tours. Mr. Pratt then touched on the media coverage for the month and thanked them for their support. Mr. Pratt then introduced Firefighter Hannah Chester, who gave an "I am GVFD" presentation for those in attendance. Mr. Pratt also provided a CERT update. The complete report is on file.

E. Financial Update: Chief Wunder -

1. April Financial Report- For the month of April, tax levy revenue was over budget by \$748,059.00, at \$2,270,078.00, budgeted at \$1,522,019.00. Non-levy revenue was over budget by \$40,813.00, at \$142,902.00, budgeted at \$102,090.00. Personnel expenses for the month were at \$590,899.00, which were under budget by \$23,877.00, budgeted at \$614,766.00. Buildings and Fleet are under budget by \$8,550.00, at \$40,991, budgeted at \$49,541.00. This month, Communications came in just over budget by \$2,288.00, at \$15,113.00, budgeted at \$12,825.00. Managerial came in under budget by \$8,861.00, at \$36,877.00, budgeted at \$45,738.00. From a YTD perspective, total revenues are at \$11.4 million, which puts us over budget by \$1,462,404.00, budgeted at \$10.01 million. For the YTD expense percentages breakdown: Personnel is the largest at 80%, Communications is at 9%, OPS is at 6%, and Managerial is at 5%. The District's cash position is at \$6.21 million dollars, which is up from \$4.50 million this time last year. The complete report is on file. Mrs. Schuster made a motion to accept the financials. Mr. Katzel seconded. All were in favor, and the financials were approved, (5-0).

OLD BUSINESS: None

NEW BUSINESS –

- A. Discussion and Possible Action on Resolution 2019-07 – Canoa Ranch Block 6 Annexation–Chief Kosiorowski-** Chief Kosiorowski presented Resolution 2019-07 for Board approval. This is an annexation of a wash, for contiguous boundaries. Mr. Katzel made a motion to approve the resolution as presented. Mr. Smith seconded the motion. All were in favor, and the resolution passed, (5-0).
- B. Discussion and Possible Action on Resolution 2019-08 – Canoa Ranch Common Area C (Roadway) Annexation- Chief Kosiorowski-** Chief Kosiorowski presented Resolution 2019-08 for Board approval. Mr. Katzel made a motion to approve the resolution as presented. Mr. Smith seconded the motion. All were in favor, and the resolution passed, (5-0).
- C. Discussion and Possible Action on Resolution 2019-09 – Silman Residence Annexation- Chief Kosiorowski-** Chief Kosiorowski presented the simple annexation of the Silman residence, which is in the Stonehouse community. The town of Sahuarita has given us its blanket approval, to annex any property within the Stonehouse community. Mr. Smith asked a question about how many residences are in Stonehouse, which Chief Kosiorowski addressed. Mr. Katzel made a motion to approve the resolution as presented. Mrs. Schuster seconded the motion. All were in favor, and the motion passed, (5-0).
- D. Discussion and Possible Action on Resolution 2019-10 – Lauper Residence Annexation- Chief Kosiorowski-**Chief Kosiorowski presented 2019-10 for annexation of the Lauper residence, which is also in the Stonehouse community. Mr. Katzel made a motion to approve the resolution as presented. Mr. Smith seconded. All were in favor, and the motion passed, (5-0).
- E. Discussion and Possible Action on Policy Update to EP104- Chief Wunder-** Chief Wunder explained the reason for the policy change was a cleanup to the language, furthering clarifying the policy pertaining to acting shifts and overtime shifts at a regular assignment. He advised Labor

and Management were in sync on this update. Mr. Katzel made a motion to accept the policy change as presented. Mrs. Schuster seconded the motion. All were in favor, and the policy update to EP104 was approved, (5-0).

F. Discussion and Possible Action to Open Public Hearing of GVFD FY 2020 Budget- Chief Wunder - Chief Wunder advised the board that GVFD has already met the statutory posting requirement for the tentative budget. Now we must hold a public hearing to comply with statutory requirements and see if there are any public comments. Mr. Allen moved to open the public hearing. Mr. Katzel seconded the motion. All were in favor, and the public hearing was opened, (5-0).

G. Discussion and Possible Action to Close Public Hearing of GVFD FY 2020 Budget- Chief Wunder – Seeing no action or requests to comment, Mr. Allen made a motion to close the public hearing. Mr. Smith seconded the motion. All were in favor, and the public hearing was closed, (5-0).

H. Discussion and Possible Action for Ratification of GVFD FY 2020 Budget- Chief Wunder - Chief Wunder advised that the FY 2020 budget being presented is an \$11.8 million budget. It is balanced, and there were no changes. The tax rate is \$2.52. Mr. Katzel made a motion to approve the ratification of the FY 2020 Budget as presented. Mr. Smith seconded the motion. All were in favor, and the FY 2020 Budget was approved, (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)

(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,

- A. Discussion Regarding the Fire Chief's Annual Evaluation; There will be no action taken during Executive Session-** Chair Allen- Mr. Katzel made a motion to go into Executive Session to discuss the Fire Chief's annual appraisal. Mr. Smith seconded the motion. All were in favor and the Board went into Executive Session at 09:51 A.M., (5-0).

Future Agenda Items: None

Announcements:

Regular Board Meeting: Wednesday, June 26, 2019 at 9:00 A.M. at the Green Valley Fire District Headquarters/Training Center.

New Hire Recruit Dinner: Friday, June 28, 2019 at 6:00 P.M, at Station 155.

ADJOURN

The Board returned from Executive Session at 10:53 A.M. There being no further business, Mr. Smith made a motion to adjourn the Regular Meeting. Mrs. Schuster seconded the motion. All were in favor, and Mr. Allen adjourned the meeting at 10:54 A.M., (5-0).

Respectfully Submitted by:

Nancy Schuster, Board Clerk
Green Valley Fire District