

MINUTES  
AVRA VALLEY FIRE DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS



**Meeting Date:** Tuesday, December 16, 2014  
**Meeting Time:** 10:00 AM  
**Location:** 15790 W. Silverbell Road, Marana, AZ 85653

1) **Call To Order** Chairman Castaneda called the meeting to order at 10:01 AM.

2) **Pledge of Allegiance** The *Pledge of Allegiance* was recited by all present.

3) **Roll Call** The roll was called by Secretary Palmquist. In attendance:

Chairman Castaneda, Jr.	Chief Delfs (excused)
Vice-Chair Aleyna Lassen (present by phone)	Assistant Chief Klein
Sara Bauer	Lorrie Palmquist, Finance/Admin Manager
Clerk Eric Neilson	
Director Brian Horch (present by phone)	Counsel Wencker (present by phone)

Also in attendance: one District resident and several firefighters.

4) **Recognition of Personnel** NONE

5) **Approval of Minutes from the Regular Board Meeting held November 14, 2014**

Director Bauer requested that the November minutes be corrected to reflect that Vice-Chairman Lassen was physically in attendance. Director Bauer motioned to approve the Minutes from the regular Board meeting held November 14, 2014, to include the correction noted. Director Horch seconded.

*Motion carried unanimously, 5:0.*

6) **Approval of Minutes from the Executive Session held November 14, 2014**

Executive Session minutes from November 14, 2014, were handed out at today's Board meeting. Chairman Castaneda motioned to approve the Executive Session minutes. Clerk Neilson seconded.

*Motion carried:* 3 yes, 2 abstentions from the 2 directors attending the meeting via internet.

7) **Call To The Public** NONE

8) **Announcements, Current Events & Correspondence**

- **AFDA Conference**

Chairman Castaneda, Clerk Neilson Director Bauer will attend the upcoming AFDA Conference in Laughlin, NV. Conference registration and hotel reservations are due by the end of December. The Chairman stated that we are hoping to have online classes available soon for the Board members to attain their required training. Chief Klein stated that the District Captains may submit a request to attend the conference. Approval for their attendance will depend on available budget and staffing needs. Vice-Chairman Lassen requested that the Board review the training policy at the next regular board meeting.

- **Annual Award Ceremony**

The annual event was held Friday, December 12. Many firefighters were recognized outstanding service. *Firefighter of the Year* was awarded to Jason Bowden. Ms. Laura Coody received a civilian award for service to the Avra community. Assistant Chief Klein received the Robert Million Award for outstanding service to the District. The Union awarded Director Sara Bauer and firefighter Izzie Martinez for their work with the *Adopt-a-Family* program during the holidays. Chairman Castaneda offered thanks and congratulations to all recipients.

**9) Chief's Reports**

- **Chief Delfs** – training, vehicles, labor relations, personnel, stations, communications
- **Chief Klein** - operations and response times

Assistant Chief Klein addressed the Board stating that Chief Delfs provided a thorough summary of events in his report which was included in the Board packets. After handing out his call response data, He stated that the District is continuing to exceed our coverage and CON times.

**10) Review, Discussion and possible Action to approve the November 2014 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*.**

Director Bauer motioned to approve the November 2014 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*. Vice-Chairman Lassen seconded.  
***Motion carried unanimously, 5:0.***

**11) Review, Discussion and possible Action to raise the payscale by 2.5% .**

Assistant Chief Klein reminded the Board that the previously approved fiscal budget included a mid-year raise. He commented that our firefighters have not had a raise in several years, and that last year they waived discussion of raises in favor of adding additional staffing. We are budgetarily on track, and are planning to implement the projected 2.5% increase for all fulltime employees. The raise will take effect on the pay period beginning January 12, 2015.

Director Neilson motioned to approve raising the payscale by 2.5%, with raises effective on the January 16, 2015 payroll checks. Director Horch seconded. ***Motion carried unanimously, 5:0.***

**12) Review, Discussion and possible Action to consider purchasing AVFD polo shirts for the Board members.**

Director Bauer suggested that the Board members have uniform shirts for conferences and special functions. The proposed shirts would be a black polo shirt embroidered with the AVFD logo at a cost of \$25 each and no minimum order required. There will be a \$40 fee to digitalize the logo which the District can retain for future purposes. Chairman Castaneda motioned to authorize staff to purchase polo shirts for Board members not to exceed a total cost of \$300. Director Horch seconded.  
***Motion carried unanimously, 5:0.***

**13) Review, Discussion and possible Action regarding the building projects**

Assistant Chief Klein addressed the Board stating that we are expecting to place a crew in Station 194 beginning January 2, 2014. The Grand Opening celebration is scheduled for January 10, 2015. There is still work to be done to ready the station, including IT and moving furniture.

Assistant Chief Klein further commented that we are waiting on Pima County to begin groundwork for Station 192.

**14) Reports of Board Members and Staff**

Chairman Casaneda commented that he attended the Holiday event and it was a wonderful evening.

**15) Future Agenda Items**

Vice-chairman Lassen asked to have a review/discussion/possible action item to address the education and training policy.

**16) Date of Next Board Meeting - Wednesday, January 28, 2015**

**17) Adjournment**

Director Bauer motioned to adjourn the meeting. Clerk Neilson seconded.

***Motion carried unanimously, 5:0.***

Meeting adjourned at 10:58 AM.

  
\_\_\_\_\_  
APPROVED

  
\_\_\_\_\_  
DATE

**Board Members**

**Luis Castaneda, Jr. Aleyna Lassen Sara Bauer Eric Neilson Brian Horch**

*In accordance with the Federal law and the U.S. Department of Agriculture policy, Avra Valley Fire District is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202)720-6382 (TDD).*