

FIRE DISTRICT OF SUN CITY WEST  
FIRE BOARD  
WORKSHOP SESSION

Tuesday, December 16, 2014

MINUTES

(Agenda items may have been taken out of order at the discretion of the Chairman.)

**I. CALL TO ORDER**

Acting Chairman Rhodes called the Fire Board Meeting to order on Tuesday, November 18, 2014, at 9:00 a.m. at the Fire District Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona.

**II. ROLL CALL**

Members Present: Board Clerk Dusty Rhodes, Board Member Bill Hamel, Board Member Smitty Smith

Members Absent: Board Chairman David Wilson, Board Member Jack Meyer

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Tim Van Scoter, Assistant Chief Mary Dalton, Accounting Supervisor Coaleen Poland, Administrative Coordinator Deb Johnson

Guests Present: Dan Fontana, Danson Construction LLC; Matt Gorman, Arrington-Watkins Architects

Media Present: None

**III. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

**IV. NEW BUSINESS**

A. Capital Expenditure: Guaranteed Maximum Price (GMP) for Remodel of District Fire Station 103

Assistant Chief Van Scoter, Dan Fontana, Danson Construction LLC, and Matt Gorman, Arrington-Watkins Architects provided an update for the Board regarding the Guaranteed Maximum Price (GMP) for the renovation of District Fire Station 103. A cost breakdown was provided for the entire project. Every attempt is being made to utilize common vendors for both the Station 103 renovation and the construction of Station 104 which should result in a cost savings. The estimated completion date for the renovation project is August 1.

- B. Acceptance of the Comprehensive Annual Financial Report (CAFR), including the Annual external audit reports, for the Fiscal Year ending June 30, 2014  
Accounting Supervisor Poland answered any questions from the Fire Board regarding the CAFR and the external audit which were discussed at the November 18, 2014 Fire Board Workshop and have been available to the Board for review since that date. Accounting Supervisor Poland also gave the Board the Fiscal Year 2013-2014 Year End Review. Consideration for acceptance of the external audit will be agendaized for the December 18, 2014 Regular Board meeting.
- C. Mutual Aid Agreements with Wittmann & Circle City Morristown Fire Districts  
Assistant Chief Dalton informed the Board that the District is requesting to formalize the Mutual Aid response protocols between the Fire District and Wittmann and Circle City Morristown Fire Districts. These response protocols have been in place informally for many years. In addition to the formal Mutual Aid agreements, the District's legal consultant is requesting that all parties sign a Consent and Waiver.
- D. Proposed Policy Manual Revisions  
Administrative Coordinator Johnson reviewed the proposed revisions to the following Policy Manual policies: 6.07 – Jury Duty, Policy 8.27 – Records Management & Retention. The majority of the revisions were minor in nature and reflected administrative and/or standardization changes. Coordinator Johnson answered any questions from the Board regarding the policy revisions.

**V. REVIEW OF MINUTES**

Acting Chairman Rhodes requested that the Board members review the minutes for approval at the regularly scheduled Board meeting scheduled on December 18, 2014.

**VI. FINANCIAL REPORTS**

- A. Financial Services Division Current Events Summary for November 2014  
Accounting Supervisor Poland reviewed the Financial Services Division Current Events Summary and Monthly Financial Report for November 2014 and answered any related questions from the Board members. The November 2014 Financial Services Division Current Events Summary and the Monthly Financial Report are attached to the official Fire Board Workshop packet.

**VII. CURRENT EVENTS SUMMARIES, REPORTS, AND/OR CORRESPONDENCE**

- A. Emergency/Support Services Divisions Current Events Summary for November 2014  
Assistant Chief Van Scoter reviewed the Emergency/Support Services Divisions Current Events Summary for November 2014 and answered any questions from the Board. Chief Van Scoter, Dan Fontana, and Matt Gorman updated the Board on the Fire Station 104 Construction Project. Plans for Station 104 have been submitted to Maricopa County. Currently, the project is being delayed by one outstanding issue with Maricopa County regarding the septic system. Both the

contractor and the architect are working to resolve the issue and a resolution is expected soon. The move-in date is still tentatively scheduled for April 2015. The Emergency/ Support Services Divisions Current Events Summary is attached to the official Fire Board Workshop packet.

B. Administrative/Community Risk Management Divisions Current Events Summary for November 2014

Assistant Chief Dalton reviewed the Administrative/Community Risk Management Divisions Current Events Summary for November 2014 and answered any questions from the Board related to the summary. The Administrative/ Community Risk Management Divisions Current Events Summary is attached to the official Fire Board Workshop packet.

**VIII. CALL TO THE PUBLIC**

Resident Norm Benoit asked for some clarification on various response data which was provided by Assistant Chief Van Scoter.

Resident Marianne Sikler stated that any questions she had were addressed during the meeting and that she thinks the District does a good job of making everything clear.

**IX. SUGGESTED ITEMS FOR BOARD MEETING AGENDA/ADJOURNMENT**

There were no new items suggested for the upcoming Board meeting. The meeting adjourned at 10:08 a.m.

  
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Dusty Rhodes, Board Clerk