

MINUTES

AVRA VALLEY FIRE DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS



Meeting Date: Wednesday August 21, 2013
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 at 10:10 AM by Chairman Castaneda, Jr.

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:

Board

Chairman Castaneda, Jr.
Clerk Sara Bauer
Director Eric Neilson
Director Brian Horch
Vice-Chair Aleyna Lassen, absent/excused

Staff

Chief Delfs
Chief Klein
Lorrie Palmquist
Counsel Wencker

Resident James Haffner was present in the audience.

4) Approval of the Minutes from the Regular Meeting held July 24, 2013

Clerk Bauer motioned to approve and accept the minutes from the Regular Meeting held July 24, 2013. The motion was seconded by Director Horch. *Motion carried unanimously, 4/0.*

5) Call To The Public

None.

6) Announcements, Current Events & Correspondence

Chief Delfs addressed the Board, announcing the Pinal County breakfast on September 13, 2013, and other meetings scheduled over the next several months. He asked the Board members to contact himself or Lorrie if they are interested in attending.

7) Chief's Reports

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

Chief Delfs addressed the Board, stating that it has been a very good month. He commented that the firefighters have returned safely from their Wildland assignment. Further, the bonds successfully closed, and he offered congratulations to the men and women of L4462 for their efforts on behalf of the bond issue. The District received 2.9 million into the county bond account, out of which the closing costs will come, leaving approximately 2.825 left in the bond account for construction, vehicles, and equipment needs. The Chief pointed the Board to the handout entitled "Exhibit E" as a list of projected expenditures for the bond monies. He commented that the District is doing everything possible to stretch that money and use it wisely. Whereas other Districts spend between \$3 and \$6 million per station, our team is making every effort to minimize cost and responsibly utilize the bond funds to serve the District well.

Chief Delfs stated that the District is meeting their response time. He commented that the District has applied for grant monies and is awaiting response to those applications. Refurbishment of Engine 217 has begun, and because the tank was able to be saved, there will be a little cushion in the cost of the project. The Chief further reported that the small tender is within weight requirements now that major components have been replaced with aluminum. As of this morning, the tender has been dispatched to Montana for a Wildland fire, along with firefighters George and Coody.

Regarding Station 194, Justin Smith at Pulte will now be shepherding the project. He is meeting with engineers and architects to lock down the desired site for our station.

Chief Delfs expressed thanks to Ms. Palmquist on receiving a \$10,525 credit from the State Compensation related to FY 2012-13 workman's compensation.

Chairman Castaneda inquired about Station 194, asking if Pulte has communicated with the residents in Red Rock. Chief Delfs responded that the District is waiting on current information from the Pulte engineers before having public meetings. Director Horch inquired about the location for Station 194. Chief Delfs responded that he is considering placing the station at the park by the sand volleyball courts. Clerk Bauer clarified that the desired site is by the large dumpster at the volleyball courts. Chief Delfs stated that he is meeting with Weatherguard and Lloyd Construction this afternoon to get advice on remodels of the other sites. The Chief reported that Captain Kennedy, Chief Klein and himself went to Palominas to look at their station, which was constructed by this same team. Counsel Wencker addressed the Board, stating that if more than 2 Board members attend this meeting, please remember not to discuss District business which would be a violation of Open Meeting Law.

The Chairman called for further discussion. Chief Klein stated that he had nothing to add to Chief Delfs' report. Clerk Bauer inquired about whether or not there will need to be a curb cut in from of the proposed site for Station 194. There were no further questions.

8) Financial Report – July 2013 Cash Flow Statement and Budget Performance

Chief Delfs addressed the Board, pointing them to the new single-page financial statement in their Board packets along with accompanying footnotes. There were no questions from the Board.

9) Reports of Board Members and Staff

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

Clerk Bauer reported that she spoke to Captain Lassen, suggesting that the District host the Marana Chamber luncheon on November 20 for a cost of \$100. Chairman Castaneda inquired if there needs to be a formal motion to set this date. Counsel Wencker responded in the negative, further stating that Chief Delfs has the latitude to authorize the funds necessary to host the event. Clerk Bauer further commented that she is planning to attend the Pinal Partnership breakfast in September. Additionally, she received an email request from a resident who owns a diaper business and wants to do a diaper drive for Mrs. Warneke.

