

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

Regular Board Meeting  
May 25, 2018

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: Thomas Benavidez, Legal Counsel; Douglas Chappell, Fire Chief / District Administrator; Laurie Dunham, Finance / Administrative Manager; Dane Crouse, Division Chief – Operations and Thomas Doubrava, Battalion Chief.

IV. Approval of Meeting Minutes

***Move to approve the minutes of the Regular Board Meeting of April 27, 2018 by Ms. Dailey, second by Mr. Mendonca, motion approved. (5-0)***

V. Approval of Executive Session Minutes

***Move to approve the minutes of the Executive Session of April 27, 2018 by Mr. Bertrand, second by Mr. Bynum, motion approved. (5-0)***

VI. Call to the Public – Comments and Questions

There were no comments from the public.

VII. Report from the Fire Chief

Chief Chappell provided a written report which is hereby made a part of these minutes. Chief Chappell provided a brief update on the bond sale which took place on May 24, 2018.

VIII. Pending Business

- A. Discussion and possible action to approve Accounts Payable 11 – 18 dated May 25, 2018, and the monthly financial report for the period ending April 30, 2018.

Ms. Dailey asked about the payment to Aladtech. Chief Chappell indicated that the vendor provides the software for the new time-keeping system being implemented.

***Move to approve Accounts Payable 11– 18 dated May 25, 2018, and the monthly financial report for the period ending April 30, 2018 by Mr. Bertrand, second by Ms. Dailey, motion approved. (5-0)***

- B. Discussion only. Review and discussion concerning a proposed budget for the FY 2019. Chief Chappell provided an overview of the draft budget for FY 2019 which now includes some place holders for the bond projects. Chief Chappell noted that this is not an action item

There were no questions or comments from Board Members.

- C. Discussion and possible action to approve the publishing of a tentative budget for FY 2019; and scheduling a public hearing concerning the adoption of a final budget. Chief Chappell noted that the Board has reviewed and discussed a proposed budget for FY 2019 in March, April and again earlier in this meeting. Chief Chappell indicated that Arizona Revised Statutes require the District to publish a tentative budget at least 20 days prior to a public hearing followed by action to adopt a budget, and that this action will allow for the publication of a tentative budget and schedule a public hearing concerning the tentative budget for June 22, 2018.

***Move to approve the publishing of a tentative budget for fiscal year ending June 30, 2019; and scheduling a public hearing concerning the adoption of a final budget on June 22, 2018 by Mr. Bertrand, second by Mr. Bynum, motion approved. (5-0)***

- D. 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 reported that the VECC provides dispatch services for the Helmet Peak Volunteer Fire Department. Chief Chappell noted that the current agreement

expires on June 30, 2018 and that Helmet Peak Volunteer Fire Department has returned the agreement for consideration.

***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 Mr. Bertrand, second by Mr. Mendonca, motion approved. (5-0)***

- E. Discussion and possible action to adopt Resolution 2018 – 06 which authorizes the execution of an Amendment to the Intergovernmental Agreement with Pima County Community College District for provision of emergency medical and fire science training programs. Chief Chappell indicated that the District entered into a three year Intergovernmental Agreement with Pima County Community College (PCC) in June, 2016, and that PCC is now requesting to amend the Agreement to allow an expansion of the class participants beyond just District personnel. Chief Chappell reported that this expansion is beneficial to the District and staff recommends approval.

***Move to adopt Resolution 2018 – 06 which authorizes the execution of an Amendment to the Intergovernmental Agreement with Pima County Community College District by Mr. Bertrand, second by Ms. Dailey, motion approved. (5-0)***

- F. Discussion and possible action to adopt Resolution 2018 – 07 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 2018 – 07 which authorizes the execution of an Intergovernmental Agreement with Green Valley Fire District for Fire Marshal services by Mr. Bertrand, second by Mr. Mendonca, motion approved. (5-0)***

- G. Discussion and possible action to adopt Resolution 2018 – 08 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 indicated that the VECC provides dispatch services for the Arivaca Fire District, and that the current agreement expires on June 30, 2018. Arivaca Fire District has returned the agreement for consideration.

***Move to adopt Resolution 2018 – 08 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. Bynum, second by Mr. Bertrand, motion approved. (5-0)***

- H. 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 reported that the VECC provides dispatch services for the Elephant Head Volunteer Fire Department, and that the current agreement expires on June 30, 2018. Chief Chappell noted that Elephant Head Volunteer Fire Department has returned the agreement for consideration.

***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. Bertrand, second by Ms. Dailey, motion approved. (5-0)***

- I. Discussion and possible action to adopt Resolution 2018 – 10 which authorizes the execution of a Subscriber Services Agreement for dispatch related services with Rincon Valley Fire District on behalf of the Valley Emergency Communications Center. Chief Chappell indicated that the VECC provides dispatch services for the Rincon Valley Fire District, and that the current agreement expires on June 30, 2018. Chief Chappell reported that Rincon Valley Fire District has returned the agreement for consideration.

***Move to adopt Resolution 2018 – 10 which authorizes the execution of a Subscriber Services Agreement for dispatch related services with Rincon Valley Fire District on behalf of the Valley Emergency Communications Center by Mr. Bertrand, second by Mr. Zang, motion approved. (5-0)***

- J. Discussion and possible action to adopt Resolution 2018 – 09 which authorizes execution of a purchase agreement for approximately 2.1 acres of developed real property located at 5950 South Cardinal Avenue, Pima County, Arizona, and payment of the earnest money, purchase price, customary closing costs, and all costs of conducting due diligence inspections. The Board might go into executive [closed] session, pursuant to A.R.S. 38-431.03 (A)(3), (4) & (7), for legal advice and to direct the Board's representatives concerning purchase of the property. Chief Chappell reported that the District has finalized the administrative process to purchase property at 5950 S. Cardinal, directly north of Fire Station 403, for the creation of a District Administrative Center with classroom facilities. *The Board did not go into Executive Session.*

***Move to adopt Resolution 2018 – 09 which authorizes the execution of a purchase agreement for real property located at 5950 South Cardinal Avenue, Pima County, Arizona by Mr. Bertrand, second by Mr. Bynum, motion approved. (5-0)***

IX. Future Agenda Items

Mr. Bynum requested that a discussion item be scheduled concerning the website and Facebook use.

Chief Chappell indicated that the agenda would likely include: Public hearing followed by consideration of the FY 2019 budget; Public hearing followed by consideration of the Fire Code and amendments; the Communications Subscriber agreement with Corona de Tucson; resolution calling for an election in November; and consideration of the Base Hospital agreement.

X. Adjournment

***Move to adjourn the meeting by Mr.,. Bertrand, second by Mr. Bynum, motion approved.*** (5-0) Mr. Bertrand adjourned the meeting at 9:20 a.m.

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

Next Scheduled Meeting: Friday, June 22, 2018, 9:00 a.m.  
5030 S. Camino Verde, Tucson, AZ (Classroom)