

MINUTES

AVRA VALLEY FIRE DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS



Meeting Date: Tuesday, December 17, 2013

Meeting Time: 10:00 AM

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

- 1) **Call To Order** The meeting was called to order by Chairman Castaneda at 10:09 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:

Board

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

Staff

Chief Delfs
Assistant Chief Klein
Lorrie Palmquist, Finance/Admin Manager

Counsel Wencker (present by phone)

4) **Approval of the Minutes from the Regular Meeting held November 26, 2013**

Vice-Chairman Lassen motioned to approve the Minutes from the regular Board meeting held November 26, 2013. Clerk Bauer seconded. *Motion carried unanimously, 5/0.*

5) **Call To The Public** NONE

6) **Announcements, Current Events & Correspondence**

Chief Delfs reminded the Board members to notify Lorrie by January 1, 2014, if they plan to attend the AFDA Conference in Laughlin. Also, the Chief reminded the Board members to let him know if they plan to attend the Marana Chamber Year-End Luncheon tomorrow, December 18, 2013. Clerk Bauer expressed congratulations to Marc Albrecht on the arrival of his son who was born December 13, 2013.

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 we are providing the most current information on the building projects on the website, and commented that he will provide an update on the projects under Agenda Item (15). Vice-Chairman Lassen inquired about the ambulance which was towed to Ford. The Chief responded that the engine will need to be replaced at a cost of approximately \$12,000, but we are hoping that they will work with us since the vehicle is just 7,000 miles beyond warranty.

8) **Review, Discussion and possible Action** to approve the November 2013 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*.

Director Horch motioned to approve the November 2013 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*. Vice-Chairman Lassen seconded.

Motion carried unanimously, 5/0.

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

Chairman Castaneda announced that he attended the Holiday/Awards party on December 6, 2013, and was honored to be given the service award pin for 5 years of service. He expressed generous thankfulness on behalf of such a great team, commenting that our fine team has made Avra Valley Fire District strong and successful. The Chairman also expressed thanks for the team's commitment and dedication to the District. Further, he offered congratulations to all the honorees.

Vice-Chairman Lassen stated that she also attended the event, commenting that it was a good closure to a wonderful year.

Director Neilson reported that he received a "Thank You" card from Roxanne Warneke for the baby shower gift.

10) **Review, Discussion and possible Action** regarding revision of **Bylaws of the Avra Valley Fire District Governing Board**

Chairman Castaneda stated that according to the Bylaws, officer elections should have been held in November, but with Counsel's permission, the elections will be held at today's meeting. Counsel Wencker stated that he has suggested a revision to the Bylaws to include clarification regarding years in which no general election is held. Article 4, Section 2 shall read:

The Board Officers shall be elected at the first regular public meeting following the canvassing of the results of the general election by the Boards of Supervisors of Pima County and of Pinal County in each year that a general election is held. In years that a general election is not held, the Board Officers shall be elected at the first regular public meeting of the twelfth month after the previous election of Board Officers. Board Officers shall assume office on January 1 of each year. Board Officers shall serve for a term of one year and may be reelected to the same office for another term.

Vice-Chairman Lassen moved to accept the revision to the Bylaws regarding officer elections. The motion was seconded by Director Horch. ***Motion carried unanimously, 5/0.***

Officer elections commenced as outlined below:

Clerk of the Board:

Vice-Chairman Lassen nominated Sara Bauer. Director Neilson seconded. After no further nominations, Vice-Chairman Lassen moved to retain Sara Bauer as the Clerk of the Board by acclamation. Director Neilson seconded. ***Motion carried unanimously, 5/0.***

Vice-Chairman of the Board:

Clerk Bauer nominated Aleyna Lassen as Vice-Chairman. Director Neilson seconded. After no further nominations, Director Horch motioned to retain Aleyna Lassen as Vice-Chairman by acclamation. The motion was seconded by Clerk Bauer. **Motion carried unanimously, 5/0.**

Chairman of the Board:

Director Neilson nominated Luis Castaneda, Jr., as Chairman. Vice-Chairman Lassen seconded. After no further nominations, Vice-Chairman Lassen moved to retain Luis Castaneda, Jr., as Chairman of the Board by acclamation. The motion was seconded by Clerk Bauer. **Motion carried unanimously, 5/0.**

11) Review, Discussion and possible Action regarding annual review of the District Strategic Plan

Chief Delfs addressed the Board, stating that the planning matrix for the Two-Year Strategic Plan has been presented to inform the Board members of the progress made to date.

Director Horch inquired about the goal for the CERT Team (Citizen Emergency Response Team). Chief Delfs responded that the District would like to adopt the National platform regarding citizen CERT teams.

Vice-Chairman Lassen inquired about attendance in the CPR classes. Assistant Chief Klein responded that the District is trying to identify ways to increase public enrollment.

Clerk Bauer inquired about how other Districts pay for their CPR classes. Assistant Chief Klein responded that there are grant monies available, but that we did not receive any grant funding for our class offerings. However, new grants will be opening soon, and the District will reapply for assistance.

12) Review, Discussion and possible Action regarding Election of Board Officers

Refer to Agenda item (10) above.

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

Chief Delfs addressed the Board, stating that the District must submit their annual filing by March 1, 2014. He commented that this item has been a standing Agenda item and suggested that it be removed from future Agendas. The Chief reminded the Board that the Bond Fund balances are reported on the monthly Financial Reports, and that expenditures will be brought to the Board for approval.

14) Review, Discussion and possible Action regarding refurbishment of Engine 217

Chief Delfs informed the Board that Engine 217 should be completed within two weeks and will go directly to the prison for striping after Tom's approval.

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

