

# MINUTES

## AVRA VALLEY FIRE DISTRICT



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

**Meeting Date:** Wednesday October 23, 2013  
**Meeting Time:** 9:00 AM  
**Location:** 15790 W. Silverbell Road, Marana, AZ 85653

#### 1) **WorkStudy Session regarding *Accounting Topics***

Finance/Administrative Manager, Lorrie Palmquist, presented a session on the accounting process and specific requirements of recent legislation.

#### *Recording On.*

2) **Call To Order** Chairman Castaneda, Jr, called the meeting to order at 10:04 AM.

3) **Pledge of Allegiance** The Pledge of Allegiance was recited by all present.

4) **Roll Call** Secretary Palmquist called roll. In attendance:

#### Board

Chairman Castaneda, Jr.  
Vice-Chair Aleyna Lassen (present by phone)  
Clerk Sara Bauer  
Director Eric Neilson  
Director Brian Horch (present by phone)

#### Staff

Chief Delfs  
Asst Chief Klein  
Lorrie Palmquist, Finance Mgr  
Counsel Wencker (present by phone)

One resident was in attendance.

#### 5) **Approval of the Minutes from the Regular Meeting held September 25, 2013**

Vice-Chairman Lassen asked for a correction of the vote to adjourn the September meeting, stating that the vote was 3:0, not 2:0. With this correction, Vice-Chairman Lassen moved to approve the minutes from the regular meeting held September 25, 2013. Clerk Bauer seconded. ***Motion carried unanimously, 5:0.***

6) **Call To The Public** None

## 7) Announcements, Current Events & Correspondence

Chief Delfs addressed the Board.

- The Warneke baby shower is Sunday, November 17, at Victory Worship Center on Ruthrauff Road. The Union will be helping with the Warneke buildup of the new home, and the District will supply water tenders to help with the project.
- The District Awards Ceremony/Holiday Party will be Friday, December 6, at 5:00 PM in the Halberg Center.
- The District is sponsoring the Marana Chamber of Commerce Luncheon on November 20 at *The Highlands at Dove Mountain*. Clerk Bauer needs to know who will be attending from the District by November 15.

## 8) Chief's Reports

- **Chief Delfs** – training, vehicles, labor relations, personnel, stations, communications

Chief Delfs addressed the Board regarding personnel and vehicles:

- The run cards have been changed to reflect that the District will no longer respond as automatic aid with the Northwest Fire District. We will still have automatic aid with the other three Districts in the Northwest Consortium. This is a request from Northwest Fire District. This means that the closest, most appropriate unit will no longer respond initially. Units from the jurisdiction in which the call falls will respond first, then mutual aid will be provided as needed.
- Engine 217 is still at the paint shop because body damage was discovered after it was stripped. It will be at WW Williams for inspection next week and, hopefully, returned to service by Thanksgiving.
- Chief Klein's command vehicle had both a transmission leak and an oil leak, with repairs costing over \$1,000.
- The Type 6 Truck needs front-end work, with parts costing around \$1,200. Tom will perform the labor on the truck.
- One firefighter is out due to an injury. One firefighter was hired by TPD, then transferred to Golder Ranch Fire District. One firefighter is in the hiring process for a District in Colorado. Therefore, by January 2014, our District will need to begin the hiring process, promoting current reserves, then filling positions with new-hires.

The Chief commented that PCWIN communications go live in January. He explained that the Northwest Fire District received a letter from Mr. Paul Wilson from the Pima County Sheriff's Office, and that our Board members may receive the same letter from Mr. Wilson. The Chief encouraged the Board members to speak to him or other members of the Consortium before responding to any letter, stating that Mr. Wilson's letter was not properly vetted and is outside the proper chains of communication.

