MINUTES, ARIVACA FIRE DISTRICT

August 18, 2011

The Arivaca Fire District governing Board met Thursday, August 18, 2011 at the Arivaca Fire Station, 16091 West Universal Ranch Road, Arivaca, Arizona.

1. CALL TO ORDER
   Mark Dresang called the meeting to order at 7:03 PM

2. ROLL CALL OF BOARD MEMBERS
   Present: Mark Dresang
   Kathleen Wishnick
   Terry Tompkins
   Jim Meade
   Absent: Omar Rood

3. PLEDGE OF ALLEGIANCE
   All present joined in the Pledge of Allegiance.

4. APPROVAL OF MINUTES
   A. Regular Session of July 21, 2011
   Terry made a motion to approve and Jim seconded it. Mark called for a vote. Motion carried 4-0.
   B. Special Session of August 1, 2011
   Kathleen made a motion to approve and Jim seconded. Mark called for a vote. Motion carried 4-0.

5. REPORTS AND CORRESPONDENCE
   A. Fire Chief's Report by Acting Fire Chief Claire Woods for the month of July 2011.
   - Personnel Update

   There are 32 responders currently active on the roster
   - Fire Calls

   No fire calls.
   - Trucks/Equipment Status/Maintenance/Repairs

   All vehicles were in quarters and in service for the month of July.
   - EMS calls

   There were 12 calls completed this month.
   - Grants

   Received 6 new turnouts
   - Training

   PCR and Vehicle Driving given to all new members
   Kathleen asked Claire to explain the second sheet of the printed report. Claire went over the transport abbreviations.
   B. Fire Board Chairman's Report
   Mark commented that he went to the Board of Supervisors meeting and stated they approved our budget with the $2.50 tax rate. He also commented that it was a blanket approval for all fire district budgets. He commented on the process for the Green Valley annexation and the number of people that were at the meeting. Mark also commented about the number of hours Beth Lusby had put in and how she had deleted her salary of $6,000 from the budget.

He stated hearing from the people in the community is important.

C. Treasurer's report from Kathleen Wishnick
Kathleen commented that the beginning balance for July was $20,060.97 and the ending balance for the warrant account was $5,848.18. She commented that the total amount of warrants written was $14,625.67.
Kathleen also went over the Statement of Financial Income and Expense for the fiscal year 2010-2011.

BUSINESS

A. Discussion and update from operations on formation of emergency disaster plan committee.
Mark stated that he had been in touch with Steven Doyle. Mark stated that himself, Alan Wallen and Steven Doyle would meet and then he would report back to the board.

B. Report from 9/11 Memorial Committee
Acting Fire Chief Claire Wood commented that she had no information on this item.
Beth Lusby stated she had to get in touch with the New York Port Authority to find out if we could still get a piece.

C Discussion on hiring a collection agency
This item has been tabled until the September 15, 2011 meeting.

D. Report from Web Committee.
Mark commented that we had lost our web master. He had emailed Karl Hoffman to see if he would be the web master and Mark had not gotten a response back as of this meeting.
Public discussion included hiring a company to put the web site together and a web site is important to the District especially while advertising for a fire chief.

E. Discussion/motion on Mutual Aid Agreement with Three Points
Beth Lusby commented that the Three Points attorney's were holding up the agreement.

F. Fees outside the district area
This item has been tabled until the September 15, 2011 meeting.

G. Public Discussion on how to proceed with the hiring of a Fire Chief.
This item has been tabled until the September 15, 2011 meeting.

H. Discussion on the Policy and Procedure Manual
This item has been tabled until the September 15, 2011 meeting.

I. Discussion on fees charged for services, updating fee schedule.
Terry stated that everyone had a fee schedule in their folder.
Terry made a motion to adopt the Green Valley Fee schedule. Kathleen seconded this.
Beth Lusby commented that the fee schedule had to be reasonable for the area. She also commented that since we do not transport we can only bill the individual, not the insurance company and we cannot take legal action if they do not pay.
Patti Jent commented that if we cannot bill the people outside the district area then we should not respond. The taxpayers in the district pay taxes for services and therefore the people outside the district area should not get free services. So if we cannot bill them let someone else respond.
Kathleen also commented that with the lower tax rate we could not afford to respond to people outside the district area.
Samantha Beal responded to let the committees continue before you limit the services to the district only.
Terry made a motion to accept the Green Valley Fee Schedule however at a rate of $275.00 for ambulance service plus personnel. Mark seconded this.
Mark called for a vote. The motion carried 4-0.

J. Report from the ALS committee.
This item has been tabled until the September 15, 2011 meeting.

K. Report from the Business Plan committee.

This item has been tabled until the September 15, 2011 meeting.

L. Report from the radio committee.
Terry commented that they had not met however, with the deadline approaching, they should have monthly meetings and reports.

M. Public Discussion/Motion/Action on having a full audit of Fire District Books versus the required annual review of the books
Kathleen commented that we had received 3 bids for doing an audit.
The companies and bid amounts are as follows:
Sanders with a bid of $6,500 and this does not include out of pocket expenses.
Assurance Professionals with a bid of $5,000 for 2011, $5,250 for 2012, and $5,500 for 2013.
BFC Beach Fleishman with a bid of $15,000.
Kathleen and Kim commented that Chief De Wolf of Sonoita uses Assurance Professionals.
Terry made a motion to use Assurance Professionals for the audit. Jim seconded.
Mark called for a vote. The motion carried 4-0.

N. Public Discussion on hiring an Accounting/Bookkeeping Firm to separate the Fire District Accounting from the Auxiliary. For the purpose of checks and balance**.**
Kathleen commented that she had talked with the attorney and she made a motion to go into executive session since the attorney was available. Terry seconded this. The board went into executive session.

O. Public Discussion on the Review of the 5-year plan as stated on the impact statement
This has been tabled until September 15, 2011, regular Meeting

P. Public Discussion on possible donation of water storage tanks to the Arivaca Fire District from the Arivaca Townsite Co-operative Water Company.
Beth Lusby commented that by obtaining the water tanks it would not lower the ISO rating unless the tanks were set 5 miles from the station.
Mark commented about the expense to set up the tanks.
Jim stated there was not rush into making a decision.

Q. Discussion/Motion/Action on paying the Acting Fire Chief starting on August 7, 2011.
Terry made a motion and Kathleen seconded. Mark called for a vote. The motion carried 4-0.

R. Update on State Legislation by Beth Lusby
Beth Lusby gave an update on current and pending legislation.

S. Report on Auxiliary Accounts by Beth Lusby.
Beth Lusby gave a report on the Auxiliary accounts.

T. Signing of checks
Beth Lusby presented checks to be signed by the Board.

6. CALL TO THE PUBLIC
Consideration and discussion of comments and complaints from the public. Those wishing to address the Arivaca Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the call to the public. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

Alan Wallen commented that he had talked to Steven Doyle at Century Link for Arizona. He stated n order for us to route calls we needed to convert the little phone station to a central office. Without the phone station being an office then it is almost impossible to have communication if our phone lines go out again.

7. ADJOURNMENT

Terry made a motion to adjourn and Kathleen seconded it. Unanimously approved by all.
Mark adjourned the meeting at 10:18 PM

Approved September 15, 2011

Mark E. Dresang

Terry Tompkins