

# ***Drexel Heights Fire District***

5030 S. Camino Verde, Tucson, AZ 85735

Regular Board Meeting  
December 21, 2018

I. Call to Order

Board Chair Bertrand called the meeting to order at 9:02 a.m.

II. Pledge of Allegiance

III. Roll Call

**Board Members present: James Bertrand, Gary Bynum, Laura Dailey, and Charles Mendonca.** With four Board Members attending, a quorum is established.

**Board Members absent: Charles Zang**

Staff Members present: Douglas Chappell, Fire Chief / District Administrator; Laurie Dunham, Finance / Administrative Manager; Dane Crouse, Division Chief; and Dennis Stiegleiter, Fire Marshal.

IV. Approval of Meeting Minutes

***Move to approve the minutes of the Regular Board Meeting of November 16, 2018 by Ms. Dailey, second by Mr. Mendonca, motion approved. (4-0)***

V. Call to the Public – Comments and Questions

None

VI. Report from the Fire Chief

Chief Chappell provided a written report, which is hereby made a part of these minutes.

No questions or comments from the Board Members present.

VII. Pending Business

- A. Discussion and possible action to approve the checks issued listing dated November 30, 2018, and the monthly financial report for the period ending November 30, 2018.

Mr. Bertrand asked about the Public Education expense with Tucson Unified Schools. Chief Chappell reported that the expense was for the bus transportation for the annual Fire Safety Show at AVA in October.

***Move to approve the checks issued listing dated November 30, 2018, and the monthly financial report for the period ending November 30, 2018 by Mr. Bertrand, second by Mr. Bynum, motion approved. (4-0)***

- B. Discussion and possible action to accept the Fiscal Year 2018 annual audit as prepared by the accounting firm of Beach Fleischmann. Chief Chappell introduced Ms. Lydia Hunter of Beach Fleishmann who provided an overview of the FY 2018 Annual Audit of the District's financials. The PowerPoint used by Ms. Hunter is hereby made a part of these minutes.

Mr. Bertrand asked Ms. Hunter to explain the difference between "Restricted and Unrestricted" funds listed in the Financial Highlights slide. Ms. Hunter provided an explanation.

***Move to accept the Fiscal Year 2018 annual audit by Mr. Bynum, second by Mr. Mendonca, motion approved. (4-0)***

- C. Discussion and possible action to authorize the Fire Chief to execute a contract with Core Construction as the Construction Manager at Risk for the new Administration and Classroom facility and Fire Station 401. Chief Chappell reported that this agreement between Core Construction and the District establishes the relationship and covers the legal requirements for such a contract. Chief Chappell noted that there would be an Amendment in Exhibit B at a future time that will address the Guaranteed Maximum Price (GMP) for each project separately.

***Move to authorize the Fire Chief to execute a contract with Core Construction as the Construction Manager at Risk for the new Administration and Classroom facility and Fire Station 401 by Mr. Bertrand, second by Ms. Dailey, motion approved. (4-0)***

- D. Discussion and possible action to designate the new Administration Center as the "Albert Prince Administration Center". Chief Chappell presented this recommendation, that the new Administration Center to be built at 5950 S. Cardinal be named for the first Fire Chief and founding President of the Drexel Heights Community Association, Albert Prince.

***Move to designate the new Administration Center as the “Albert Prince Administration Center” by Mr. Bertrand, second by Mr. Bynum, motion approved. (4-0)***

- E. Discussion and possible action to adopt Resolutions 2018 – 20, 2018 – 21, 2018 – 22, 2018 – 23 and 2018 – 24, which authorize the annexation of Lots 9, 10, 16, 17, and 20 in the Vahalla Estates subdivision as described in the requests for annexation. Chief Chappell indicated that the District annexed the majority of the Vahalla Estates subdivision in July; and that five additional lot owners have applied for annexation.

***Move to adopt Resolutions 2018 – 20, 2018 – 21, 2018 – 22, 2018 – 23 and 2018 – 24, which authorize the annexation of Lots 9, 10, 16, 17, and 20 in the Vahalla Estates subdivision as described in the requests for annexation by Mr. Bertrand, second by Mr. Mendonca, motion approved. (4-0)***

- F. Election of Governing Board Chairperson and Clerk of the Board. Chief Chappell indicated that in accordance with the District’s bylaws, each December the Governing Board must have an election to select a Chairperson and a Clerk of the Board who, once elected, will serve one-year terms, commencing on January 1<sup>st</sup>.

***Move to elect Mr. Bertrand as the Board Chairperson by Mr. Bertrand, second by Ms. Dailey, motion approved. (4-0)***

***Move to elect Mr. Bynum as Clerk of the Board by Mr. Bertrand, second by Ms. Dailey, motion approved. (4-0)***

VIII. Future Agenda Items

There were no items offered by the Board members present. Chief Chappell did not have anything pending at this time.

IX. Adjournment

***Move to adjourn the meeting by Mr. Bertrand, second by Mr. Bynum, motion approved. (4-0)*** Mr. Bertrand adjourned the meeting at 9:25 a.m.

**Submitted by:** \_\_\_\_\_  
Gary Bynum, Clerk of the Board

**Next Scheduled Meeting:** Friday, January 25, 2019, 9:00 a.m.  
5030 S. Camino Verde, Tucson, AZ (Classroom)