

FIRE DISTRICT OF SUN CITY WEST
FIRE BOARD
WORKSHOP SESSION

Tuesday, November 18, 2014

MINUTES

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

I. CALL TO ORDER

Chairman Wilson 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 Chairman David Wilson, Board Clerk Dusty Rhodes, Board Member Bill Hamel, Board Member Jack Meyer, Board Member Smitty Smith

Members Absent: None

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

Guests Present: Jay Parke, Walker & Armstrong, LLP

Media Present: Tina Gamez, *Daily News-Sun*, Cecilia Chan, *The Independent*

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

IV. NEW BUSINESS

- A. 2013-2014 Fiscal Year External Audit Report
Accounting Supervisor Poland and Jay Parke, representing the District's external audit firm, Walker & Armstrong, LLP, presented a PowerPoint overview of the District's 2013-2014 Fiscal Year External Audit Report. Supervisor Poland and Mr. Parke answered any questions from the Board regarding the audit report. Consideration for acceptance of the annual audit will be requested at the regularly scheduled Board meeting on December 18, 2014.
- B. Discussion Regarding Property Owner Annexation Requests
Assistant Chief Dalton reviewed the proposed annexation requests. The benefits and injuries for both the property owners and the District if these properties are annexed were discussed.

- C. Proposed Policy Manual Revisions
Administrative Coordinator Johnson reviewed the proposed revisions to the following Policy Manual policies: 3.02 – Policy Development (Advisory Committee), Policy 3.03 – Policy Review/Revisions, Policy 4.05.20 – Equal Employment Opportunity. 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.

- D. 2014 Assistance to Firefighters Grant Application
Assistant Chief Van Scoter reviewed the District's plan to request a Self-Containing Breathing Apparatus (SCBA) Air Compressor System from the 2014 Assistance to Firefighters Grant program. Chief Van Scoter answered any questions from the Board regarding the requested equipment and stated that additional details would be available at the regularly scheduled Board meeting on November 20, 2014.

- E. Fire District Assisted Living Facilities Safety Discussion
This item was placed on the agenda at the request of Board Chairman Wilson. Fire Marshal Tanner gave an overview of the Code requirements for assisted living facilities and the status of those requirements at the Sun City West facilities. He also reviewed the difference between the requirements for assisted living facilities and group homes. Fire Marshal Tanner answered any questions from the Board regarding this item.

- F. November and December 2014, and January 2015 Board Meeting Dates Discussion
Due to statutory requirements regarding the November 4, 2014 election, there was discussion regarding possible meeting date changes and/or Special meetings in November and December 2014. A change in the meeting dates for January 2015 due to a scheduling conflict was also discussed. Any meeting date changes and/or Special meetings will be posted as required.

(Break – 10:31-10:43 a.m.)

V. REVIEW OF MINUTES

Chairman Wilson requested that the Board members review the minutes for approval at the regularly scheduled Board meeting scheduled on November 20, 2014.

VI. FINANCIAL REPORTS

A. Financial Services Division Current Events Summary for October 2014

Accounting Supervisor Poland reviewed the Financial Services Division Current Events Summary and Monthly Financial Report for October 2014 and answered any related questions from the Board members. The October 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 October 2014

Assistant Chief Van Scoter reviewed the Emergency/Support Services Divisions Current Events Summary for October 2014 and answered any questions from the Board. Chief Van Scoter updated the Board on the Fire Station 104 Construction Project. Plans for Station 104 have been submitted to Maricopa County. Several permits will be necessary for the project. The District's architect will be meeting with Maricopa County to address any concerns or permitting issues. The tentative goal is to begin construction by December, 2014. 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 October 2014

Assistant Chief Dalton reviewed the Administrative/Community Risk Management Divisions Current Events Summary for October 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

There was no response to the Call to the Public.

IX. SUGGESTED ITEMS FOR BOARD MEETING AGENDA/ADJOURNMENT

There were no new items suggested for the upcoming Board meeting. The meeting adjourned at 11:35 a.m.



Dusty Rhodes, Board Clerk