



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

Meeting Date: Wednesday, March 25, 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 10:02AM.

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 February 25, 2015**

Vice-Chairman Lassen motioned to approve the Minutes from the regular Board meeting held February 25, 2015. Clerk Neilson seconded. *Motion carried unanimously, 5:0.*

6) **Call To The Public** None

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

- The Pinal County Special Districts Meeting was held Tuesday, March 3, 2015, in Casa Grande. Clerk Neilson and Chief Delfs attended.
- The Pinal Partnership Breakfast was held Friday, March 20, 2015, at the Ak-Chin Multi-tainment Center in Maricopa. Chairman Castaneda, Clerk Neilson and Director Bauer attended.
- The annual *State of the Town of Marana* Address will be held Friday, April 17, 2015, at the Ritz-Carlton in Dove Mountain. Chief Delfs, Chairman Castaneda, Clerk Neilson and Director Bauer are registered to attend.
- Pinal County Supervisor, Anthony Smith, will hold the first "Session with the Supervisor" forum at Station 194 in Red Rock on April 2, 2015, from 5-7 PM.

8) Chief's Reports

- **Chief Delfs** – training, vehicles, labor relations, personnel, stations, communications
 - The Chief highlighted several items from his report stating that vehicles have been repaired, and the District is gearing up for the wildland season.
 - He commented that even though we are gaining clarity on the upcoming budget year, we are still waiting on figures for significant items such as liability insurance, health insurance, and workman's compensation rates.
 - In accordance with current State law, the auditors have asked to present the FY14 Audit Report on April 7 at 10:00.
 - We have a new architect working on plans for stations 192 and 193. These plans should be finished in the next 2-3 weeks.

Director Bauer inquired about the software for our District mechanic. Chief Delfs responded that Tom has found the necessary software for substantially lower than first estimated, but is continuing to research the product to confirm that it will meet District needs.

- **Chief Klein** - operations and response times
 - Assistant Chief Klein summarized the narrative he provided in the Board packets, commenting that we continue to meet our CON response times.
 - Five grant applications have been submitted, 2 applications are in process, and 3 more will be released for application prior to June 1.
 - A special thanks to Captain Kennedy for saving over \$10,000 for the District by creating our own RIC bags for every truck.
 - 16 firefighters completed hazmat refresher training
 - Annual wildland refresher training has been completed
 - Captain Beatty has established state training classes for leadership, rope rescue, and swift water rescue – 31 of our firefighters will be taking advantage of these classes.
 - Community services are going well. Paramedic Lippert took over the CPR training and has increased public attendance through classes held in the Picacho Peak area and at one of the medical schools. Furthermore, our firefighters have attended school fire drills and other functions.
 - Hose testing has been completed.

Chairman Castaneda offered kudos to Captain Kennedy, Captain Beatty, and Paramedic Lippert for their service to the District.

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

Chief Delfs addressed the Board stating that we are 67% through the fiscal year and have collected 69% of the revenue, while expending 68% of the budget. There are no significant budget overruns. The monthly financials were provided in the Board packets along with discussion in the footnotes. The District received the annual subscription payment from ASARCO/Silverbell Mine in March, which will be reflected on the March statements.

Director Horch motioned to approve the February 2015 financial reports and authorize the Chairman and clerk to sign the *Certificate of Review*. Vice-Chairman Lassen seconded.

Motioned carried unanimously, 5:0.

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

Chief Delfs briefly summarized the budget shell provided in the packets. The budget shell gives a picture of where we are right now in the actual figures, and projects forward from the 8-month actuals. Ambulance revenue is budgeted based on the actual billing rate, and the property tax revenue is budgeted at the allowed levy. The Chief reiterated that we are applying for grant funding, and are hopeful to receive those funds which will allow us to reclassify budget into other expense items. We will continue to work on annexations and subscription. As mentioned earlier, we are still waiting on some significant expense figures such as insurance and workman's compensation. Overall, we are confident that we can provide a sustainable budget for the next several years.

