

FIRE DISTRICT OF SUN CITY WEST  
FIRE BOARD  
REGULAR SESSION

Thursday, November 20, 2014

MINUTES

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

**I. CALL TO ORDER**

Board Chairman Wilson called the Fire Board Meeting to order on Thursday, November 20, 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 Chairman David Wilson, Board Clerk Dusty Rhodes, Board Member Bill Hamel, Board Member Jack Meyer, Board Member Smitty Smith

Members Absent: None

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

Media Present: Tina Gamez, *Daily-News Sun*

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

**IV. RECOGNITION**

A. Years of Service – Engineer Bill Marshall - 25 Years; Captain Paramedic Spencer Snyder, Engineer Paramedic Chad Dilts, and Firefighter Paramedic John Shedler - 15 Years

The above referenced personnel were recognized for their years of service by the Board and the District.

B. 2014 Sun City Elks Lodge Fire/Law and Order Award – District Fire Corps Member Michael Bannon

The Board and the District recognized Michael Bannon as the 2014 Sun City Elks Lodge Fire/Law and Order Award selection by the Fire District. Fire Corps Member Bannon was nominated by the District's field

personnel for this award for his dedication and contributions to the District and its residents.

C. Fire District Volunteer Fire Inspectors - Larry Covi, Doug Randall, Rod Ritter, Ken Southorn

The Board and the District recognized the above referenced Fire Corps volunteers for becoming certified as volunteer inspectors for the Fire District. This certification required significant classroom hours as well as an exam.

D. Golf Cart “Chirp 1” Development

The Board and the District recognized Southwest Golf Cars and the other individuals responsible for the development of the District’s new golf cart that will be used for various events and functions within the District. Fire Corps Volunteer Rod Ritter also reviewed for the Board the process for the development of the vehicle.

*(Break – 9:18-9:30 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 Special Board Meeting – October 14, 2014; Regular Board Meeting – October 16, 2014; Special Board Meeting – October 30, 2014; and Executive Session – October 30, 2014

**Board Clerk Rhodes moved that the minutes of the four meetings be approved collectively. Board Member Smith seconded the motion.**

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

AYES: Wilson, Rhodes, Hamel, Meyer, Smith

NAYS: None

VII. FINANCIAL SUMMARY AND REPORTS

A. Monthly Financial Division Current Events Summary for October 2014  
Accounting Supervisor Poland gave an overview of the October 2014 Current Events Summary and answered any questions from the Board related to the summary. The monthly Financial Division Current Events Summary is attached to the official Fire Board meeting packet.

**VIII. CONSENT AGENDA**

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

**Board Clerk Rhodes moved that the Fire Board approve the October 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 Hamel seconded the motion.**

*Public Comment: None*

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

AYES: Wilson, Rhodes, Hamel, Meyer, Smith  
NAYS: None

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

- A. Emergency/Support Services Divisions Current Events Summary for October 2014  
Assistant Chief Van Scoter gave a brief overview of the October 2014 Emergency/Support Services Division Current Events Summary and answered any questions from the Board related to the summary. The October 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 October 2014  
Assistant Chief Dalton gave an overview of the October 2014 Administrative/Community Risk Management Divisions Current Events Summary and answered any questions from the Board related to the summary. The October 2014 Administrative/ Community Risk Management Divisions' Current Events Summary is attached to the official Fire Board meeting packet.
- C. Monthly Correspondence Report  
Board Clerk Rhodes read a letter from the family of a resident thanking a District crew for their assistance with their mother.

**XI. NEW BUSINESS**

- A. Discussion & Possible Action re: Adoption of the official Canvass of Election for the November 4, 2014 Fire Board Election from Official Results of Maricopa County

**Board Clerk Rhodes moved that the Fire Board approve the official Maricopa County Canvass of the Fire Board election held on November 4, 2014. Board Member Smith seconded the motion.**

Discussion followed.

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Hamel, Meyer, Smith  
NAYS: None

- B. Administer Oaths of Office for Newly Elected Fire Board Members : Bill Hamel and Jack Meyer

Board Clerk Rhodes administered the Maricopa County Oath of Office to newly elected Fire Board members Bill Hamel and Jack Meyer.

- C. Discussion & Possible Action re: Property Owner Annexation Requests

**Board Chairman Wilson moved that following Board discussion which determined that District annexation of each of the proposed properties would benefit both the property owners and the Fire District, that the Fire Board adopt Resolution #14-1120-1, Resolution #14-1120-2, Resolutions #14-1120-3, and Resolution #14-1120-4 authorizing the annexation request of property owners for properties as described in Exhibits A and B attached to each respective resolution. Board Member Hamel seconded the motion. Discussion followed. It was determined during discussion at the November 18, 2014 Board Workshop that the annexation of each of the proposed properties would benefit both the property owners and the Fire District.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Hamel, Meyer, 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 3.02 - Policy Development (Advisory Committee), Policy 3.03 - Policy Review / Revisions, Policy 4.05.20 - Equal Employment Opportunity. Board Member Hamel seconded the motion.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Hamel, Meyer, Smith  
NAYS: None

E. Discussion & Possible Action re: Proposed Capital Projects Expenditure – 2014 Assistance to Firefighters Grant Application - Self Contained Breathing Apparatus Air Compressor

**Board Clerk Rhodes moved that the Fire Board approve the application for funding from the 2014 Assistance to Firefighter's Grant for an amount not to exceed \$75,000 for a Self-Contained Breathing Apparatus (SCBA)-Breathing Air Compressor System. It was further moved that, if the grant is approved, that the required 10% matching funds be expended from the Capital Projects Fund for an amount not to exceed \$7,000. Board Member Smith seconded the motion. Discussion followed.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Hamel, Meyer, Smith

F. Discussion & Possible Action re: Proposed Capital Projects Expenditure - 2014 Assistance to Firefighter's Regional Grant Application – Videoconferencing Equipment

**Board Clerk Rhodes moved that the Fire Board approve the regional application for funding from the 2014 Assistance to Firefighter's Grant for an amount not to exceed \$70,000 for the District's portion of videoconferencing equipment being requested. It was further moved that, if the grant is approved, that the required 10% matching funds be expended from the Capital Projects Fund for an amount not to exceed \$7,000. Further moved that, after final legal review, that the District staff and the Board Chairman be authorized to sign the Memorandum of Understanding necessary to participate in the regional application. Board Member Smith seconded the motion.**

Discussion followed.

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Hamel, Meyer, Smith

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

Chief Biscoe reviewed the potential items for the December meetings. There were no additional suggested items from the Board.

**XIII. ADJOURNMENT**

The meeting adjourned at 10:25 a.m.

  
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Dusty Rhodes, Board Clerk

Approved