

# AGENDA

## AVRA VALLEY FIRE DISTRICT



### WORKSTUDY SESSION AND REGULAR MEETING OF THE BOARD OF DIRECTORS

**Meeting Date:** Wednesday September 25, 2013  
**Meeting Time:** 9:00 AM  
**Location:** 15790 W. Silverbell Road, Marana, AZ 85653

*The Avra Valley Fire District Governing Board may vote to go into Executive Session on any agenda item pursuant to A.R.S. section 38-431.03 (A) (3) for consultation and legal advice with the attorney for the District. Pursuant to A.R.S. section 38-431.03, executive sessions are confidential.*

*The order of the Agenda may be altered or changed by the Avra Valley Fire District Governing Board. Copies of the Agenda are available at the district's administrative office located at 15790 W. Silverbell Rd., Marana, AZ 85653.*

*MEMBERS OF THE AVRA VALLEY FIRE DISTRICT WILL ATTEND EITHER IN PERSON OR BY TELEPHONE CONFERENCE CALL.*

*If you require an accommodation or materials in accessible format for this event, please call the Avra Valley Fire District Administration Office at 520-682-3255, at least five business days in advance.*

- 1) **WorkStudy Session regarding *Open Meeting Law and Parliamentary Procedure***
- 2) **Call To Order**
- 3) **Pledge of Allegiance**
- 4) **Roll Call**
- 5) **Approval of the Minutes from the Regular Meeting held August 21, 2013**
- 6) **Call To The Public**

*Pursuant to the Arizona Open Meeting Laws, the Fire Board may only discuss matters listed on the Agenda. At the conclusion of the Call To The Public, the Fire Board may respond to criticism made by an individual who has addressed the Fire Board, may ask the Fire Chief to review the matter or to follow up on a matter, or may ask that a matter be placed on a future agenda. However, the Fire Board will not discuss or take action on any matter raised during a Call To The Public unless the matter is on the Agenda. **If you wish to address the Fire Board**, please complete a Speaker Card (located on table by entrance door) and give it to the Chairperson. Please indicate on the Speaker Card which agenda item or other issue you wish to speak on during the Call To The Public. The Fire Board may limit the time allocated for each speaker. The Fire Board may decide to hear all speakers during the Call To The Public or may hear those desiring to speak regarding a specific agenda item at a time to coincide with the regular agenda. **When called to speak, please do the following:** State your name and address for the record. If speaking on a specific agenda item, limit your discussion to that agenda item. Limit your comments to the amount of time allocated by the Fire Board. Conduct yourself in a courteous and respectful manner.*

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

*A brief summary of announcements, current events, correspondence, and other information concerning the District. The Governing Board is prohibited from proposing, discussing, deliberating, and/or taking legal action on any matters under this agenda item, unless specifically listed as an agenda item elsewhere on this agenda.*

**8) Chief's Reports**

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

**9) Financial Report – August 2013 Cash Flow Statement and Budget Performance**

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

- Chairman Castaneda, Jr.
- Vice-Chairman Lassen
- Clerk Bauer
- Director Neilson
- Director Horch
- District Counsel, Chris Wencker

**11) Review, Discussion and possible Action regarding Board WorkStudy Session on Open Meeting Law and Parliamentary Procedure**

**12) Review, Discussion and possible Action regarding signatories for the operating account**

**13) Review, Discussion and possible Action regarding resolution to adopt Section 125 Premium Only Plan which allows for pre-taxed medical benefit coverage**

**14) Review, Discussion and possible Action regarding the Business Associate Agreement between Brown & Brown Insurance of AZ, Inc. and Avra Valley Fire District to facilitate compliance with the HIPAA Rules**

**15) Review, Discussion and possible Action regarding renewal of RICOH copier contract**

**16) Review, Discussion and possible Action regarding the District Bond Issue**

**17) Review, Discussion and possible Action refurbishment of Engine 217**

**18) Review, Discussion and possible Action to direct the Chief to negotiate and enter into a contract with Lloyd Construction, Inc., or another qualified professional or firm, to design and build or remodel fire stations 191, 192, 193, and possibly 194. The Board may direct the Chief to negotiate and enter a “Cost of the Work Plus Design-Builder’s Fee with a Guaranteed Maximum Price” contract, a “Stipulated Sum” contract, a “Cost of the Work Plus Design-Builder’s Fee” contract, to seek bids from other contractors for any of the above types of contracts, or to take other similar action as determined appropriate by the Board. A “Design-Build” contract may include supplying and installing all labor and materials necessary to complete the directed work. The Board may direct the Chief to require and attend weekly meetings between the design team and the District to achieve construction drawings for the construction sites, and to require that the drawings be monitored by the selected professional or firm to determine schedule, budget, compliance and quality control.**

- 19) **Review, Discussion and possible Action** regarding the Mutual Aid Agreement between Avra Valley Fire District and Northwest Fire District
- 20) **Review, Discussion and possible Action** regarding the Avra Valley Strategic Plan
- 21) **Future Agenda Items – Next WorkStudy Session, October 23, 2013, Accounting Issues**
- 22) **Date of Next Board Meeting - October 23, 2013**
- 23) **Adjournment**

#### **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).*