11) Review, Discussion and possible Action regarding the resolution for the Governor's Office of Highway Safety Grant for extrication tools in the amount of \$35,000

Assistant Chief Klein explained that when we submit a grant application to the Governor's Office, they require the Board to adopt a resolution stating the District will spend grant funds as stipulated. The equipment requested does not add any deployable equipment, but will update current equipment which is 12-13 years old.

Director Horch motioned to adopt the resolution for the *Governor's Office of Highway Safety Grant* for extrication tools. Director Bauer seconded. ***Motion carried unanimously, 5:0.***

12) Review, Discussion and possible Action regarding the future plans for, the rental agreement for public use of, and the potential remodel and name change of the Halberg Center

Chairman Castaneda addressed the Board stating that he would like the Board to entertain the idea of discontinuing public rental of the Halberg Center. He commented that it is not bringing in major revenue and it presents a liability issue for the District. The Chairman suggested that the Halberg Center be used exclusively for training and educational purposes, commenting that the burn trailer is already set up in the area and there is appropriate space for helicopter training, etc, on site. Clerk Neilson stated that the financials prove it is not bringing in money, and the Center may be better use to the District as a state-of-the-art training facility. Discussion ensued with general consensus. Chairman Castaneda called for clarification from Counsel regarding using the facility as a public polling place. Counsel Wencker responded that ending public rentals of the facility will not preclude the District from offering the space as a public polling center for the community.

Chairman Castaneda moved to end all public rentals of the Halberg Center and rename the center as the "Avra Valley Fire District Education and Training Center". Clerk Neilson seconded.

The Chairman asked for a roll call vote:

Chairman Castaneda, Ay; Vice-Chairman Lassen, Ay; Clerk Neilson, Ay; Director Bauer, abstain; Director Horch, Ay. ***Motion carried with 4 "Ay" votes and one abstention.***

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

Chief Delfs referred to the floor plan handed out earlier for stations 192 and 193, commenting that a few items still have to be dealt with, such as a traffic study and a lighting study. The architects will handle this, as well as, adding paved parking spots for the facilities. Once the drawings are complete, they can be submitted to the County. Once the plans are approved in Pima County, there should be no problem in Pinal County.

14) Reports of Board Members and Staff

Board attendance at recent community functions was listed earlier in the minutes. Director Bauer gave the Board autographed photos of the Station 194 Grand Opening from the Marana Chamber of Commerce.

15) Review, Discussion and possible Action regarding the Fire Chief's employment

Executive Session

Pursuant to A.R.S. section 38-431.03(A)(1), the Governing Board may vote to enter Executive Session for discussion and consideration of employment, assignment, appointment, promotion, demotion, salary, benefits, discipline, or dismissal of Fire Chief Brian Delfs.

Chairman Castaneda inquired if Chief Delfs received his 24-hour notice of Executive Session. Chief Delfs responded in the affirmative, stating that he waives his right to have the discussion in open session. Chairman Castaneda motioned to adjourn to Executive Session. Clerk Neilson seconded. Motion carried unanimously, 5:0. Adjourned to Executive Session at 10:55 AM.

Recording Off.

Reconvened Regular Board Meeting at 11:37 AM.

Recording On.

16) Review, Discussion and possible Action regarding the renewal, modification, or termination of the employment contract with Fire Chief Brian Delfs

Chairman Castaneda moved to approve the employment contract with Fire Chief Brian Delfs to include the following changes and, as amended, be approved by the Board:

- Dates of the contract should be: July 1, 2015 through July 1, 2020.
- Delete the last sentence of page 1, section 2.
- Add a 6-month severance clause.
- State the salary as \$90,000.
- Delete the stipend.
- Increase the 401(a) to \$15,000 annually.
- On Item 4, insert the word "increase" instead of adjust.

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

17) Future Agenda Items

- April 7 for audit presentation
- annexations and subscriptions
- budget

18) Date of Next Board Meeting - Wednesday, April 22, 2015

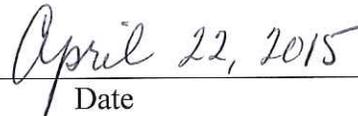
19) Adjournment

Clerk Neilson motioned to adjourn the meeting. Director Horch seconded. *Motion carried unanimously, 5:0.* Meeting adjourned at 11:49 AM.

Recording Off.



Signed



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).