

## **Santa Rita Fire District**

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



**Santa Rita Fire District Board of Directors Meeting  
Headquarters/Training Center  
1285 W. Camino Encanto, Green Valley, AZ  
December 11, 2024, at 09:00 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: Mr. Gabe Buldra (Presented by Steven Rodriguez)**

**1. November Financial Report-** Mr. Steven Rodriguez presented the financial report and advised that for the month of November tax-levy revenue was over budget by \$1,581,697 at \$4,029,263, budgeted at \$2,447,566. Non-tax levy revenue was

over budget by \$103,953, at \$259,960 budgeted at \$156,007. Personnel expenses for the month were \$940,850, which was under by \$190,315 budgeted at \$1,131,165. Buildings and Fleet were under this month by \$29,820 at \$65,170 budgeted at \$94,990. This month, Communications came in under budget by \$11,231 at \$28,417 budgeted at \$39,648. Managerial came under budget by \$38,761 at \$66,017, budgeted at \$104,778. For the YTD expense percentages breakdown: Personnel is the largest at 82%, Communications is at 4%, OPS is at 7% and Managerial is at 7%. The District's cash position is at \$17,914,745 which is up from \$17,273,983 this time last year. The District's total debt is down by approximately \$177,563. There was one question asked from the Board members and Chief Wunder answered the question accordingly. Mr. Bob Simmons made a motion to approve the financials as presented. Mr. Paul Ober seconded the motion. All were in favor, and the financials were approved, (5-0).

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

### **Employee/Community Recognition –**

- 1. Employee/Community Recognition** – Chief Wunder started off by recognizing Captain Taormina for building a stand to hold a fire pole from our old Fire Station 152. Chief stated this was a part of District history and he was grateful for his preserving this pole. Chief Wunder also recognized Amy Shultz for her hard work and dedication to the program Adopt-a-Family and thanked the community for their generous support. Chief Wunder also thanked Admin Manager, Monica Bell and her team for their efforts in decorating during the holiday season. Chief Wunder thanked the Board and the Santa Rita Fire District employees for a busy and productive year.
- 2. Legislative Issues**—Chief Wunder advised that different groups are working on their legislative priorities for the upcoming year, including PSPRS who has already released some of their priority items for the upcoming session.
- 3. GVFFA Meet & Confer Update**—GVFFA President Thomas Beckel presented the Board with a bronze helmet statue to commemorate the significant year the District had. President Beckel thanked the Board for their continued support, particularly the addition of a number of new employees this past year.

- 4. Administrative/Management Update**—Chief Wunder expressed gratitude to Monica Bell, the Administrative Manager, and her team for a great 2024. He stated administrative priorities will be closing out the calendar year and preparing year end reports and W2s for employees.

#### **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 November. 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 November. There were no questions. 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 November. 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 November. Mr. Stiegleiter stated there were no incidents for potential fire loss for the month of November. 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 November 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 November and Mr. Stiegleiter presented those to the group. There were questions asked, and Asst. Chief Kosiorowski answered the questions accordingly. 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 November. There was one question asked, and Volunteer Coordinator Kevin McNichols answered the question accordingly. The complete report is on file.

**OLD BUSINESS-** None

## **NEW BUSINESS –**

**A. Swearing in of Board Members- Jeff Jamieson, Paul Ober, and Nancy Schuster- Chief Wunder**

Chief Wunder swore in Board members Jeff Jamieson, Paul Ober, and Nancy Schuster.

**B. Discussion and Possible Action Regarding Board Officer Positions. - Chairperson, Tom Allen  
Chairperson, Tom Allen requested approval from the Board Regarding Board Officer Positions**

Mrs. Nancy Schuster nominated Mr. Tom Allen Board Chair. and Mr. Jeff Jamieson nominated Mrs. Nancy Schuster as Board Clerk. All were in favor, and the motion passed (5-0). There were no questions asked. The complete report is on file.

**C. Public Hearing on the Proposed 2024 International Fire Code (IFC) with Amendments Pursuant to A.R.S. §48-805.07 - Chief Chuck Wunder**

Chair Allen requested a motion to open a Public Hearing on the Proposed 2024 International Fire Code (IFC) with Amendments Pursuant to A.R.S. §48-805.07. Mr. Jeff Jamieson made a motion to open the hearing. Mr. Bob Simmons seconded the motion. No one commented during the public hearing and the hearing was closed.

**D. Discussion and Possible Action on Resolution 2024-13, Adoption of the 2024 International Fire Code (IFC) with local amendments pursuant to A.R.S. §48-805.09 - Chief Chuck Wunder**

Chief Wunder introduced the item and explained the significance of adopting a new code and amendments. He explained that the State Fire Marshal's office will be adopting the 2024 code and that a jurisdiction cannot have a code less stringent than the State adopted code. After explaining the code and amendments, Chief Wunder requested approval from the Board on Resolution 2024-13; Adoption of the 2024 International Fire Code (IFC) with local amendments pursuant to A.R.S. §48-805.- Mrs. Nancy Schuster made a Move to Approve Resolution 2024-13; Adoption of the 2024 International Fire Code (IFC) with local amendments pursuant to A.R.S. §48-805.09. Mr. Bob Simmons seconded the motion. All were in favor, and the motion passed (5-0). There were no questions asked. The complete report is on file.

**E. Discussion and Possible Action on the Approval of Two (2) Lucas Chest Compression Systems, Including Support Equipment and Three (3) Year Maintenance Contract.- Chief Wunder**

Chief Wunder requested approval from the Board on Approval of Two (2) Lucas Chest Compression Systems, Including Support Equipment and Three (3) Year Maintenance Contract. Chief Wunder stated the goal is to have one on each frontline ambulance. Mr. Bob Simmons made a Move to Approve the purchase of two (2) Lucas Chest Compression Systems, including support equipment and three (3) Year maintenance contract in the amount of \$51,275.42. Mr. Jeff Jamieson seconded the motion. All were in favor, and the motion passed (5-0). There were questions asked and Asst. Chief Kosiorowski answered the questions accordingly. The complete report is on file.

**F. Discussion and Possible Action on the Approval of the updated SRFD Board Policy Manual and Board Bylaws.**

Chief Wunder requested Board Approval of the updated SRFD Board Policy Manual and Board Bylaws. Mrs. Nancy Schuster made a Move to Approve the updated SRFD Board Policy Manual and Board Bylaws as presented. Mr. Jeff Jamieson seconded the

motion. All were in favor, and the motion passed (5-0). There were no questions asked. The complete report is on file.

**Future Agenda Items:** None

**X. Announcements:**

**Regular Board Meeting:** Wednesday, January 29, 2025, at 9:00 A.M. at the Santa Rita Fire District Headquarters/Training Center, 1285 W. Camino Encanto Green Valley, AZ 85622.

**XI. ADJOURN**

There being no further business, Board Chair Mr. Tom Allen adjourned the meeting at 9:57 a.m.

Respectfully Submitted by:

---

Nancy Schuster, Board Clerk  
Santa Rita Fire District