Counsel Wencker addressed the Board. He reported the following items:

1. Regarding Status of collections contracts: Counsel delivered a letter to Surety giving them 30-day notice of termination regarding their contract. He reported that he has not received any response from them yet, and that no new accounts will be placed with them. Also, he has been negotiating with PCS on a new contract. The District has asked for a few changes to the new PCS Collection Agency contract, therefore, the contract is still in the PCS legal department. Counsel Wencker stated that since the new contract has already been approved by the Board, Chief Delfs will be able to sign the PCS contract when it is completed.
2. Regarding the City of Tucson Contract: We have sent our signed copies to the City, but we are still waiting for their signed copy, which still has to go before the City Council for execution.
3. Regarding the Boyles EEOC claim: Counsel Wencker reminded the Board that the ruling from EEOC was received and having found no violation, they issued her a "right to sue" letter. That the EEOC found no violation is a good indication of the strength of the case. However, she does have until mid October to file a suit on her own behalf if she chooses to do so. Because some of her claims would be reviewed by the Department of Labor, she might decide to file a complaint with them as well, thereby extending the deadline to file a lawsuit. Counsel Wencker opined that he does not see this happening.
4. Regarding his move to Pennsylvania: Counsel Wencker stated that he is leaving for Pennsylvania next Tuesday and will be in transit for three days. He stated that once he is settled, he will contact the District.

10) Review, Discussion and possible Action regarding a Board Retreat

Clerk Bauer reported that Lorrie suggested short WorkStudy Sessions in lieu of a formal Board Retreat. The suggestion is to hold short working sessions before the next several Board meetings. Clerk Bauer stated that she has spoken with Counsel Wencker, and he is willing to conduct a WorkStudy Session on Open Meeting Law and Robert's Rules of Order before the September Board meeting. A financial WorkStudy Session is suggested for the October Board meeting. She suggested that the Union conduct an informative session prior to the November meeting. Clerk Bauer further reported that she supports ordering portfolios and pens to be available at these sessions. Chairman Castaneda clarified that these sessions will begin in conjunction with the September Board meeting.

11) Review, Discussion and possible Action regarding the District Bond Issue, including discussion of related Strategic Planning issues

Chief Delfs addressed the Board. He stated that he emailed a draft of our Annual District Report to all the Board Members, commenting that he hoped they had a chance to review it prior to today's meeting. The Chief began a powerpoint presentation by stating that since the bond money has been deposited into our County account, we are faced with prioritizing expenditures. He went on to state that much effort has been put into the strategic planning process, resulting in this drafted District Report which we will use as a foundation for moving forward into the next stage of the District's strategic plan.

When we talk about our strategic planning, we have to draw a line between the District and the Union. Under the Fair Labor Standards Act, a member who works for the District cannot also volunteer time to the District without receiving compensation. Although the Union activities benefit the District, we have to walk a fine line.

The purpose of the Strategic Plan is to look at where we were, where we are now, and what is ahead. Chief Delfs compared the state of our District to the Confederate Army under the leadership of General Robert E. Lee, stressing that a much smaller army without resources was able to hold their own for several years against a bigger army due to the smart and forward thinking actions of leadership which counteracted threats to their success. This is the model for Avra Valley Fire District. Chief Delfs commented that he recently met with Northwest Fire Chief Brandt, who commented that other districts have taken notice and are impressed with what Avra Valley has accomplished.

Continuing on, Chief Delfs stated that the next step is to align our resources with the AVFD Mission, and manage them wisely to overcome obstacles. In the strategic plan, we state the issues, establish broad goals, then set specific objectives to meet those goals. Now that we have accomplished the entire first round of this plan, a new way of thinking is required. The Chief specifically listed many accomplishments from the past three years, stating that history provides a platform for solving current issues. He commented that the team must plan, think ahead, implement and followup on prescribed goals. Chief Delfs queried the Board regarding their desire on how to proceed with the next step of the strategic plan. Director Horch stated that he recommends that administration develop a plan/direction and present it to the Board at their next meeting. Chairman Castaneda concurred. Discussion ensued regarding establishing priorities for developing the District. The prominent issue discussed related to

building Station 194 and refurbishing Station 192 concurrently. Chief Delfs will put a draft two-year plan in front of the Board at the next meeting.

12) Review, Discussion and possible Action refurbishment of Engine 217

Discussed under Agenda item (7) above.

13) Review, Discussion and possible Action regarding the Mutual Aid Agreement between Avra Valley Fire District and Northwest Fire District

Chief Delfs addressed the Board, stating that no action is required today. The Chief stated that Northwest sent our District a Mutual Aid Agreement and wanted a 24-hour turnaround. He further commented that he met with NWFD Chief Brandt, and they have decided to pull it off their agenda and rework it.

14) Future Agenda Items

Chamber of Commerce Luncheon November 20

15) Date of Next Board Meeting - September 25, 2013

16) Adjournment

Clerk Bauer motioned to adjourn the meeting at 11:31 AM. Director Horch seconded. ***Motion carried unanimously, 4/0.***

Recording Off.

Approved By: Alleyna Lassen, Vice-Chairman

Date: September 25, 2013

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).