



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

**Meeting Date:** Wednesday, April 22, 2015  
**Meeting Time:** 10:00 AM  
**Location:** 21021 E Homestead Drive, Red Rock, Az 85145

*Recording On.*

- 1) **Call To Order** Chairman Castaneda called the meeting to order at 10:08 AM.
- 2) **Pledge of Allegiance** The *Pledge of Allegiance* was recited by all present.
- 3) **Roll Call** Secretary Palmquist called roll. In attendance:

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

- 4) **Recognition of Personnel** NONE
- 5) **Approval of Minutes from the Regular Board Meeting held March 25, 2015**

Director Bauer motioned to approve the minutes from the regular Board meeting held March 25, 2015. Clerk Neilson seconded. *Motion carried unanimously, 5:0.*

- 6) **Approval of Minutes from the Executive Session held March 25, 2015**

Written minutes from the March 25, 2015, Executive Session were handed out at the Board meeting and promptly collected after discussion. Director Bauer motioned to approve the minutes from the Executive Session held March 25, 2015. Director Horch seconded. *Motion carried unanimously, 5:0.*

- 7) **Approval of Minutes from the Special Board Meeting held April 7, 2015**

Vice-Chairman Lassen motioned to approve the minutes from the special Board meeting held April 7, 2015. Clerk Neilson seconded. *Motion carried unanimously, 5:0.*

- 8) **Call To The Public** NONE

- 9) **Announcements, Current Events & Correspondence**

- “Sessions with the Supervisor” Thursday, April 2, 2015 at Station 194  
Supervisor Smith has asked to use Station 194 to hold meetings on a quarterly basis. Although he has not announced the date, the next meeting will include a briefing on the mosquito abatement program per requests from residents in the area.
- The State of the Town Address held Friday, April 17, 2015 at the Ritz-Carlton/Dove Mountain, was attended by three of our Board members as well as Chief Delfs. The mayor’s address included a nod to the Avra Valley Fire District.

## 10) Chief's Reports

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

Chief Delfs addressed the Board stating that his notes, as well as response time information, were included in the Board packets. The Chief stated that our District is continuing to meet the adopted response times. He provided more detail on the following issues:

- The District is transitioning from Google Postini to Google Apps and was given a very high bid from the current Google provider to perform this transition. The District approached GRFD IT staff, and they determined that the transition can be done in-house which will save the District a considerable sum.
- Regarding the mechanic's software, the District has returned the initial software purchased because it was an outdated version. An upgraded version has been ordered and is on the way. The new software will require an annual license renewal for updates and support.
- The Chief explained that Tom is still diagnosing the computer issue with the pumper. Tom is working on it and needs the new software to help analyze the problem.

## 11) Review, Discussion and possible Action to approve the March 2015 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*.

Director Horch motioned to approve the March 2015 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*. Director Bauer seconded. Motion *carried unanimously, 5:0*.

## 12) Review, Discussion and possible Action regarding the preliminary draft of the FY 2016 Budget

Chief Delfs addressed the Board stating that the budget shell presented has been updated with the most current figures to date. By plugging in the known amounts, we have been able to lower the projected shortfall for the 5 year period by \$90,000. We will continue to update the budget shell as solid figures become available, but we are encouraged about our 5 year sustainable budget.

## 13) Review, Discussion and possible Action regarding additions, amendments, or changes to the Bylaws of the Avra Valley Fire District Governing Board

Chairman Castaneda addressed the Board stating that he contacted Counsel to review the current Board Bylaws. The Chairman opined that our District has evolved into a well-respected organization and we want to support and enhance our community relations, as well as make sure protocols are in place for Board member contact with District staff. Counsel Wencker addressed the Board stating that he suggests adding a section dealing with Board member conduct to ensure professionalism and to uphold the District's chain of command. Vice-Chairman Lassen moved to adopt the revised bylaws as presented. Clerk Neilson seconded. Chairman Castaneda called for a roll call vote:

Chairman Castaneda, ay; Vice-Chairman Lassen, ay; Clerk Neilson, ay; Director Bauer, ay; Director Horch, ay. *Motion carried unanimously, 5:0*.

## 14) Review, Discussion and possible Action regarding renewal of membership in the Marana Chamber of Commerce

Director Bauer addressed the Board stating that the annual membership fee will be going up to \$198. Chief Delfs stated that Chamber membership is a definite benefit to the District. Director Horch motioned to renew the membership in the Marana Chamber of Commerce. Director Bauer seconded.

*Motion carried unanimously, 5:0*.

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

Chief Delfs updated the Board members on the status of the building projects stating that we are still waiting on approval from Pima County. Further, the architect has been asked to start plans for Station 193 and the remodel of Station 191. The metal company has been notified and they will be prepared to begin as soon as the plans are approved. We are hoping for a quick turnaround.

### **16) Review, Discussion and possible Action regarding future annexations and subscriptions**

Chief Delfs stated that he has had recent meetings recently with both Pima and Pinal Counties, State agencies, and residents/business owners in the Picacho Peak area. Current information shows that our District will be receiving approximately \$16,000 in revenue from the solar farm at the south end of the District, but we are not sure when this will begin. He stated that there will be a recommendation forthcoming regarding annexation in the Picacho Peak area.

### **17) Reports of Board Members and Staff**

Chairman Castaneda reported that there is a vacancy on the AFDA Board of Directors. This vacancy is from the District 6 area which includes Avra Valley. He stated that he will be submitting his name for the vacancy soon.

Chief Delfs reported on the status of the fuel systems. Pima County has notified us, and many other Districts, that they will no longer be able to provide fuel effective June 1, 2015. The Chief stated that he has researched the idea of obtaining a fuel card versus installing fuel tanks at two of our stations. He commented that fuel tanks were at Stations 191 and 193 previously. Western Refining is willing to loan us the tanks and waive delivery fees, as long as the District pays for placing the tanks onsite and hiring an electrician to connect the pumps. Chief Delfs stated that he recommends installing the tanks rather than obtaining a fuel card. With the tanks onsite, fuel will be available any time. Furthermore, having the tanks onsite will keep the apparatus in our area and create less wear and tear on the fleet. Other fire districts have experimented with bio-fuel, and found that they have lost substantial horsepower and apparatus are not passing pump tests. Chairman Castaneda inquired about the effect on the District's liability insurance. The Chief responded that rates may be affected in the future.

### **18) Future Agenda Items**

- **adopt FY16 Proposed Budget (May 27, 2015)**
- **Public Hearing and Adopt Final Budget**

Discussion ensued regarding moving the Public Hearings to Tuesday, June 23, 2015, to avoid conflict with the AFDA Conference. The general consensus was to hold a regular meeting and Public Hearing at 10:00 AM on June 23, 2015, at Station 194. Additionally, to hold a Public Hearing and brief meeting of the Board at 6:00 PM on that same day at Station 191.

**19) Date of Next Board Meeting**

- May 27, 2015 10:00 AM Regular meeting at Station 194
- June 23, 2015 10:00 AM Public Hearing followed by regular meeting – ST 194
- June 23, 2014 6:00 PM Public Hearing followed by brief meeting - ST 191

**20) Adjournment**

Director Bauer motioned to adjourn the meeting. Director Horch seconded.  
*Motion carried unanimously, 5:0.* Meeting adjourned at 11:03 AM.

Recording Off.

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SIGNED

\_\_\_\_\_  
DATE

**Board Members**

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

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