

Drexel Heights Fire District

5030 S. Camino Verde, Tucson, AZ 85735

Regular Board Meeting

May 24, 2019

I. Call to Order

Board Chair Bertrand called the meeting to order at 9:01 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; Dane Crouse, Division Chief; Dennis Stiegleiter, Fire Marshal.

IV. Approval of Meeting Minutes

Move to approve the minutes of the Regular Board Meeting of April 26, 2019 by Ms. Dailey, second by Mr. Bertrand, 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. Chief Chappell did not have anything to add to his report at this time.

VII. Pending Business

- A. Discussion and possible action to approve the checks issued listing dated April 30, 2019, and the monthly financial report for the period ending April 30, 2019.

Move to approve the checks issued listing dated April 30, 2019, and the monthly financial report for the period ending April 30, 2019 by Mr. Bertrand, second by Mr. Mendonca, motion approved. (5-0)

- B. Public Hearing – Proposed Budget for Fiscal Year Ending June 30, 2020.

Move to open the public hearing for taking public comments concerning the proposed budget for the Fiscal Year ending June 30, 2020 by Mr. Bertrand, second by Ms. Dailey, motion approved. (5-0)

Chief Chappell noted that the budget had been available as required and that the District welcomed public comment.

None

Move to close the public hearing by Mr. Bertrand, second by Mr. Bynum, motion approved. (5-0)

- C. Discussion and possible action to adopt a final budget for the Drexel Heights Fire District for the Fiscal Year ending June 30, 2020, with \$18,981,920.00 in total estimated revenues and \$17,830,683.00 in estimated total expenditures. Any and all District revenues and expenditures may be discussed, as well as the anticipated tax rate. Chief Chappell reported that the Board had reviewed the proposed budget at its meetings of March 22, 2019, April 26, 2019, and earlier today. Chief Chappell noted that at the meeting of April 26, 2019, the Board authorized the publishing of a tentative budget and a notice of a public hearing concerning the proposed budget, as required by State statute. Chief Chappell indicated that the proposed budget maintains services without increasing the tax rate, and it acknowledges the likelihood of a continuing slow growth for the Tucson region for the 2020 fiscal year and the proposed budget provides for a minimal increase in salaries for all employees and provides funds from the Capital Reserve Budget for replacement of one ambulance and technology improvements. Chief Chappell noted that the budget includes an estimated tax rate of \$3.2500 for the General Fund, and that the total budget includes the General Fund Budget with revenues of \$11,361,566.00 and expenses of \$11,361,566.00; the Valley Emergency Communications Center Budget with revenues of \$1,473,890.00 and expenditures of \$1,307,667.00; the Debt Service Fund with a tax rate of \$0.22 and revenue of \$491,662.00 and expenses of \$458,250.00; and the Capital Reserve Fund with revenue of \$1,306,322.00 and expenses of \$603,200.00. Chief Chappell noted that the total FY 2020 Budget anticipates a fund balance in the Valley Emergency Communications Center budget and Capital Reserve Fund for future expense.

Move to adopt a final budget for the Drexel Heights Fire District for the Fiscal Year ending June 30, 2020, with \$18,981,920.00 in total estimated revenues and \$17,830,683.00 in total estimated expenditures by Mr. Bertrand, second by Mr. Mendonca, motion approved. (5-0)

- D. Discussion and possible action to adopt Resolution 2019 – 09 which authorizes the execution of an Intergovernmental Agreement with Green Valley Fire District for Fire Marshal services. Chief Chappell reported that the District entered into a shared services Agreement with Green Valley in 2017 for Fire Marshal services and that Agreement and resulting cooperative arrangement has worked well and Green Valley wishes to continue the program.

Move to adopt Resolution 2019 – 09 which authorizes the execution of an Intergovernmental Agreement with Green Valley Fire District for Fire Marshal services by Mr. Bertrand, second by Ms. Dailey, motion approved. (5-0)

- E. Discussion and possible action to adopt Resolution 2019 – 10 which authorizes the adoption of a revised Board Policy Section 206.16 concerning the District's Public Safety Personnel Pension System funding. Chief Chappell noted that Arizona Revised Statutes §38-863.01 requires PSPRS employers to adopt a funding policy annually before July 1 and that the policy being considered meets the statute's requirements and is consistent with District past and current practice.

