



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

Meeting Date: Wednesday, May 27, 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 10:00 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	Assistant Chief Klein
Director Brian Horch (present by phone)	Lorrie Palmquist, Finance/Admin
Clerk Eric Neilson	Counsel Wencker (present by phone)

Seven members of the public were in attendance.

- 4) **Recognition of Personnel** None.
- 5) **Approval of Minutes from the Regular Board Meeting held April 22, 2015**

Vice-Chairman Lassen motioned to approve the minutes from the regular Board meeting held April 22, 2015. Clerk Neilson seconded. Motion carried unanimously, 4:0.

- 6) **Call To The Public** None.
- 7) **Review, Discussion and Possible Action regarding the Intergovernmental Ambulance Transportation Agreement Between Northwest Fire District and Avra Valley Fire District**

Chief Delfs introduced Assistant Chief Bradley and Division Chief Duncan from Northwest Fire District, offering congratulations on NWFD recently obtaining their expanded CON. Assistant Chief Bradley addressed the Board commenting that NWFD asked Avra Valley Fire District to partner with them to provide service, understanding that NWFD will serve in a backup role to Avra in the shared areas. Chief Delfs explained that the CON specifically addresses the instances where delaying response is not prudent, or when NWFD may have transport readily available and Avra does not. Vice-Chairman Lassen motioned to accept the Intergovernmental Ambulance Transportation Agreement between Northwest Fire District and Avra Valley Fire District. Director Horch seconded.

Motion carried unanimously, 4:0.

- 8) **Announcements, Current Events & Correspondence**
 - AFDA Conference June 25-27, 2015, Loews Ventana Resort, Tucson
 - Thank you card received from Kathy Stewart

- Chief Delfs recently attended the Pima County Fire Chief's Association meeting. The President-Elect of the Arizona Fire Chief's Association was also present. Chief Staub reported that the Arizona Fire Chief's Association has entered into talks with AFDA to combine conferences. The possible combined summer conference will be held in the Phoenix area.
- Congratulations to Director Horch who recently completed the Captain's testing with Tucson Fire. Director Horch placed high on the list and will be promoted to Captain soon.
- Congratulations also to former Board member, Mike Garcia, who was recently promoted to Assistant Chief at Tucson Fire.
- Also, the Board extends get well wishes to Director Sara Bauer after recent knee replacement surgery.

9) Fire Chief's Report

Chief Delfs addressed Board commenting that there are many good things happening! Highlights include:

- diesel fuel tanks installed at stations #1 and #3
- groundwork has begun at Station 192
- architectural planning for Station 193 is underway
- the Chiefs are in discussion with both St. Mary's and Oro Valley hospitals
- the Pima College Associate's Degree program is being readdressed and plans are being put into place to overcome obstacles in hopes of finishing the program onsite for our firefighters. We may have to utilize our training budget to offer tuition reimbursement or the District may consult with Arizona Central College for completion of the degrees.
- Benefits open enrollment will be held the first week of June.
- Captain Beatty and others have recently offered training classes for our firefighters and other personnel, including Leadership I and II, and Swift Water Rescue. Other organizations are sending their personnel to us for training. Kudos to Captain Beatty.

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

Chief Delfs opined that to successfully manage our tight budget is a real testament to the cohesive efforts of the entire District, including the Board. Director Horch motioned to approve the April 2015 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*. Vice-Chairman Lassen seconded. *Motion carried unanimously, 4:0.*

11) Review, Discussion and possible Action regarding adopting the Proposed FY 2016 Budget

The Chief stated that the District's application for a SAFER Grant is still pending. The projected budget contemplates the reduced staffing levels that were discussed at the beginning of the budget process in January of 2015. Sadly, without the SAFER Grant funds we will not be able to maintain staffing and ten employees will be served with layoff notices in July of 2015. We will discuss our response models and station arrangements prior to the beginning of the fiscal year. Chairman Castaneda expressed his displeasure with the idea of decreasing staffing and service levels, especially when it will require layoffs. He said that our revenues are capped and we have no choice but to live within our means and we are still hopeful that we will be awarded the grant.

