



**MINUTES**  
**AVRA VALLEY FIRE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Meeting Date:** Wednesday, April 27, 2016  
**Meeting Time:** 10:00 AM  
**Location:** 21021 E Homestead Drive, Red Rock, Az 85145

**RECORDING ON**

1) **Call To Order** Chairman Castaneda called the meeting to order at 10:01 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.

Vice-Chairman Bauer

Clerk Neilson

Director Horch (present by phone)

Director Armendarez

Chief Delfs

Assistant Chief Klein

Lorrie Palmquist, Finance/Admin

Counsel Wencker (present by phone)

And, two residents were in attendance.

4) **Recognition of Personnel**

A 5-Year Service Pin will be given to Firefighter Chris George, Wildland Coordinator, on his next shift.

A special appreciation award was presented to former Vice-Chairman, Aleyna Lassen. Chief Delfs addressed those in attendance, stating that Ms. Lassen has consistently shown deep respect for both the residents and the employees of the District. She helped lay a strong foundation so that others can come along and add building blocks. The Chief further opined that many people have walked through our doors, but few have left such a strong footprint. The Board members thanked Ms. Lassen for her many years of dedicated service to the District.

5) **Review, Discussion and possible Action to Approve the Minutes from the Regular Board Meeting held March 22, 2016**

Director Armendarez motioned to approve the minutes from the regular Board meeting held March 22, 2016. Clerk Neilson seconded. *Motion carried unanimously, 5:0.*

6) **Call To The Public** NONE

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

- Several *Thank You* notes have been received from the community
- State of the Town Address & Luncheon: Friday, April 29, 2016 at the Ritz-Carlton in Dove Mountain. The event is sold out, so arrive early for parking!
- AFDA summer conference July 14-16, 2016 at the Renaissance Phoenix Glendale Hotel & Spa - Hotel reservations have been confirmed, but the Conference registration will not be available mid-May.

## 8) Report from the Fire Chief

Chief Delfs addressed the Board emphasizing several points from his written report.

- We are planning to payoff the pumper lease-purchases with bond funds. This will leave just enough to cover the remaining Station 193 remodel expenditures.
- The community paramedic truck has been delivered. A training session has been scheduled for May 12. The community paramedicine program will officially kick-off after that. In addition, a meeting has been scheduled regarding a resource program which will enhance the community paramedicine program.
- SB1244 is moving through the legislature, heightening awareness of the tax revenue issue.
- The District FaceBook page has been launched. Please pass on photos and notices.
- We now have the new server and document management software installed. We are moving forward on digitizing our records.

## 9) Review, Discussion and possible Action to approve the March 2016 Financial Reports and authorize the Chairman and Clerk to sign the *Certificate of Review*.

Vice-Chairman Bauer motioned to approve the March 2016 financial reports and authorize the Chairman and Clerk to sign the *Certificate of Review*. Clerk Neilson seconded. **Motion carried unanimously, 5:0.**

## 10) Review, Discussion and possible Action to approve reclassification of Budget line items

Chief Delfs commented that as we enter the 4<sup>th</sup> quarter of the fiscal year, we are on track with our budget. Employee related expenditures are higher than originally budgeted due to excess overtime incurred during the first half of the fiscal year plus Board-approved raises implemented at the beginning of the second half of the fiscal year. Therefore, staff recommends reclassifying contingency budget into the ERE budget lines to more properly reflect actual expenditures. Director Horch motioned to approve the reclassification of budget line items. Clerk Neilson seconded. **Motion carried unanimously, 5:0.**

## 11) Review, Discussion and possible Action regarding the preliminary draft of the FY 2017 Budget

The Fiscal Year 2017 Proposed Budget is a financial plan designed to advance an organizational mission of providing optimum services to those who live, work, recreate and do business in Avra Valley. The goal is to have a dynamic organization that provides the highest quality services to our residents and visitors in a cost effective manner. The strategies used to construct this budget were focused on maintaining and enhancing frontline services that are plainly observable and directly beneficial to the community, as well as to set a foundation for economic prosperity. The other major goal in constructing the budget was to eliminate the structural deficit. The Fiscal Year 2017 Proposed Budget accomplishes this goal. The budget was developed with an analysis of financial conditions of the past, present and future. The framework was established under guiding principles that place resources in the organization at sustainable levels to assure that the fundamental functions of the District's business are adequately delivered. The budget submitted is legally balanced as required and meets the following goals:

- Provides frontline services to the community
- Eliminates non-priority items
- Pays the debt obligations
- Preserves employee compensation
- Provides funding for the maintenance of our District assets.
- Ensures that non-recurring revenues are directed to funding non-recurring expenditures or to the strategic reserve to carry the District through until other revenue sources can be realized.

Chief Delfs commented that Avra Valley is one of the few fire districts seeing a decline in assessed property values. As a result, our tax levy revenues have declined by almost 19% over the past six years. Yet, with determined fiscal responsibility, we have been able to sustain operations. As we move forward we will continue to focus on developing policy to ensure our fiscal solvency while ensuring that the provision of valued community services are enhanced. The proposed budget accurately reflects the policies and priorities directed at maintaining frontline service delivery and is in clear alignment with the needs of the community. Vice-Chairman Bauer motioned to accept the FY17 Preliminary Budget. Director Armendarez seconded. **Motion carried unanimously, 5:0.**

**12) Review, Discussion and possible Action regarding adopting Resolution 2016-03 announcing and authorizing the election of two Board Members and authorizing staff to enter into Intergovernmental Agreements with Pima and Pinal Counties for the November 2016 election.**

Chief Delfs reminded the Board that the primary election is August 30, 2016, and the general election is November 8, 2016. The District must have IGA's in place 120 days prior to the election. We have the Pinal County IGA, but are still waiting on the Pima County IGA. Vice-Chairman Bauer motioned to announce and authorize the election of two Board members and to authorize staff to enter into Intergovernmental Agreements with both Pima and Pinal counties for the November 2016 election. Clerk Neilson seconded. **Motion carried unanimously, 5:0.**

**13) Review, Discussion and possible Action regarding Facebook or other social media**

The District has launched a Facebook page. Chairman Castaneda commented that it is looking great.

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

Chief Delfs reported that the contractor believes that Station 193 will be ready for final inspection by mid-May. Staffing could occur by June 1, 2016. Vice-Chairman Bauer inquired about the captains promotions. The Chief responded that promotions will occur once the testing process is complete.

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

Clerk Neilson asked for a follow-up on the idea of offering vaccinations to the community.

**16) Future Agenda Items**

Chairman Castaneda reminded the Board that the FY17 Preliminary Budget needs to be adopted at the May Board meeting. It will then need to be published for at least 20 days per law, and final budget adoption is to occur at the June Board meeting. He suggested that the following public hearings be held on the June 2016 Board meeting date: 10:00 AM at Station 194 and 6:00 PM at Station 191.

**17) Date of Next Board Meeting May 25, 2016**

**18) Adjournment** Vice-Chairman Bauer motioned to adjourn. Clerk Neilson seconded. **Motion carried unanimously, 5:0.** Meeting adjourned at 10:49 AM.

**Recording Off.**



SIGNED



DATE

**Board Members**

**Luis Castaneda, Jr. Sara Bauer Eric Neilson Brian Horch Thomas Armendarez**

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