

# ***Drexel Heights Fire District***

5030 S. Camino Verde, Tucson, AZ 85735

Regular Board Meeting  
October 26, 2018

I. Call to Order

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

II. Pledge of Allegiance

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.

**Board Members absent: None**

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

III. Approval of Meeting Minutes

***Move to approve the minutes of the Regular Board Meeting of September 28, 2018 by Ms. Dailey, second by Mr. Mendonca, motion approved. (5-0)***

IV. Call to the Public – Comments and Questions

None

V. Report from the Fire Chief

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

Mr. Bertrand asked about the “rocky” start to the transition academy. Chief Chappell indicated that there were a couple of health related issues during the first week but all is good now.

VI. Pending Business

- A. Discussion and possible action to approve the checks issued listing dated September 30, 2018, and the monthly financial report for the period ending September 30, 2018. Chief Chappell noted the new format which has been used at the recommendation of the auditors.

***Move to approve the checks issued listing dated September 30, 2018, and the monthly financial report for the period ending September 30, 2018 by Mr. Bertrand, second by Mr. Bynum, motion approved. (5-0)***

- B. Discussion and possible action to adopt Resolution 2018 – 19 which authorizes the adoption of a Board Policy Section 206.16 concerning the District’s Public Safety Personnel Pension System funding. Chief Chappell indicated that Arizona Revised Statutes §38-863.01 requires PSPRS employers to adopt a funding policy on or before July 1, 2019, and that the policy being considered meets the statute’s requirements and is consistent with District past and current practice.

***Move to adopt Resolution 2018 – 19, which authorizes the adoption of a Board Policy Section 206.16 by Mr. Bertrand, second by Ms. Dailey, motion, approved. (5-0)***

- C. Discussion only concerning the draft Board Meeting schedule for 2019. Chief Chappell reported that staff has prepared a draft schedule for Board Meetings in 2019 which keeps the meetings on the fourth Friday monthly, except in December when the meeting would take place on the third Friday. Chief Chappell noted that this item is discussion only and no action is expected at this meeting.

There were no concerns or objections and staff was directed to make this an action item on the November agenda.

- D. Discussion and possible action concerning the District’s social media presence including the District’s website and Facebook accounts. Chief Chappell reported that Board Clerk Bynum requested this item be placed on the October agenda for discussion and possible action.

Mr. Bynum indicated that he believed we could be using the various sites better, focusing on things like the Board elections, bond project updates, public education program flyers, etc.

Ms. Dailey indicated that information about future road projects might be helpful as well.

Mr. Bertrand indicated his support of keeping the residents informed of these projects.

Chief Chappell indicated that he will attempt to add those items to the list of information.

Chief Chappell and Attorney Benavidez discussed some of the obstacles and regulations that affect governmental social media sites including the need to archive the information as part of our public records systems. Chief Chappell is exploring companies that provide the software for meeting this requirement. In addition, new federal regulations are pending concerning Americans with Disabilities Act compliance for local governmental entities. These will affect the District's sites in the future.

- E. Discussion and possible action to authorize the Fire Chief to execute an Emergency Medical Services – Supporting Services Agreement with St. Mary's Hospital. Chief Chappell indicated that the District utilizes St. Mary's Hospital as our base hospital and the current agreement expires on November 30, 2018. Chief Chappell noted that this new agreement mirrors the previous agreements and is for two years.

***Move to authorize the Fire Chief to execute an Emergency Medical Services – Supporting Services Agreement with St. Mary's Hospital by Mr. Bertrand, second by Mr. Zang, motion approved. (5-0)***

- F. Discussion and possible action to authorize the Fire Chief to execute an agreement with WSM Architects for the design and construction administration services for the new Administration Building to be located at 5950 S. Cardinal. Chief Chappell reported that the District retained the services of WSM Architects to assist with site survey and schematic design for the new Administration facility as we moved through the property acquisition process. Chief Chappell noted that part of the project is complete and it is time to move to the next phase which is design and construction management.

***Move to authorize the Fire Chief to execute an agreement with WSM Architects for the design and construction administration services for the new Administration Building to be located at 5950 S. Cardinal by Mr. Bertrand, second by Mr. Bynum, motion approved. (5-0)***

- G. Discussion and possible action to authorize the Fire Chief to issue a purchase order for the acquisition of 12 ZOLL Cardiac Monitor / Defibrillators and related equipment utilizing the NPP/GPO joint purchasing cooperative pricing. Chief Chappell indicated that the District was awarded a grant by FEMA under the Assistance to Firefighters Grant (AFG) program and that grant provides funding for the majority of the purchase of new Cardiac Monitor / Defibrillator units. Chief Chappell noted that the

system recommended for purchase is a system that will integrate with the EPCR system and the District's RMS system and that the grant will cover \$410,910.00 of the total purchase price of approximately \$519,000.00. Chief Chappell indicated that he is recommending using the joint purchasing cooperative for this purchase which meets the federal requirements for procurement. Chief Chappell noted that a large part of the District's cost for this acquisition is the required 10% match.

***Move to authorize the Fire Chief to issue a purchase order for the acquisition of Cardiac Monitor / Defibrillator units and related equipment utilizing the NPP/GPO joint purchasing cooperative pricing by Mr. Bertrand, second by Mr. Bynum, motion approved. (5-0)***

VII. Future Agenda Items

Chief Chappell noted that the November agenda will likely include the 2019 Board Meeting schedule, signing of oaths for Board Members Dailey and Bynum, discussion on budget priorities for FY 2020 and reappointment of Mr. Trowbridge to the Local PSPRS Pension Board. Chief Chappell also noted that the November meeting would be on the 16<sup>th</sup> due to the Thanksgiving holiday.

VIII. Adjournment

***Move to adjourn the meeting by Mr. Bertrand, second by Mr. Bynum, motion approved. (5-0)*** Mr. Bertrand adjourned the meeting at 9:44 a.m.

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

Next Scheduled Meeting: Friday, November 16, 2018, 9:00 a.m.  
5030 S. Camino Verde, Tucson, AZ (Classroom)