

NORTH COUNTY FIRE & MEDICAL DISTRICT
GOVERNING BOARD
REGULAR SESSION

Thursday, May 19, 2016

MINUTES

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

I. CALL TO ORDER

Chairman Wilson called the Governing Board Meeting to order on Thursday, May 19, 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 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 Scooter, Accounting Supervisor Coaleen Poland, Administrative Coordinator Deb Johnson

Media Present: None

Public Comment: None

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. MINUTES

A. Discussion & Possible Action re: Board Workshop – April 19, 2016

Board Clerk Rhodes moved that the minutes of the April 19, 2016 Board Workshop be approved. Board Member Hamel seconded the motion.

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

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

B. Discussion & Possible Action re: Regular Board Meeting – April 21, 2016

Board Member Hamel moved that the minutes of the April 21, 2016 Regular Board meeting be approved. Board Clerk Rhodes seconded the motion.

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

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

C. Discussion & Possible Action re: Special Meeting – Budget Workshop – May 3, 2016

Board Member Hamel moved that the minutes of the May 3, 2016 Special Meeting – Budget Workshop be approved. Board Clerk Rhodes seconded the motion.

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

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

VI. FINANCIAL SUMMARY AND REPORTS

- A. Monthly Financial Division Current Events Summary for April 2016
Accounting Supervisor Poland presented an overview of the April 2016 Financial Division Current Events Summary. The monthly Financial Division Current Events Summary is attached to the official Governing Board meeting packet.

VII. CONSENT AGENDA

- A. Approval of the April 2016 Monthly Financial Report
Accounting Supervisor Poland answered any questions from the Board regarding the monthly financial report. The April 2016 Monthly Financial Report is attached to the official Governing Board meeting packet.

Board Clerk Rhodes moved that the Governing Board approve the April 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 Hamel seconded the motion.

Public Comment: None

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

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

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

- A. Emergency/Support Services Divisions Current Events Summary for April 2016
Assistant Chief Van Scoter provided a brief overview of the April 2016 Emergency/Support Services Division Current Events Summary and answered any questions from the Board. The April 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 April 2016
Assistant Chief Dalton provided a brief overview of the April 2016 Administrative/Community Risk Management Divisions Current Events Summary and answered any questions from the Board. The April 2016 Administrative/Community Risk Management Divisions' Current Events Summary is attached to the official Governing Board meeting packet.
- C. Monthly Correspondence Report
Board Clerk Rhodes reviewed a letter from the Sun City West Tennis Club expressing their thanks and appreciation for the District's EMS personnel being available at their "Swing into Spring" tennis tournament.

IX. NEW BUSINESS

- A. Discussion & Possible Action re: Approval of the Proposed Fiscal Year 2016-2017 Budget and Operational Plan
Assistant Chief Dalton gave a brief PowerPoint presentation which reviewed the highlights of the proposed Fiscal Year 2016-2017 Budget and Operational Plan.

Board Clerk Rhodes moved that the Governing Board approve the proposed Fiscal Year 2016-2017 Budget and Operational Plan for an amount not to exceed \$14,926,079. Board Member Hamel seconded the motion.

Public Comment: None

Discussion followed. Board Member Meyer stated that the public always speaks to him about the District's professional and compassionate service and the proposed budget will continue to provide the funding necessary for that level of service to continue. He thanked the staff for their hard work on the development of the budget.

Vote conducted. **MOTION CARRIED.**

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

B. Discussion & Possible Action re: Adoption of Resolution #16-0519-1 – 2016 Fire Board Election

Assistant Chief Dalton reviewed for the Board that it is a statutory requirement to adopt an Election Resolution when the District has vacancies in a scheduled election year. The District will have three vacancies for the November 2016 Governing Board election.

Board Member Hamel moved that the Board adopt Resolution #16-0519-1 regarding the 2016 Fire Board election as required by Arizona Revised Statutes. Board Clerk Rhodes seconded the motion.

Public Comment: None

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

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

C. Discussion & Possible Action re: Amendments to final construction costs for Station 104 and remodel of Station 103

Assistant Chief Van Scoter reviewed for the Board the overall project costs for the construction of Station 104 and the remodel of Station 103 and requested that the Board approve an amendment to the final cost figures.

