

MINUTES

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

Recording On.

1) WorkStudy Session regarding *Open Meeting Law and Parliamentary Procedure*

Mr. Wencker presented a training session to the Board on *Open Meeting Law and Parliamentary Procedure*.

2) Call To Order

The meeting was called to order by Vice-Chairman Lassen at 10:05 AM.

3) Pledge of Allegiance

The Pledge of Allegiance was recited by all present.

4) Roll Call The roll was called by Secretary Palmquist. In attendance:

Board

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

Staff

Chief Delfs
Asst Chief Klein
Lorrie Palmquist, Fin/Admin
Counsel Wencker, present by phone

5) Approval of the Minutes from the Regular Meeting held August 21, 2013

Vice-Chairman Lassen asked for correction of a couple of typos.
Director Neilson motioned to approve the minutes from the regular Board meeting of August 21, 2013 to include the corrections. Vice Chairman Lassen seconded. ***Motion carried 3,0.***

6) Call To The Public NONE

7) Announcements, Current Events & Correspondence NONE

8) Chief's Reports

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

Chief Delfs addressed the Board. He stated that the refurbishment of Engine 217 is going very well, commenting that other Districts are watching the process and considering using the same vendor.

Regarding the PCWIN Tower, the antennae is up and techs from Northwest Fire District will be connecting the repeater soon. Residents should already be receiving better reception.

Damage was done to the fire prevention trailer while it was being towed. We are currently seeking a bid through our corporate insurance carrier, and more information will be available at the next meeting.

The District has installed a doorbell for residents to use when the office is locked.

Chief Delfs will be at the National Fire Academy for two weeks in October. Chief Klein will also be out of town for one week during that same time.

Regarding posting on public notices, the state law has changed so that it is no longer required to post anywhere else *if* the notice is posted on the District's website. Therefore, the District will begin posting notices only on the District's website. The new law states that notices must be posted on the District's website or on the County website. As a courtesy, the District may post at other locations in writing, but as a formal policy, our District will use our website to post notices. Counsel Wencker concurred.

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

Chief Klein stated that he had nothing to add to the notes already provided in the Board packets. He commented that the report presented is a new format printed out from the reporting system, and if there are no objections, he will continue to add this document to the Board packet.

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

Chief Delfs addressed the Board, stating that the Cash Flow Statement with related footnotes is presented in the Board packet. He reiterated that *property tax revenue* is generally low during the first part of the fiscal year. Furthermore, the District is in the process of moving from one collection agency to another, so we will expect to see an increase in *ambulance revenue* in the future. Also, the Chief highlighted the footnote regarding *wildland revenue*, stating that \$100,000 is still receivable from the State. Vice-Chairman Lassen expressed thanks for the footnotes, commenting that they really help with interpreting the financial information.

10) Reports of Board Members and Staff NONE

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

There were no questions or comments related to the workstudy session. The Board expressed thanks to counsel Wencker for his presentation.

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

Chief Delfs addressed the Board, stating that it has become increasingly difficult to obtain two signatures from Board members in a timely manner. During the recent audit, the auditor recommended that the Board delegate authority to the Chief to sign as a second signature. In the event that Chief Delfs needs to sign as the second signator, Chief Klein will have the approval authority, and, therefore, three sets of eyes will still see everything that goes out. Counsel Wencker concurred, stating that it is a good idea to have the internal control in place. Vice-Chairman Lassen clarified that the auditor stated it will be an acceptable practice which will expedite the timeliness of the payables process. Director Horch motioned to authorize Chief Delfs to sign checks. Vice-Chairman Lassen seconded. **Motion carried: 3,0.**

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

Chief Delfs stated that the *IRS Section 125 Plan* allows pretax medical benefit contributions by an employee. We currently have such a plan which needs to be reviewed on a regular basis. We were notified that it is time to reapprove the plan. Director Horch moved to accept the *Section 125 Premium Only Plan* which allows for pre-taxed medical benefit coverage. The motion was seconded by Director Neilson. **Motion carried: 3,0.**

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

Vice-Chairman Lassen motioned to approve the *Business Associate Agreement* between Brown & Brown Insurance of Az, Inc., and Avra Valley Fire District to facilitate compliance with the HIPAA rules. The motion was seconded by Director Neilson. **Motion carried: 3,0.**

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

Chief Delfs addressed the Board. He stated that the District currently has a contract with RICOH which will expire in December. A contract for a new machine with lower fees has been presented. He commented that the District has discussed with RICOH the possibility that administration may move to Station 194. RICOH has assured the District that they will work with us to relocate the machine at little to no cost. The Chief commented that RICOH is a company bidding off the State contract, and is reasonable. Director Neilson inquired about owning a copier. Chief Delfs responded that the District has done better with leasing the RICOH copier. Director Neilson motioned to authorize Fire Chief Delfs to renew the RICOH copier contract as presented. The motion was seconded by Director Horch. **Motion carried, 3,0.**

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

Chief Delfs asked to pass this item and discuss it along with agenda item 18.