Move to adopt Resolution 2019 – 10, which authorizes the adoption of a Board Policy Section 206.16 by Mr. Bertrand, second by Mr. Bynum, motion, approved. (5-0)

- F. Discussion and possible action to authorize the execution of a Subscriber Services Agreement for dispatch related services with Helmet Peak Volunteer Fire Department on behalf of the Valley Emergency Communications Center. Chief Chappell indicated that the VECC provides dispatch services for the Helmet Peak Volunteer Fire Department and that the current agreement expires on June 30, 2019. Chief Chappell noted that Helmet Peak Volunteer Fire Department has returned the agreement for consideration, accepting the fee for services for the one-year agreement consistent with that reflected in the VECC FY 2020 Budget.

Move to authorize the execution of a Subscriber Services Agreement for dispatch related services with Helmet Peak Volunteer Fire Department on behalf of the Valley Emergency Communications Center by Mr. Bynum, second by Mr. Zang, motion approved. (5-0)

- G. Discussion and possible action to adopt Resolution 2019 – 11 which authorizes the execution of a Subscriber Services Agreement for dispatch related services with Arivaca Fire District on behalf of the Valley Emergency Communications Center. Chief Chappell reported that the VECC provides dispatch services for the Arivaca Fire District

and that the current agreement expires on June 30, 2019. Chief Chappell noted that Arivaca Fire District has returned the agreement for consideration and that the fee for services for the one-year agreement is consistent with that reflected in the VECC FY 2020 Budget.

Move to adopt Resolution 2019 – 11 which authorizes the execution of a Subscriber Services Agreement for dispatch related services with Arivaca Fire District on behalf of the Valley Emergency Communications Center by Mr. Bertrand, second by Mr. Bynum, motion approved. (5-0)

- H. Discussion and possible action to adopt Resolution 2019 – 12 which authorizes the adoption of a revised Board Policy Section 205.01 concerning the District’s Purchasing Policy. Chief Chappell noted that the District recently changed a majority of our purchasing process to an electronic form of payment and processing, and with the new process, the majority of invoice management has been converted to an electronic records system.

Mr. Bertrand asked what type of enhancements come with this new system. Chief Chappell responded that the electronic version actually adds layers of protection to the system that the old manual system did not include.

Move to adopt Resolution 2019 – 12, which authorizes the adoption of a Board Policy Section 205.01 by Mr. Bertrand, second by Mr. Mendonca, motion, approved. (5-0)

- I. Discussion and possible action to adopt Resolution 2019 – 13 which authorizes the execution of a Subscriber Services Agreement for dispatch related services with Corona de Tucson Fire District on behalf of the Valley Emergency Communications Center. Chief Chappell indicated that the VECC provides dispatch services for the Corona de Tucson Fire District and that the current agreement expires on June 30, 2019. Chief Chappell noted that the Corona de Tucson Fire District has returned the agreement for consideration with the fee for services for the one-year agreement consistent with that reflected in the VECC FY 2020 Budget.

Move to adopt Resolution 2019 – 13 which authorizes the execution of a Subscriber Services Agreement for dispatch related services with Corona de Tucson Fire District on behalf of the Valley Emergency Communications Center by Mr. Bynum, second by Mr. Bertrand, motion approved. (5-0)

- J. Discussion and possible action to authorize the execution of a Subscriber Services Agreement for dispatch related services with Elephant Head Volunteer Fire Department on behalf of the Valley Emergency Communications Center. Chief Chappell noted that the VECC provides dispatch services for the Elephant Head Volunteer Fire Department and that the current agreement expires on June 30, 2019. Chief Chappell reported that Elephant Head Volunteer Fire Department has returned

the agreement for consideration, and that the fee for services for the one – year agreement is consistent with that reflected in the VECC FY 2020 Budget.

Move to authorize the execution of a Subscriber Services Agreement for dispatch related services with Elephant Head Volunteer Fire Department on behalf of the Valley Emergency Communications Center by Mr. Bynum, second by Mr. Zang, motion approved. (5-0)

VIII. Future Agenda Items

No items were requested by Board Members.

Chief Chappell indicated that several items are in the works but nothing is firm yet.

IX. Adjournment

Move to adjourn the meeting by Mr. Bertrand, second by Mr. Bynum, motion approved. (5-0) Mr. Bertrand adjourned the meeting at 9:21 a.m.

Following the meeting, retiring Firefighter / Paramedic David Shafer arrived at the meeting and Chief Chappell presented Firefighter / Paramedic David Shafer with a plaque in honor of his retirement after a 33-year career with the District.

Submitted by: _____
Gary Bynum, Clerk of the Board

Next Scheduled Meeting: Friday, June 28, 2019, 9:00 a.m.
5030 S. Camino Verde, Tucson, AZ (Classroom)