



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

**Meeting Date:** Wednesday, December 16, 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 10:02 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-Chairman Bauer	Assistant Chief Klein
Clerk Neilson	Lorrie Palmquist, Finance/Admin
Director Horch (present by phone)	Counsel Wencker (present by phone)
Director Armendarez	

Several firefighters were also in attendance.

- 4) **Recognition of Personnel** None.
- 5) **Review, Discussion and possible Action to Approve the Minutes from the Regular Board Meeting held November 18, 2015 at 8:00 AM**

Vice-Chairman Bauer moved to approve the Minutes from the regular Board meeting held November 18, 2015. Clerk Neilson seconded. **Motion carried unanimously, 5:0.**

- 6) **Call To The Public** None.
- 7) **Announcements, Current Events & Correspondence**

- AFDA Conference registration - room reservations due by December 31, 2015
- Holiday party & awards ceremony – December 18 6PM Station 194
- Letter of appreciation received from resident, one of the founding members of the volunteer District in 1975

- 8) **Report from the Fire Chief**

Chief Delfs highlighted the following items from his report:

- Station 193 plans are in Pinal County. We are on hold with the project until we hear from them. The old building has been removed and some dirt work has been completed. The new building is already on the property and we have fenced it.
- After a year and a half, we are off and running with the Community Paramedic Program. St. Mary's and Tenant have notified the District that the program is approved. A purchase order has been submitted for the vehicle.

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

Chief Delfs addressed the Board summarizing that as of November 30 we are 41.67% through the fiscal year. We have collected 49% of budgeted revenue and expended 41.75% of the budget. He stated that wildland personnel cost has been separated from regular employee related expenditures for easier budget comparison, with ERE reporting at 44.5% of the budget. Vice-Chairman Bauer moved to approve the November 2015 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*. Director Armendarez seconded. **Motion carried unanimously, 5:0.**

10) **Review, Discussion and possible Action** to approve a resolution of authority for Board members and the Fire Chief to be signers on the District's checking accounts with National Bank of Arizona.

Because it has been some time since the District updated its signature card, and due to a change in members on the Board, National Bank has required that the District enter into the minutes and draft a Resolution to prepare an updated signature card with signatures of current Board members. Chief Delfs will serve as a second signer in emergency situations.

Clerk Neilson moved that Resolution #2015-02 be adopted and that authority be granted for Luis Castaneda, Jr., Sara Bauer, Eric Neilson, Brian Horch, and Thomas Armendarez to be signers on the District's checking accounts with National Bank of Arizona and that Fire Chief, Brian Delfs, be authorized as a secondary signer on the accounts. Director Horch seconded.

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

11) **Review, Discussion and possible Action** regarding a preliminary budget review to include a compensation adjustment to take effect on January 1, 2016, for the paychecks dated January 15, 2016

Chief Delfs addressed the Board stating that as of the beginning of the current fiscal year, we did not feel it was prudent to discuss a compensation adjustment. We have recently had three employees leave, citing higher pay as the reason. In order to remain competitive and build seniority, we have been reviewing the budget and researching various options. Additionally, Vice-Chairman Bauer posed the question about staffing captains at every station. Several options were taken to our current captains for input and discussion. The result of that meeting with District captains speaks highly to the quality of character within the Avra family. The captains suggested that they are willing to take less of a raise, at 2.5%, with the firefighters receiving a 5% increase plus promoting 6 positions to captain by July 2016. The budget impact of this scenario brings us to a carryover of approximately \$380,000 at the end of the 5 year forecast instead of a target amount of \$600,000. Captain Beatty addressed the Board, confirming that the various options were presented to the captains. He stated that the captains stand united in the idea that it is necessary to raise the payscale to keep long term growth and establish a career family. Vice-Chairman Bauer inquired about the promotion process. Chief Delfs responded that several firefighters will be completing the captain certifications this Spring.

Chairman Castaneda moved that the compensation plan reflect the changes discussed during this meeting including that the adjustments are to take effect on January 1, 2016, for the paychecks dated January 15, 2016. Seconded by Clerk Neilson. The Chairman called for a roll call vote.

Chairman Castaneda, ay; vice-Chairman Bauer, ay; Clerk Neilson, ay; Director Horch, ay; and Director Armendarez, ay. ***Motion carried unanimously, 5:0.***

**12) Review, Discussion and possible Action for adoption of the 2012 IFC by the State of Arizona effective January 2016.**

Chief Delfs addressed the Board explaining that the Office of the State Fire Marshal adopted the 2012 edition of the International Fire Code. This is a model code for every jurisdiction across the U.S. For fire inspections conducted on behalf of the State Fire Marshal, the 2012 model Code is to be used. For fire inspections within our District, the 2012 IFC with local amendments will still be used. The Chief reminded the Board that they previously adopted the 2012 IFC along with the local modifications for inspections not delegated by the State.

Clerk Neilson moved that the 2012 version of the International Fire Code be adopted for all inspections conducted on behalf of the State of Arizona and also reaffirm that the 2012 version of the International Fire Code WITH LOCAL AMENDMENTS be adopted for all other inspections conducted within Avra Valley Fire District. Vice-Chairman Bauer seconded. ***Motion carried unanimously, 5:0.***

**13) Review, Discussion and possible Action regarding entering into an intergovernmental agreement between Avra Valley Fire District and Arizona Department of Veterans' Services for fire protection services.**

Chief Delfs addressed the Board reporting that this IGA is not ready for approval today. He explained that the State had approached the District and asked to file a subscription agreement, so Counsel Wencker drafted the agreement. Now the Department of Veterans' Services is reconsidering. Chairman Castaneda suggested that this item be tabled for now.

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

Update was given during the Chief's report on Agenda item #8 above.

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

New Director Armendarez inquired about the protocol for getting to know the necessities of the firefighters. Counsel Wencker addressed the Board, stating that the proper role for elected members is to provide guidance and set policy, not implement it. He stated that Board members cannot direct employee work or interact individually with employees unless the Board has specifically directed. Chairman Castaneda opined that the Board is politically accountable to residents, and further, that the Board has an MOU with Chief Delfs to be the liaison with staff.

## 16) Future Agenda Items

- **AFDA Conference**
- **Accounting WorkStudy Session – tentatively February 2016**
- **Open House for ST 192**

The Board requested an accounting workstudy session to be held on Thursday, January 7, 2016, from 8 AM until noon.

## 17) Date of Next Board Meeting

January 20, 2016

Vice Bauer will be out of town.

## 18) Adjournment

Vice-Chairman Bauer motioned to adjourn the meeting. Clerk Neilson seconded. **Motion carried unanimously, 5:0.** Meeting adjourned at 10:54 AM.

Recording Off.

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APPROVED

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DATE

## Board Members

**Luis Castaneda, Jr.   Sara Bauer   Eric Neilson   Brian Horch   Thomas Armendarez**

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