Board Clerk Rhodes moved that the Governing Board amend the approved budget for an amount not to exceed \$1,453,520 for the Station 103 project and for an amount not to exceed \$1,654,162 for the Station 104 project. It was further moved that the additional \$45,649 to complete the Station 104 project be allocated from the District's Capital Projects Fund. Board Member Hamel seconded the motion.

Public Comment: None

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

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

D. Discussion & Possible Action re: Proposed Capital Projects Expenditure – Personal Protection Equipment (PPE)

Assistant Chief Van Scoter reviewed for the Board the request to purchase the additional sets of PPE necessary to complete the purchase of two sets of turnouts for each firefighter in support of the District's Cancer Prevention Program.

Board Member Smith moved that the Governing Board authorize staff to purchase the necessary Personal Protective Equipment (PPE) to finalize the provision of two sets of PPE for all District firefighters from the District's Capital Fund account for an amount not to exceed \$18,900. Board Clerk Rhodes seconded the motion.

Public Comment: None

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

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

E. Discussion & Possible Action re: Proposed Capital Projects Expenditure – Station 101 Exterior Painting

Assistant Chief Van Scoter reviewed for the Board the bids received for the painting of the exterior of Station 101 and the District's Health & Fitness Center and the perimeter fence located on the Station 101 property. Staff suggested the selection of Creative Touch Painting for the project.

Board Clerk Rhodes moved that the Governing Board accept the bid from Creative Touch Painting to repaint the exterior of District Station 101, the exterior of the District's Health and Fitness Center, and the perimeter block fence at that location for an amount not to exceed \$10,000 with funding from the District's Capital Fund. Board Member Hamel seconded the motion.

Public Comment: None

Discussion followed. Board Member Meyer asked if the bid included a project completion date. Assistant Chief Van Scoter stated that the

contractor did not have a start date due to other prior project commitments but that the project shouldn't take long to complete.

Vote conducted. **MOTION CARRIED.**

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

F. Discussion & Possible Action re: Proposed Capital Projects Expenditure – Station 101 Apparatus Bay Roof Repair

Assistant Chief Van Scoter reviewed for the Board the bids received for the apparatus bay roof repair at Station 101. Staff suggested the selection of KY-KO Roofing Systems for the project.

Board Clerk Rhodes moved that the Governing Board accept the bid from KY-KO Roofing Systems to repair the apparatus bay roof at District Station 101 for an amount not to exceed \$10,000 with funding from the District's Capital Fund. Board Member Hamel seconded the motion.

Public Comment: None

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

AYES: Wilson, Rhodes, Meyer, Smith
NAYS: Hamel

G. Discussion & Possible Action re: Arizona State Forestry Cooperative Rate Agreement

Assistant Chief Van Scoter stated that the staff is requesting the Board's approval of the renewal of the Arizona State Forestry Cooperative Rate Agreement. This agreement is periodically renewed and allows the District to participate in wildland deployments.

Board Member Hamel moved that the Governing Board approve the Arizona State Forestry Cooperative Rate Agreement. Board Member Smith seconded the motion.

Public Comment: None

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

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

H. Discussion & Possible Action re: Onpoint Communications Agreement

Staff is requesting the approval of an agreement with Onpoint Communications Agreement which would upgrade the District's data transmission system from its existing residential grade cable modem to a system that utilizes a fiber optic feed. The fiber optic feed would increase the District's inbound and outbound data transmissions speeds.

Board Member Smith moved that the Governing Board approve the Commercial Service Order and Agreement from Onpoint Communications for the provision of fiber optic internet service to the District for an amount not to exceed \$500 for initial activation and set-up fees and a per month charge of \$653.00.

Public Comment: None

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

AYES: Wilson, Rhodes, Hamel, Meyer, Smith

NAYS: None

X. SUGGESTED ITEMS FOR FUTURE BOARD WORKSHOP MEETING AGENDAS

There were no new items suggested.

XI. ADJOURNMENT

The meeting adjourned at 10:25 a.m.

Dusty Rhodes, Board Clerk