

NORTH COUNTY FIRE & MEDICAL DISTRICT  
GOVERNING BOARD  
REGULAR SESSION

Thursday, November 17, 2016

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 Governing Board Meeting to order on Thursday, November 17, 2016, at 9:00 a.m. at the 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 Smitty Smith, Board Member Dick Cherry, Board Member Dawn Miller

Members Absent: Board Member Jack Meyer

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

Media Present: Diane Holloway-Cheney, *The Independent*

Public Comment: None

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

**IV. RECOGNITION**

- A. Years of Service Awards – Administrative Coordinator Deb Johnson – 15 Years  
Administrative Coordinator Deb Johnson was recognized by the Board for her years of service to the District.

**V. CALL TO THE PUBLIC**

There was no response to the Call to the Public.

**VI. MINUTES**

- A. Discussion & Possible Action re: Special Board Meeting – October 18, 2016

**Board Member Cherry moved that the minutes of the October 18, 2016 Special Board Meeting be approved. Board Member Miller seconded the motion.**

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

AYES: Wilson, Smith, Cherry, Miller  
NAYS: None

B. Discussion & Possible Action re: Regular Board Meeting – October 20, 2016

**Board Member Miller moved that the minutes of the October 20, 2016 Regular Board meeting be approved. Board Clerk Smith seconded the motion.**

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

AYES: Wilson, Smith, Cherry, Miller  
NAYS: None

**VII. FINANCIAL SUMMARY AND REPORTS**

- A. Monthly Financial Division Current Events Summary for October 2016  
In the absence of Accounting Supervisor Poland, Assistant Chief Dalton presented an overview of the October 2016 Financial Division Current Events Summary and answered any questions from the Board. The monthly Financial Division Current Events Summary is attached to the official Governing Board meeting packet.

**VIII. CONSENT AGENDA**

- A. Approval of the October 2016 Monthly Financial Report  
Assistant Chief Dalton answered any questions from the Board regarding the monthly financial report. The October 2016 Monthly Financial Report is attached to the official Governing Board meeting packet.

**Board Clerk Smith moved that the Fire Board approve the October 2016 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 Miller seconded the motion. Discussion followed.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Miller  
NAYS: None

B. Approval of the September 2016 Wittmann Fire & Medical District Monthly Financial Report

In the absence of Accounting Supervisor Poland, Assistant Chief Dalton answered any questions from the Board regarding the September 2016 Wittmann Fire & Medical District Monthly Financial Report. The September 2016 Wittmann Fire & Medical District Monthly Financial Report is attached to the official Governing Board meeting packet.

**Board Clerk Smith moved that the Fire Board approve the Wittmann Fire & Medical District September 2016 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 Miller seconded the motion.** Discussion followed.

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Miller  
NAYS: None

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

A. Emergency/Support Services Divisions Current Events Summary for October 2016

Assistant Chief Van Scoter provided a brief overview of the October 2016 Emergency/Support Services Division Current Events Summary and answered any questions from the Board. The October 2016 Emergency/Support Services Divisions Current Events Summary is attached to the official Governing Board meeting packet.

B. Administrative/Community Risk Management Divisions Current Events Summary for October 2016

Assistant Chief Dalton provided a brief overview of the October 2016 Administrative/Community Risk Management Divisions Current Events Summary and answered any questions from the Board. The October 2016 Administrative/Community Risk Management Divisions' Current Events Summary is attached to the official Governing Board meeting packet.

- C. Monthly Correspondence Report  
Board Clerk Smith read a thank you letter from a local P.E.O. group thanking Community Outreach Specialist Sandeen for sending a volunteer to their meeting to present District information.

**X. NEW BUSINESS**

- A. Discussion & Possible Action re: Proposed Capital Projects Expenditure – Ladder Tender Refurbishment

Assistant Chief Van Scoter reviewed the proposed project for the Board and answered any questions related to the refurbishment.

