

MINUTES

AVRA VALLEY FIRE DISTRICT



REGULAR MEETING OF THE BOARD OF DIRECTORS

Meeting Date: Wednesday July 23, 2014

Meeting Time: 10:00 AM

Location: 15790 W. Silverbell Road, Marana, AZ 85653

Recording On.

- 1) **Call To Order** The meeting was called to order by Chairman Castaneda at 10:05 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 were:

Board

Chairman Castaneda, Jr.
Vice-Chair Aleyna Lassen
Clerk Sara Bauer
Director Eric Neilson
Director Brian Horch (present by phone)

Staff

Chief Delfs
Assistant Chief Klein
Lorrie Palmquist, Finance/Admin Manager
Counsel Wencker (present by phone)

Two residents and several firefighters were in attendance. Also, the family of firefighter Martinez was in attendance for his badge pinning.

4) **Recognition of Personnel**

Chief Delfs introduced firefighter Israel Martinez, stating that Izzie has an admirable attitude and is always happy. Mr. Martinez was employed by South Tucson prior to coming to Avra. Mrs. Maria Martinez pinned the badge. Firefighter Martinez expressed thanks to the District.

Chief Delfs further expressed congratulations to the following firefighters and paramedics on their recent promotions from reserve to full-time status, commenting that badges will be presented when they arrive.

Andrew Armstrong
David Collings
Filiberto Felix
Ricky Gillmore

Ralph Hiraes
Karsten Lippert
Luis Montano
Mike Tharp

Chairman Castaneda offered thanks to Firefighter Martinez and those recently promoted.

5) Approval of the Minutes from the Public Hearing and Regular Board Meeting held June 25, 2014

Vice-Chairman Lassen asked for a correction of a misspelling in item #6 from the June minutes. She motioned to approve the minutes to include the correction. Director Neilson seconded. *Motion carried unanimously, 5:0.* Vice-Chairman Lassen motioned to approve the minutes from the Public Hearing. Clerk Bauer seconded. *Motion carried unanimously, 5:0.*

6) Call To The Public NONE

7) Announcements, Current Events & Correspondence

- Chief Delfs addressed the Board stating that Mr. Bob Jones, prior Board member, donated a 1967 Fire Truck previously used by the District back to the District. Our Union indicated a desire to do a cosmetic restoration of the vehicle in the future. Chief Delfs asked for direction from the Board on how to publicly recognize this donation. Chairman Castaneda thanked Mr. Jones for his years of service and commitment to the District. Vice-Chairman Lassen suggested a plaque. There was general consensus from the Board to direct Chief Delfs to purchase a commemorative plaque for Mr. Jones.
- Chairman Castaneda announced that Chief Delfs sent a letter announcing the retirement of Firefighter Scaramuzzo at the end of August. The Chairman expressed thanks for his time and dedication through the years.
- Lorrie shared that the District auditors were publicly recognized by the Arizona Society of CPAs for their assistance in reviewing proposed solutions to legislation impacting CPAs who audit Fire Districts as related to SB 1387.

8) Chief's Reports

- **Chief Delfs** – training, vehicles, labor relations, personnel, stations, communications

Chief Delfs addressed the Board stating that new radios will arrive next week. The 2 new ambulances are at Selectcom having equipment installed. The 2 new Command Trucks will be here in August. Chief Klein's vehicle needs substantial work, and the type 6 engine has been pulled from Wildland duty due to extensive repairs. We still have a grant application pending for a new ambulance and type 6 engine, so we may postpone repairs. The AFG Grant has been approved and awarded to the District in the amount of \$ 171,000. We are in the process of ordering the SCBA equipment per grant specifications.

- **Chief Klein** - operations and response times

Chief Klein commented that the District continues to exceed response times which were adopted two years ago and the CON times we have to meet for the State contract.

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

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

10) **Review, Discussion and possible Action regarding the Intergovernmental Agreement with Pima Community College**

Tabled to future Agenda, pending receipt of information.

11) **Review, Discussion and possible Action to adopt amendment #6 to the Intergovernmental Agreement with Northwest Fire District for provision of Dispatch Services for fiscal year 2014-15**

Tabled to future Agenda, pending receipt of information.

12) **Review, Discussion and possible Action regarding the disposal of surplus property, Ambulance 310.**

Chief Delfs addressed the Board stating that Ambulance 310 is in bad shape. It was purchased used for \$28,000 and has served the District well for the last four years, but will not pass another inspection. State Ambulance has offered \$6,500 for the vehicle. We have asked them to quote a price for lighting on the new command vehicles with the intent of negotiating an exchange. Chief Delfs asked for direction from the Board. Vice-Chairman Lassen moved to give Chief Delfs permission to dispose of Ambulance 310 as discussed. Director Neilson seconded. *Motion carried unanimously, 5:0.*

13) **Review, Discussion and possible Action regarding retaining the services of ComPsych Guidance Resources**

Chief Delfs addressed the Board, emphasizing the need for stress-related assistance for District employees. He commented that stress, financial issues, child care, elder care, etc, not only affect morale, but also absenteeism. The District takes this need very seriously. In the State of Arizona there have been 13 suicides recently due to these issues. Chairman Castaneda added that 4 suicides have occurred in the last week, adding emphasis to the need for a structured assistance program for District employees. Counsel Wencker addressed the Board, stating that the current ComPsych agreement is exclusive and will not allow adding an additional provider for assistance services. The ComPsych contract began in August 2010 for a two-year term and was renewed for an additional two years which will expire on July 31. Chief Delfs directed the Board to the ComPsych utilization report in their packets, commenting that it shows no utilization. The Chief asked for direction from the Board. The general consensus was to hear the brief presentation per Agenda Item (14) below.

