

*Drexel Heights Fire District*  
5030 S. Camino Verde, Tucson, AZ 85735

Regular Board Meeting  
March 23, 2018

I. Call to Order

Board Chair Bertrand called the meeting to order at 9:00 a.m.

II. Pledge of Allegiance

III. Roll Call

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

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

IV. Approval of Meeting Minutes

***Move to approve the minutes of the Regular Board Meeting of February 23, 2018 by Ms. Dailey, second by Mr. Mendonca, motion approved. (5-0)***

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.

Ms. Dailey asked why the Firefighter Candidate left the District. Chief Chappell responded that he left at the request of the District.

Mr. Bynum reported that TUSD had returned the Patent on the land west of Station 401.

Mr. Bertrand asked if we had properly thanked Mr. Johnson of the Lauren Project for the donation. Chief Chappell indicated that Manager Koslowski made the appropriate recognition.

VII. Pending Business

- A. Discussion and possible action to approve Accounts Payable 09 – 18 dated March 23, 2018, and the monthly financial report for the period ending February 28, 2018.

***Move to approve Accounts Payable 09 – 18 dated March 23, 2018, and the monthly financial report for the period ending February 28, 2018 by Mr. Bertrand, second by Ms. Dailey, motion approved. (5-0)***

- B. Discussion and possible action to adopt Resolution 2018 – 04 which authorizes the execution of a Tower Space Lease Agreement with the Pascua Pueblo Fire Department. Chief Chappell reported that the District has leased space on the antenna tower at Eagles Nest for more than eighteen years, and that the current Agreement will expire in April and Pascua has approved a new Agreement for continuation of the arrangement for a term of five years.

***Move to adopt Resolution 2018 – 04 authorizing a Tower Space Lease Agreement with the Pascua Pueblo Fire Department by Mr. Bertrand, second by Mr. Bynum, motion approved. (5-0)***

- C. Discussion and possible action to adopt Resolution 2018 – 03 which adopts a revised Board Policy (205.1) concerning purchasing. Chief Chappell noted that recent changes in staffing have created the need to revise the District Purchasing Policy (201.1) to add the Fleet Services Coordinator and Assistant to the District Administrator positions, and that the process of requisitioning purchase orders and the issuing of purchase orders has been improved to maintain consistency and accuracy.

***Move to adopt Resolution 2018 – 03 which adopts a revised Board Policy (205.1) concerning purchasing by Mr. Bertrand, second by Mr. Zang, motion approved. (5-0)***

- D. Discussion only. Review and discussion concerning a proposed budget for the FY 2019. Chief Chappell presented the first draft of the FY 2019 Budget to the Board for discussion which included topics such as all revenues and expenses, tax rate implications, operating costs, capital costs, personnel costs and future impacts of the District's assessed values on programs and staffing.

There were no questions or comments from Board Members.

- E. Discussion and possible action to declare Shop 1201 as surplus property and authorize the Fire Chief to dispose of the vehicle in a manner that is in the best interest of the District. Chief Chappell noted that the District has replaced this ambulance and would like to sell this unit to Green Valley Fire District and return the fleet size to that anticipated in the budget.

***Move to declare Shop 1201 as surplus property and authorize the Fire Chief to dispose of the vehicle in a manner that is in the best interest of the District by Mr. Bertrand, second by Mr. Bynum, motion approved. (5-0)***

VIII. Future Agenda Items

Chief Chappell noted that the discussions concerning the FY 2019 Budget will continue in April. Chief Chappell indicated that there may be discussion or possible action on bonding and discussion concerning the site for the Administration / Training facility.

IX. Adjournment

***Move to adjourn the meeting by Mr. Bynum, second by Mr. Bertrand, motion approved. (5-0)*** Mr. Bertrand adjourned the meeting at 9:15 a.m.

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

Next Scheduled Meeting: Friday, April 27, 2018, 9:00 a.m.  
5030 S. Camino Verde, Tucson, AZ (Classroom)