

FIRE DISTRICT OF SUN CITY WEST
FIRE BOARD
REGULAR SESSION

Thursday, December 18, 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 Thursday, December 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/AFFIRMATION OF QUORUM

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

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

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

Media Present: None

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

IV. RECOGNITION

- A. Promotion Ceremony – Captain Paramedic Kane Nixon
The Board recognized District employee Kane Nixon's promotion to Captain.

(Break – 9:10-9:21 a.m.)

V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

VI. MINUTES

- A. Discussion and Possible Action re: minutes of Board Workshop – November 18, 2014; and Regular Board Meeting – November 20, 2014

Board Member Hamel moved that the minutes of the two meetings be approved collectively. Board Member Smith seconded the motion.

There were no corrections or additions. Vote conducted. **MOTION CARRIED.**

AYES: Rhodes, Hamel, Smith
NAYS: None

VII. FINANCIAL SUMMARY AND REPORTS

- A. Monthly Financial Division Current Events Summary for November 2014
Accounting Supervisor Poland gave a brief overview of the November 2014 Current Events Summary. The monthly Financial Division Current Events Summary is attached to the official Fire Board meeting packet.

VIII. CONSENT AGENDA

- A. Approval of the November 2014 Monthly Financial Report
Accounting Supervisor Poland answered any questions from the Board regarding the November 2014 Monthly Financial Report. The November 2014 Monthly Financial Report is attached to the official Fire Board meeting packet.

Board Member Hamel moved that the Fire Board approve the November 2014 Monthly Financial Reports and account reconciliations per Arizona Revised Statutes including, but not limited to, the following: Register of Checks, Warrants, & Deposits, Statement of Financial Activities, Statement of Net Assets, and Cash Flow Projection Report. Board Member Smith seconded the motion.

Public Comment: None

Discussion followed. Vote conducted. **MOTION CARRIED.**

AYES: Rhodes, Hamel, Smith
NAYS: None

IX. CURRENT EVENTS SUMMARIES, REPORTS, AND/OR CORRESPONDENCE

- A. Emergency/Support Services Divisions Current Events Summary for November 2014
Assistant Chief Van Scoter gave a brief overview of the November 2014 Emergency/Support Services Division Current Events Summary. The November 2014 Emergency/ Support Services Divisions Current Events

Summary is attached to the official Fire Board meeting packet.

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

Assistant Chief Dalton gave an brief overview of the November 2014 Administrative/Community Risk Management Divisions Current Events Summary and answered any question from the Board. The November 2014 Administrative/ Community Risk Management Divisions' Current Events Summary is attached to the official Fire Board meeting packet.

C. Monthly Correspondence Report

There was no monthly correspondence for review.

X. **NEW BUSINESS**

A. Discussion & Possible Action re: Capital Expenditure: Guaranteed Maximum Price (GMP) for Renovation of District Fire Station 103

Board Member Hamel moved that, after final legal review, staff and Chairman Wilson be authorized to approve the final Guaranteed Maximum Price (GMP) amendment with Danson Construction LLC for construction services related to the District Station 103 renovation project for an amount not to exceed \$1,209,774. Board Member Smith seconded the motion.

Discussion followed.

Public Comment: None

Vote conducted. **MOTION CARRIED.**

AYES: Rhodes, Hamel, Smith

NAYS: None

B. Discussion & Possible Action re: Acceptance of the Comprehensive Annual Financial Report (CAFR), including the Annual External Audit Reports, for the Fiscal Year Ending June 30, 2014

Board Member Hamel moved that the Fire Board accept the Comprehensive Annual Financial Report (CAFR) as presented, including the annual external audit reports, for the fiscal year ending June 30, 2014. Board Member Smith seconded the motion. Discussion followed.

Public Comment: None

Vote conducted. **MOTION CARRIED.**

AYES: Rhodes, Hamel, Smith
NAYS: None

C. Discussion and Possible Action re: Mutual Aid Agreements with Wittmann & Circle City Morristown Fire Districts

Board Member Smith moved that, after final legal review, staff and Chairman Wilson be authorized to approve the final mutual aid agreements between the Fire District and Wittmann and Circle City Morristown Fire Districts. Board Member Hamel seconded the motion. Discussion followed. Assistant Chief Dalton requested that the motion include the requirement of signing the Consent and Waiver form included with the agreements.

Board Member Smith amended his motion as follows:

After final legal review, staff and Chairman Wilson be authorized to sign the Consent and Waiver form and approve the final mutual aid agreements between the Fire District and Wittmann and Circle City Morristown Fire Districts. Board Member Hamel seconded the amended motion.

Public Comment: None

Vote conducted. **MOTION CARRIED.**

AYES: Rhodes, Hamel, Smith
NAYS: None

D. Discussion & Possible Action re: Proposed Policy Manual Revisions

Board Member Smith moved that the Fire Board approve the revisions to the following Policy Manual Policies: Policy 6.07 – Jury Duty, and Policy 8.27 – Records Management and Retention. Board Member Hamel seconded the motion.

Public Comment: None

Vote conducted. **MOTION CARRIED.**

AYES: Rhodes, Hamel, Smith
NAYS: None

XI. **SUGGESTED ITEMS FOR FUTURE BOARD WORKSHOP MEETING AGENDAS**

There were no additional suggested items from the Board.

XIII. ADJOURNMENT

The meeting adjourned at 9:40 a.m.



Dusty Rhodes, Board Clerk

Approved