The Chief explained that in response to the recent bankruptcy filing by Rural Metro, AMR Ambulance has applied for a CON through the State, but specifically exempting Avra Valley,

Picture Rocks and Rincon Fire Districts. Now the push is on for other jurisdictions to expand their CON's. Our District has conducted internal discussions relating to expanding our CON further north around Picacho Peak and the new rail yard. The Chief explained that the District also provides firefighters on the ambulances, and we recover some of that cost through ambulance billings. He explained that the Department of Health Services assists us in setting our billing rates based on data in the annual report we are required to file with them. The Chief clarified that AMR specifically exempts Avra Valley Fire District from their requested CON coverage because our District is already providing the best service at the lowest rate and they will not be able to generate revenue from us.

- **Chief Klein** - operations and response times

Chief Klein stated that he had nothing to add at this time, but will discuss the *Pima County Wildland Participation Agreement* later in the Agenda.

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

Chief Delfs explained that the *Disaster Plan* referred to in the WorkStudy Session is actually a *Disaster and Business Continuity Plan* which involves documenting all accounting procedures and maintaining them in an accessible place, so that the accounting/reporting process can remain fluid in case of a catastrophe. He opined that Ms. Palmquist has brought a level of professionalism to the District, and expressed confidence in the accounting process. Future Agenda items will reflect authorizing the Chairman and Clerk to sign the required *Certification of Review* for the monthly financial reports.

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

- Chairman Castaneda, Jr. reported that he attended a breakfast at the Ak-Chin Indian Community where he participated in a virtual tour of District 4.
- Clerk Bauer clarified the deadline for reporting attendance at the November 20 Marana Chamber Luncheon.
- Vice-Chairman Lassen reminded the Board that a “Trunk or Treat” event will be held in Red Rock this weekend to raise money for a needy family.

## **11) Review, Discussion and possible Action regarding Board WorkStudy Session on Accounting Topics**

Director Neilson motioned to accept the current monthly financial reports as presented and authorize the Chairman and Clerk to sign the *Certification of Review*. The motion was seconded by Vice-Chairman Lassen. *Motion carried unanimously, 5:0.*

## **12) Review, Discussion and possible Action regarding *Financial Policies Manual***

Director Lassen motioned to adopt the revised *Financial Policies Manual* as presented. The motion was seconded by Clerk Bauer. *Motion carried unanimously, 5:0.*

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

Chief Delfs addressed the Board, stating that the Financial Statements report the current balance in the Bond Fund. He commented that when plans are received from Pulte, payment for those plans will come out of the Bond Fund. Other than closing costs, no other monies have been expended from the Bond Fund to date.

**14) Review, Discussion and possible Action regarding the Wildland Participation Agreement**

Chief Klein addressed the Board. He explained that the County hired a private firm to prepare an agreement with the main purpose of targeting prevention of wildland fires through education, thinning out of congested areas, promoting defensible spaces, as well as increasing capability to respond to wildfires. He further explained that this plan qualifies for receiving federal dollars. Pima County partnered with several Districts, including Avra Valley Fire District, to prepare the plan. The final document was sent to all Board members in a separate email. Chief Klein stated that the plan classifies potential fire hazards by low, medium, or high-risk areas. Our District is a moderate risk area overall, but includes some high-risk areas. This agreement does not require any financial expenditure, but does require support for the overall plan, which can be done through educating the public. For example, the District is not required to conduct fire inspections, but we provide this service as a courtesy to our residents. He further commented that the District owns apparatus which can support the plan, thereby giving us the opportunity to apply for funding to assist with responding to wildland activity.

Chairman Castaneda thanked Chief Klein for his participation in preparing the agreement and clarified that approving the plan means that Avra Valley Fire District agrees with the process and will support meeting the goals of the plan.

Director Neilson inquired about the funding available. Chief Klein responded that the State of Arizona releases wildland grants each year and those funds are for education, prevention, response, and replacing apparatus which can readily respond to wildland fires.

Clerk Bauer motioned to adopt the *Pima County Wildland Participation Agreement*. Director Neilson seconded. ***Motion carried unanimously, 5:0.***

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

Chief Delfs reiterated that the refurbishment is still on schedule and that the truck should be back in service by Thanksgiving.