14) Review, Discussion and possible Action regarding approving the addition of Employee Assistance Services based on information to be presented by AVOCA Traumatic Stress and Wellness Consultants' Services

Vice-Chairman Lassen contacted AVOCA Traumatic Stress and Wellness Consultants' Services and invited Paige Valdiserri and Kathleen Coyle to give a brief presentation to the Board. They provided a brief synopsis of the traumatic stress-related services AVOCA provides. Director Neilson commented that the proposed program sounds like a good fit and would be easier to interface with because it is local. Vice-Chairman Lassen would like to see proactive dialog opened up for the staff, commenting that this is an opportunity to embrace something positive and provide some stability for employees. This type of program could bring a new culture to Southern Arizona for all Fire Districts, as well as save money for Districts by putting preventive programs in place.

Pursuant to A.R.S. section 38-431.03 (A)(3), Chairman Castaneda motioned to convene in Executive Session for the purpose of obtaining legal advice from Counsel Wencker regarding the current ComPsych contract and the proposed services by AVOCA. The Executive Session will include the Board members, Chief Delfs, Assistant Chief Klein, Secretary Palmquist, and Counsel Wencker. Director Neilson seconded. **Motion carried unanimously, 5:0.**

Regular meeting adjourned to Executive Session at 10:55 AM.

Recording off.

Regular Session reconvened at 11:18 AM.

Recording On.

Chairman Castaneda reminded everyone that all discussions held in Executive Session are strictly confidential.

Chairman Castaneda called for discussion/action regarding the CommPsych agreement per Agenda Item #13 outlined above. After brief discussion, Chairman Castaneda motioned to NOT appropriate funds to retain services provided by ComPsych Guidance Resources for fiscal year 2014-15. Clerk Bauer seconded. **Motion carried unanimously, 5:0.**

Chairman Castaneda called for discussion/action regarding AVOCA Traumatic Stress and Wellness Consultants' Services per Agenda item #14 outlined above. After brief discussion, Clerk Bauer motioned to approve contracting with AVOCA. Director Neilson seconded. Vice-Chairman Lassen added a friendly amendment to authorize Chief Delfs to seek further information from AVOCA regarding training and premium amounts and return to the Board with a recommendation on how to move forward with this new carrier. **Motion as amended carried unanimously, 5:0.**

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

Dirt has been moved at Station 194 !! The Contractor hired by Pulte has set an aggressive schedule to complete the Station as soon as possible. Once the concrete is cured, the modular buildings can be moved on site, and the bay can be started. The large awning in front of the building will have to be modified, but we are trying to use plans already approved by Pinal County in order to keep the project moving forward. Station 192 issues have been completed and plans are ready to be submitted to the County. We anticipate starting within 30 days. As soon as 194 and 192 are complete, we can begin the 193 and 191 projects.

16) Review and Discussion regarding the District's Disaster Recovery/Business Continuity Plan and the Emergency Command Center

Assistant Chief Klein reminded the Board that both of these plans were approved last month. We have put together a plan which identifies key aspects of our mission, as well as aspects of administrative support. The goal is to be able to maintain seamless EMS services in the event of a disaster and to reestablish business operations within 24 hours of the disaster and sustain operations for 72 hours until FEMA begins providing assistance. The plan has prioritized the steps necessary for business continuity. The second part of the plan relates to an emergency command center where a command team can come together to delegate tasks and establish necessary functions such as media relations, communications, a IT functions, etc. Individual binders have been prepared for all participants. We will hold a workstudy session sometime in the near future to review the plan in detail. The plan follows the National model.

Assistant Chief Klein also addressed the Board regarding the Community Paramedicine Program. He reported that the District is moving forward with implementing the program under Carondelet similar to the program already in existence with Oro Valley Hospital. Training will be held August 20, 2014 at St. Mary's Hospital. The goal is to be up and running by September 1, with other Districts on board sometime later. There is no fee schedule or cost recovery planned at this time. The program is intended to prove the concept that followup visitations will reduce readmissions, saving both hospitals and insurance companies money. Our District may become eligible for health-related grants as a result of this program.

17) Reports of Board Members and Staff

- Both Chairman Castaneda and Clerk Bauer reported that they attended the recent AFDA Conference held in Tucson. Chairman Castaneda encouraged the Board members to enroll for training as soon as possible.
- Counsel Wencker pointed the Board to the Arizona Attorney General's recent opinion regarding SB 1387, commenting that we will have to wait to see how AFDA implements the training issues.

18) Future Agenda Items

- Badge Pinnings for newly promoted firefighters
- Pima Community College IGA
- Amendment to the NWFD Dispatch Agreement
- Followup on the AVOCA services

19) Date of Next Board Meeting - August 27, 2014

20) Adjournment

Vice-Chairman Lassen motioned to adjourn the meeting. Clerk Bauer seconded.
Motion carried unanimously, 5:0. Meeting adjourned at 11:51 AM.

Recording Off.

Signed

Date

DRAFT

Board Members

Luis Castaneda, Jr. Aleya 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).