

# MINUTES

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



**Meeting Date:** Thursday, December 14, 2017  
**Meeting Time:** 8:00 AM  
**Location:** 21021 E. Homestead Drive, Red Rock, AZ 85145

### **Recording On.**

- 1) **Call To Order** Chairman Castaneda called the meeting to order at 8:10 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, excused Assistant Chief Klein  
Clerk Neilson Lorrie Palmquist, Finance/Admin  
Director Armendarez, present by phone Counsel Wencker  
Director Haffner
- 4) **Recognition of Personnel: Firefighter Filiberto Felix promoted to Captain**  
Chief Delfs stated that Firefighter Felix has been a stalwart for the District and the community, having acted in the captain's capacity at Station 192 for one year. Today marks his official promotion to the rank of captain.
- 5) **Call To The Public** NONE
- 6) **Announcements, Current Events & Correspondence**
  - *AFDA Conference January 11-13, 2018 in Laughlin*
  - *Marana State of the Town address/luncheon date announced*
  - *Thank You notes received from residents affected by the California wildfires*
- 7) **Review, Discussion and possible Action regarding the following items for consent: Minutes from the regular meeting held November 17, 2017**

Chairman Castaneda motioned to approve the consent agenda. Clerk Neilson seconded.  
**Motion carried unanimously, 4:0.**

### **8) Chief's Report**

*The Fire Chief may update the Board on items of interest relating to but not limited to the following: Response times, vehicles, facilities, labor relations, personnel, finance, grants, communications and/or training. Alternatively, the Fire Chief may provide written comments in the Board Member's packets or by email. The Board Members may ask clarifying questions and they may direct the Chief to place items on future agendas for further discussion or action.*

Chief Delfs expressed a warm welcome to Counsel Wencker and his family who were present at the meeting.

The Chief highlighted the following items from his report:

- This year has marked the most successful year in AVFD's history. Our personnel are well trained. Personnel injuries are the lowest they have been in a decade. Our facilities and vehicles are fresh and well maintained. Morale is high. Fire and hazardous materials incidents are down due to our prevention activities. Our response times have lessened and they continue to drop. We have no pending complaints or lawsuits. Relationships with other fire districts, Pima County, Pinal County and the Town of Marana are very good. Additionally, our ISO rating has improved. This is a credit to the Directors and all of our personnel who have worked so hard -- not for personal gain but for the good of the community.
- The Union obtained their 501(c)3 nonprofit status. And, they won the chili cook-off for the third year in a row!
- Our fleet is in good repair. The Type 3 wildland vehicle will be ready for deployment in the Spring.
- As previously reported, the Pima County Elections Department has not been notified of annexations since 2006. The Elections Department has issued new procedures to all of the special taxing districts to ensure this will be corrected in the future.
- Checks for the legacy interest payments will be distributed next week. Once the applicable interest rate was determined, the PSPRS performed the calculations and provided exact amounts which must be paid to those legacy employees. Because these are interest payments and not wages, 1099-INT forms will be prepared and issued to the legacy employees.
- Our holiday dinner will be January 19, 2018 at Station 191.
- Station 193 is hosting a public meeting to allow residents to discuss the repaving of Cattletank Road and to give interested residents the opportunity to harvest native vegetation which may be disturbed in the process.

**9) Review, Discussion and possible Action to approve the November 2017 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*.**

Chief Delfs commented that the SAFER grant has allowed us to amend the grant period for a short time in order to fully utilize the remaining grant funds. Whereas the grant period ends on January 3, 2018, because of normal attrition, several pay periods could not bill for the entire allowable amount. Therefore, we are estimating that we could use a short grant period extension in order to fully utilize all grant funds. Clerk Neilson motioned to approve the November 2017 financial reports and authorize the Chairman and Clerk to sign the *Certificate of Review*. ***Motion carried unanimously, 4:0.***

**10) Review, Discussion and possible Action to consider and possibly approve changes to Administrative Policy 2-08 Driving Under the Influence (DUI).**

Chief Delfs addressed the Board stating that the District does not tolerate or encourage drinking and driving. The current policy is outdated and needs to be aligned with our current staffing structure. Counsel Wencker also commented that the policy in no way encourages or minimizes the severity of DUI. The policy clarifies that an affected employee will not be driving District vehicles and the policy is written to comply with rulings by State agencies. Clerk Neilson motioned to approve the proposed changes to *Policy 2-08: Driving Under the Influence (DUI)*. Director Haffner seconded. ***Motion carried unanimously, 4:0.***

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

Chairman Castaneda wished everyone a Merry Christmas and a Happy New Year.  
Clerk Neilson shared that meat & cheese platters will be delivered to all 4 stations on Christmas Eve.

**12) Future Agenda Items**

**13) Date of Next Board Meeting : January 24, 2018 8:00 AM**

**14) Adjournment**

Director Armendarez motioned to adjourn the meeting. Clerk Neilson seconded.  
*Motion carried unanimously, 4:0.* Meeting adjourned at 9:01 AM.

*Recording Off.*

DRAFT

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**SIGNED**

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**DATE**

**Board Members**

**Luis Castaneda, Jr.   Sara Bauer   Eric Neilson   Thomas Armendarez   James Haffner**

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