**Board Member Cherry moved that the Governing Board approve staff and Chairman Wilson to finalize an agreement with Emergency Vehicle Groups, Inc. (EVG) for the refurbishment and remounting of Ladder Tender 102 for an amount not to exceed \$465,000 with funding from the District's Capital Fund. Board Clerk Smith seconded the motion. Discussion followed.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Miller  
NAYS: None

- B. Discussion & Possible Action re: 2016 Assistance to Firefighters Grant Application

Assistant Chief Van Scoter reviewed the items the District would be requesting in the 2016 Assistance to Firefighters Grant application and answered any questions from the Board.

**Board Member Miller moved that the Governing Board approve the application for funding from the 2016 Assistance to Firefighters Grant for an amount not to exceed \$350,000 for five (5) Stryker Power Pro Gurney / Life Systems, a Thermal Imaging Camera, four (4) multi-band radios, and an extractor. Board Member Miller 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 \$35,000. Board Member Cherry seconded the motion. Discussion followed.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Miller  
NAYS: None

- C. Discussion & Possible Action re: Employee Medical Insurance  
Chief Biscoe and Assistant Chief Dalton reviewed for the Board the rationale for the District's request to terminate United Healthcare for the provision of employee medical insurance coverage. Chiefs Biscoe and Dalton also reviewed for the Board the alternative provider options available and answered any questions from the Board.

**Board Member Miller moved that the Governing Board authorize staff to terminate the current agreement with United Healthcare for the provision of employee medical insurance coverage effective on or about December 31, 2016. Board Member Miller further moved that the Board authorize staff to finalize an agreement with Blue Cross / Blue Shield of Arizona or the Arizona Metropolitan Trust for the provision of all or portions of the District's employee insurance coverage (medical, dental, vision, life insurance, employee assistance programs) beginning on or about January 1, 2017. Board Clerk Smith seconded the motion. Discussion followed.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Miller  
NAYS: None

- D. Discussion & Possible Action re: Proposed Policy Manual Policy Revisions  
Following the motion to approve the revisions to each policy, Assistant Chief Dalton answered any questions from the Board related to that policy.

**Board Clerk Smith moved that the Governing Board approve the revisions to Policy Manual Policy 6.08 – Military Leave. Board Member Cherry seconded the motion. Discussion followed.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Miller  
NAYS: None

**Board Clerk Smith moved that the Governing Board approve the revisions to Policy Manual Policy 6.10 – Time Off to Vote. Board Member Cherry seconded the motion. Discussion followed.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Miller  
NAYS: None

**Board Clerk Smith moved that the Governing Board approve the revisions to Policy Manual Policy 6.11 – Bereavement Leave. Board Member Cherry seconded the motion. Discussion followed.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Miller  
NAYS: None

**Board Clerk Smith moved that the Governing Board approve the revisions to Policy Manual Policy 6.12 – Workers' Compensation. Board Member Miller seconded the motion. Discussion followed.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Miller  
NAYS: None

**Board Clerk Smith moved that the Governing Board approve the revisions to Policy Manual Policy 6.15 – Pregnancy and Pregnancy-Related Medical Conditions. Board Member Miller seconded the motion. Discussion followed.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Miller  
NAYS: None

**Board Clerk Smith moved that the Governing Board approve the revisions to Policy Manual Policy 6.17 – Personal Leave With or Without Pay. Board Member Miller seconded the motion. Discussion followed.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Miller  
NAYS: None

**Board Member Cherry moved that the Governing Board approve the revisions to Policy Manual Policy 8.18 – Operating Account Procedure. Board Member Miller seconded the motion. Discussion followed.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Miller

NAYS: None

**Board Clerk Smith moved that the Governing Board approve the revisions to Policy Manual Policy 8.19 – Payroll Account Procedure. Board Member Miller seconded the motion. Discussion followed.**

*Public Comment: None*

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Miller

NAYS: None

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

There were no additional items suggested.

**XII. ADJOURNMENT**

The meeting adjourned at 10:16 a.m.

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Russell Smith, Board Clerk