**16) Review, Discussion and possible Action regarding disposition/repair of the Fire Prevention Trailer**

Chief Delfs stated that the Fire Prevention Trailer was rarely used prior to it being damaged, and that several items within the trailer were in disrepair. He commented that the only use for the trailer had been to allow kids to go inside, but schools reported that staged smoke affected respiratory ailments. Therefore, the trailer was rarely taken out of the yard. The trailer was damaged in route while being driven to an event in commemoration of September 11, 2001. After contacting an RV Company and the insurance adjuster, it was determined that repairs would be \$16,000, but the net book value of the trailer is only \$6,699. The insurance company issued two checks to the District for the recovery amount less the required deductible. The Board needs to decide how to use the insurance recovery because the trailer cannot be used for fire prevention education any longer. Chief Delfs recommended that the trailer be surplus or used for other means such as a mobile clinic.

Chairman Castaneda stated that losing the ability to use staged smoke will decrease the usage of the trailer to the community. He commented that the trailer was purchased with grant funds and the District has utilized the trailer to its fullest capacity. He concurred with disposing of the trailer and utilizing the insurance recovery for fire prevention materials to assist the community. Director Neilson inquired about the life of trailer. Chief Delfs responded that the trailer was acquired in 2007 with grant monies and that the District has used it in compliance with the grant requirements. Clerk Bauer commented that the small, black trailer could be used for hauling purposes. Clerk Bauer suggested that the District might work with other Districts to use their Fire Prevention trailers when necessary.

Chief Delfs suggested that the insurance recovery may be used to turn the Halberg Park into a Fire Prevention or Injury Prevention Park, where not only fire, but law enforcement could provide training for kids with hands-on activities. The Chairman expressed concurrence with the idea, adding that security and safety would be of utmost importance.

Director Horch motioned to allow Chief Delfs to surplus or use the Fire Prevention Trailer for storage and reassign monies from the insurance recovery for other fire prevention use. The motion was seconded by Director Neilson. *Motion carried unanimously, 5:0.*

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

Chief Delfs explained that the District is reviewing the building projects with Victory Worship Center. It looks like a public-private partnership will be to the District's advantage, bringing specialized labor, etc, which will stretch bond dollars.

As of last week, Pulte let out the civil engineering plan proposal and will be submitting building plans soon. The building is still on target, with Pinal County pre-permitting taking place in November. The modulars are already on the property and are in good shape. The District is planning on opening Station 194 and amenities with a site designated for an apparatus bay next to it. A few things are out of our control; for example, if Pinal County requires the District to go through the zoning process. We will know more at the meeting in November. Chairman Castaneda reiterated that the plans are now in the hands of Pinal County. Clerk Bauer inquired about the number of required retention basins. Chief Delfs responded there will be four basins connected to one large drain already on the civil plan. The Zoning Commission represents many personal opinions and is the only place in the process with citizen participation.

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

Chief Delfs stated that this item was placed on the agenda in case Northwest Fire District submitted a written agreement. The District is still waiting.

**19) Review, Discussion and possible Action regarding MOU between Arizona Department of Public Safety and Avra Valley Fire District establishing permission and guidelines for use of mutual aid channels.**

Chief Delfs explained that this *Memorandum of Understanding* is a renewal of an existing agreement and recommended that the Board move to adopt it. Clerk Bauer moved to adopt the MOU between Arizona Department of Public Safety and Avra Valley Fire District establishing permission and guidelines for use of mutual aid channels. Director Neilson seconded. ***Motion carried unanimously, 5:0.***

**20) Future Agenda Items** None stated.

**21) Date of Next Board Meeting - Tuesday, November 26**

**22) Adjournment**

Clerk Bauer motioned to adjourn the Board meeting. Director Neilson seconded. ***Motion carried unanimously, 5:0.***

Meeting adjourned at 11:18 AM.

***Recording Off.***

***Sara Bauer, Clerk of the Board***  
Approved

***November 26, 2013***  
Date

**Board Members**

**Luis Castaneda, Jr. Aleyna Lassen Sara Bauer Eric Neilson Brian Horch**

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