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

Chief Delfs updated the Board on the progress of the refurbishment, stating that the truck has been torn apart, the tank repaired, the back end lifted up, and larger tires placed on it. Repairing the tank instead of replacing it saved the District \$10,000. The upholstery and paint will be redone. The engine and pump will be refurbished.

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.

Chief Delfs addressed the Board, stating that a skeleton contract from Lloyd Construction has been sent to Counsel Wencker. The Chief expressed his recommendation that the Board accept the motion from Counsel. Chief Delfs recommended entering a *Cost of the Work Plus Design-Builder’s Fee with a Guaranteed Maximum Price* contract which will allow Lloyd Construction to serve as the general contractor on the projects. The Chief commented that with 2.8 million available from the recent bond sale, our District is trying to complete four building projects with less money than what other Districts spend on one station. The Chief stated that the District’s first priority is to set aside \$800,000 for Station 194 to include the modular building from Pulte. He commented that the biggest expense will be for sitework, explaining that retention basins must be installed. Discussion ensued. The Chief summarized that the District would like to work on Station 194 and the remodel of Station 192 simultaneously. Similarly, the District plans to work on the remodels of Stations 193 and 191 simultaneously. Vice-Chairman Lassen inquired about the sitework necessary for the remodels. Chief Delfs responded that Lloyd Construction suggests remodels instead of new buildings at the other sites which will avoid extensive sitework prep. Chief Delfs informed the Board that a Church has expressed interest in providing materials and labor for one of the sites. Vice-Chairman Lassen asked Counsel to formulate a motion. Counsel Wencker stated that the motion should specify giving authority to Chief Delfs to enter the *Cost of the Work Plus Design-Builder’s Fee with a Guaranteed Maximum Price* contract with Lloyd Construction and to move into the construction phase after the Board is satisfied with the contracts. Director Horch clarified that the motion will allow Chief Delfs to enter the contract with Lloyd Construction to allow the process to go forward.

Vice-Chairman Lassen motioned to direct Chief Delfs to enter the *Cost of the Work Plus Design-Builder’s Fee with a Guaranteed Maximum Price* contract with Lloyd Construction to either rebuild or remodel Stations 191, 192, 193 and 194. Director Neilson seconded.

Motion carried: 3,0.

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

The District is still waiting on a revised agreement from Northwest Fire District. Chief Delfs explained that Northwest intends to stop the Auto Aid agreement, but must do so in writing. They have indicated that they intend to provide a Mutual Aid, not Auto Aid agreement. Chief Delfs commented that service to the public may be affected as the closest, most appropriate unit will no longer be dispatched first.

20) Review, Discussion and possible Action regarding the Avra Valley Strategic Plan

Chief Delfs addressed the Board, stating that at the August Board meeting, the Board directed staff to move ahead to develop a two-year Strategic Plan. He commented that the 10-year Strategic Plan previously drawn up was completed in three years. Furthermore, the District will produce a 2-year budget to accompany the new 2-year Strategic Plan. Although this new 2-year plan is very aggressive, the goals are concrete, not fluff. Vice-Chairman Lassen commented that the District has successfully overcome many hurdles over the last several years. Director Neilson motioned to accept the 2-year Strategic Plan as presented. Director Horch seconded. *Motion carried, 3,0.*

21) Future Agenda Items – Next WorkStudy Session, October 23, 2013, Accounting Issues

A WorkStudy Session on accounting topics will be presented at 9:00 AM just prior to the regular Board meeting on October 23, 2013.

22) Date of Next Board Meeting - October 23, 2013

23) Adjournment

Director Neilson motioned to adjourn the meeting at 11:12 AM. Director Horch seconded. *Motion carried, 3,0.*

Recording Off.

Sara Bauer, Clerk of the Board

APPROVED

October 23, 2013

DATE

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).