

FIRE DISTRICT OF SUN CITY WEST
FIRE BOARD
SPECIAL SESSION

Tuesday, May 19, 2015

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 Tuesday, May 19, 2015, 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, and Board Member Jack Meyer

Members Absent: Board Member Smitty Smity

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

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. CALL TO THE PUBLIC

There was no response to the Call to the Public.

V. REVIEW OF MINUTES

Chairman Wilson requested that the Board members review the minutes for consideration of approval at the regularly scheduled Fire Board meeting on May 21, 2015.

VI. FINANCIAL REPORTS

- A. Financial Services Division Current Events Summary for April 2015
Accounting Supervisor Poland reviewed the Financial Services Division Current Events Summary and Monthly Financial Report for April 2015 and answered any related questions from the Board members. The April 2015 Financial Services 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 April 2015
Assistant Chief Van Scoter reviewed the Emergency/Support Services Divisions Current Events Summary for April 2015 and answered any questions from the Board. Chief Van Scoter updated the Board on the District's Fire Station Construction. Station 104 is proceeding on schedule and is projected to be completed in late July. Chief Van Scoter also provided an update regarding the Ambulance Construction project. The District held the pre-construction meeting for the apparatus and staff is confident that the project will remain within the budget approved by the Board. Chief Van Scoter also provided the Board with information regarding the upcoming Recruit Firefighter Academy. The four week academy is scheduled to begin in late June at Glendale Community College.
- B. Administrative/Community Risk Management Divisions Current Events Summary for April 2015
Assistant Chief Dalton reviewed the Administrative/Community Risk Management Divisions Current Events Summary for April 2015 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. NEW BUSINESS

- A. Proposed Capital Projects Expenditure – EKG Heart Monitors/Defibrillators
At the February 5, 2015 Special Board meeting, the Board approved the purchase of EKG Heart Monitors/Defibrillators from the District's Capital Projects Fund. Chief Van Scoter and EMS Coordinator Haro reviewed the various heart monitors that were field tested and the quotes received from the responding vendors. Staff is recommending the purchase of the Philips MRx heart monitor/defibrillators. Chief Van Scoter and Coordinator Haro answered any questions from the Board regarding the monitors and/or the purchase.
- B. Proposed Capital Projects Expenditure – Administrative/Maintenance Building Tenant Improvement
Assistant Chief Van Scoter reviewed for the Board a requested Administrative/Maintenance Building Tenant Improvement plan. The plan would convert the building's existing Blood Pressure room into an area for a Community Integrated Healthcare Program mini-clinic. The construction would also create additional necessary office space. Chief Van Scoter answered any questions from the Board regarding the tenant improvement.

- C. Maricopa County Sheriff's Office IGA (Intergovernmental Agreement) re: Station 104 Office Utilization
Assistant Chief Van Scoter reminded the Board that the Station 104 plans included a space to serve as an office for a Maricopa County Sheriff's Office deputy assigned to the Station 104 area to utilize. The intergovernmental agreement (IGA) defines the parameters of that usage. Chief Van Scoter answered any questions from the Board regarding the IGA.
- D. ImageTrend ePCR (Electronic Patient Care Reporting) Software Licensing Agreement Amendment Review
EMS Coordinator Haro and Fire Marshal Tanner reviewed for the Board the necessity for an amendment to the District's Electronic Patient Care Reporting Software Licensing Agreement. The amendment is necessary to allow the District to upgrade the software to stay in compliance with national EMS response reporting requirements. Coordinator Haro and Fire Marshal Tanner answered any questions from the Board regarding the amendment.
- E. Discussion re: Property Owner Annexation Request
Assistant Chief Dalton reviewed the proposed annexation request. The benefits and injuries for both the property owners and the District if these properties are annexed were also discussed.
- F. Fiscal Year 2015/2016 Operational Budget Plan Process Update
Assistant Chief Dalton and Accounting Supervisor Poland reviewed for the Board the progress on the Fiscal Year 2015/2016 Operational Budget Plan and requested any additional input from the Board regarding the budget.

IX. AUTHORIZATION TO HOLD AN EXECUTIVE SESSION

Board Clerk Rhodes moved that the Fire Board convene into Executive Session pursuant to A.R.S. §38-431.03(A)(3) and (A)(4) for those items listed on the agenda. Board Member Hamel seconded the motion. Chairman Wilson notified the audience of the approximate length of time that would be required for the Executive Session.

Vote conducted. **MOTION CARRIED.**

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

The Fire Board adjourned to convene into Executive Session at 10:15 a.m. The Special Session reconvened at 11:48 a.m.

VIII. NEW BUSINESS (continued)

- G. Discussion & Possible Action re: matters related to the District's annexation efforts and/or name change.
There was a short discussion. There was no action taken.

IX. SUGGESTED ITEMS FOR BOARD MEETING AGENDA/ADJOURNMENT

There were no new items suggested. The meeting adjourned at 11:57 a.m.

Dusty Rhodes

Dusty Rhodes, Board Clerk

Approved