Chairman Castaneda expressed thanks to everyone for thinking outside of the box and developing a realistic, yet attainable, budget shell. He offered congratulations on addressing all aspects of the budget. Clerk Neilson motioned to adopt the Proposed Fiscal Year 2014-2015 Budget, including setting the FY 2014-2015 tax levy and bond levy rates, and to direct staff to post the Proposed Budget on the District's website and in three public places. Vice-Chairman Lassen seconded. *Motion carried unanimously, 4:0.*

12) Review, Discussion and possible Action regarding instruction to staff for voting on the ballot for AFDA President

The Chairman reminded the Board that the District has only one vote which must be cast by Mrs. Palmquist. He called for the pleasure of the Board. Currently, only Mary Dalton, SunCity West, is on the ballot for AFDA President. The general consensus of the Board was to direct Mrs. Palmquist to investigate whether or not we can write-in a candidate, and if so, to write-in Luis Castaneda. Ballots are due by July 19.

13) Review, Discussion and possible Action regarding the renewal or cancellation of the base hospital agreement with St. Mary's Hospital and its parent organization and the consideration of the proposed base hospital contract with Oro Valley Hospital and its parent organization. The Board may direct the Chief to negotiate with either or both of the hospitals regarding the terms of their respective agreements. The Board may take action directing staff to give advance notice of the District's intent to cancel the base hospital agreement with the current provider at the end of the current contract term.

Chief Delfs stated that our current contract with St. Mary's Hospital will expire soon. He reminded the Board that St. Mary's is being purchased by the Tenant Group and, therefore, our Community Paramedicine program has been put on hold until the transition is complete. We wanted to be a frontrunner in this area, but have not been because of the restrictions from our base hospital. Although the transition is eminent, we do not know the completion date. Currently, we have an outstanding relationship with our medical director, Dr. Herbert, and she is very involved with the District. She conducts in-house classes for the District and is always accessible. The Chief explained that normally the base hospital bears liability costs, and that anything we do in the field falls under the license of the medical director. CPP programs are really taking off across the country, and Tenant is expected to approve the program.

Oro Valley Hospital would require all paramedics to take a nutrition class from Pima, thereby creating at least a 6-month time lag before getting the paramedicine program off the ground. With the Oro Valley Hospital, more liability will be transferred to Avra due to the use of administrative orders. Furthermore, cost of meds will increase.

Because of the current positive relationship with St. Mary's Hospital and Dr. Herbert, Chief Delfs recommended that the District remain with St. Mary's as a base hospital with the anticipation that the Community Paramedicine program will be approved once the Tenant transition is complete. Vice Chairman Lassen moved to give the Fire Chief authority to enter into a new agreement with St Mary's Hospital. Clerk Neilson seconded. *Motion carried unanimously, 4:0.*

14) Review, Discussion and possible Action regarding the purchase of a document management software for the purpose of maintaining District records in response to required records management/records retention and destruction schedules.

Two document management software packages have been reviewed. Both packages fully integrate with Microsoft Office programs and both will operate on our in-house network. Two Fire Districts in Arizona are currently using Document Locator software, but only one Fire District in Canada is using

the alternative software. The support team for Document Locator software is easily accessible and much more responsive than the alternative software reviewed. Lorrie recommended Document Locator Software. Chairman Castaneda motioned to direct staff to purchase Document Locator Software. Vice-Chairman Lassen seconded. **Motion carried unanimously, 4:0.**

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

Chief Delfs addressed Board. Pima County finally released permits for Station 192. Groundwork has begun and we are anticipating a new building within 4-6 months. The architect has been given the plans for Station 193 and asked to do a new plot plan for Pinal County. We will need to address the issue of what to do with the existing building on that property.

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

Chief Delfs updated the Board on discussions with Picacho RV Park, the DairyQueen, and the gas station in Picacho. We are still trying to identify the owners of smaller surrounding parcels. We are interested in annexing land around the future railroad yard and the State land in the area.

17) Review and Discussion regarding a brief summary of the Avra Valley Fire District website

Lorrie gave a brief walk-through on the Avra Valley website, highlighting such areas as the Meeting announcements on the front page, the documents archive, online burn permits, online medical payments, and the front page containing photos of current events.

18) Reports of Board Members and Staff

Counsel Wencker reported that he and his wife have recently welcomed a baby girl.

19) Future Agenda Items

- **Hold Public Hearings and adopt the FY16 Budget**

20) Date of Next Board Meeting

- **ST 194 June 23, 2015 10:00 AM Public Hearing and regular Board meeting**
- **ST 191 June 23, 2015 6:00 PM Public Hearing and brief Board meeting**

21) Adjournment

Vice-Chairman Lassen motioned to adjourn the meeting. Clerk Neilson seconded. Motion carried unanimously, 4:0. Meeting adjourned at 11:37 AM. **Recording Off.**

Approved: Eric Neilson

Date: 6-23-15

Board Members

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

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