

# Minutes

## Tanque Verde Valley Fire District

The Tanque Verde Valley Fire District Governing Board met on Wednesday, January 16, 2013 at 7:00 p.m., at the Tanque Verde Unified School District Board Room, 2300 N. Tanque Verde Loop Road, Tucson, AZ 85749.

### 1. Roll Call

Present: Kaye Treese, Board Chairman  
Roger Robinson, Board Clerk  
Robert Jones, Board Treasurer  
Absent: Chief James Stoltenberg, Rural/Metro

All present joined in the Pledge of Allegiance

### 2. Approval of December 19, 2012 Meeting Minutes

On consideration, it was moved by Robert Jones and seconded by Kaye Treese, and being carried by a 3 to 0 vote to approve the December 19, 2012 meeting minutes as presented.

### 3. Fire Chief's Report

Chief Stoltenberg reported to Chairman Kaye Treese that through the month of December Rural Metro responded to a total of 11 calls for service which included 6 emergency calls and 5 non-emergency calls to include a motor vehicle accident in front of the Circle K on Tanque Verde Road. Rural Metro is 100% compliant on response times for the month of December 2012. The annual report to the Chairman reflects a total of 45 emergency calls and 42 non-emergency calls for the Tanque Verde Valley Fire District for the year of 2012.

### 4. Correspondence

Chairman Treese reported receipt of the following correspondence:

- a. A letter from the Arizona State Library, Archives and Public Records informing of the availability of online records management training sessions for essential public records.
- b. A request from "Go Daddy" for an annual review of contact information for the domain name.
- c. Information from The Arizona Fire District Association (AFDA) concerning the AFDA Winter Conference – to be held in Laughlin, Nevada from Jan 17, 2013 thru Jan 19, 2013. No members of the TVVFD will be attending.
- d. Information from The Arizona Fire District Association (AFDA) concerning proposed bylaw amendments.
- e. A copy of the December Distribution Report for the Tanque Verde Valley Fire District, from the Pima County Treasurer's Office.

### 5. Treasurer's Report

Robert Jones, Board Treasurer, informed the board that the monthly distribution report from the Pima County Treasurer shows that the Tanque Verde Valley Fire District (TVVFD) began the month with \$ 286,163.98, and with general miscellaneous collections of \$7,676.02 and disbursements of \$51,488.43 ended the month of November 2012 with a balance of \$ 242,351.57.

## 6. Old Business

### a. Review Thermal Imaging Equipment Purchase Status

Chairman Kaye Treese was sent an email from Chief Stoltenberg that Rural Metro had received the Thermal Imaging Camera and was now waiting for the battery and charger.

### b. Review Fire Hydrant Project Status

Chairman Kaye Treese reports he has not yet obtained the 1,000 foot layout map for fire hydrant positioning. However, Treasurer Robert Jones has received information and an application to apply for a grant from the Commission for Development and Block Grant Fund for fire hydrants.

Chairman Kaye Treese reports having spoken with Dave Eaves at ISO, at the recommendation of Chief Stoltenberg, and that Eaves says his recommendation is for a line flow of 500 GPM, and would like the fire hydrants at 600 feet. Chairman Kaye Treese further reports that TVVFD would keep a low ISO number with the Rural Metro tanker/shuttle service. It was also noted that a larger streamer connection would be required on top of the fire hydrants for a 500 GPM flow.

### c. Review Newsletter Mailing Cost Status

Chairman Treese informed the board that the cost of the annual newsletter mailing remains unknown. He has spoken to both Larry Dalbey and Dave Baird of BARECA, and neither has any knowledge of the cost. Chairman Treese requested that the agency send a bill for the mailing when the information on the cost is identified by BARECA.

### d. Review Address List Update Status

Chairman Treese informed the board that the address list has been provided by Rural/Metro. The only corrections needed are for the 38 additional residences on Calle Vaqueros where no names were provided. Chairman Treese has also identified where several residents were named "current resident" only, and a couple of address errors. He has corrected and updated the TVVFD resident list and will provide Heather of Rural/Metro the completed and updated address list. He will also provide BARECA with a copy of the updated address list for BARECA residents within the TVVFD.

### e. Review PC Winn Project

Chairman Treese was informed of an email to Chief Stoltenberg from Kathryn Hanna of the Pima County Sheriff's Department, requesting the name of a contact person within the Tanque Verde Valley Fire District. The information will be given to Mike Hein with Pima County Homeland Security for a contact directory of those involved and participating in the PC Winn Project.

## 7. New Business

### a. Discuss Annual Audit Report Status

Chairman Treese contacted Pima County Clerk of the Board Robin Brigode of the Administration Division Document and Micrographics Mgt. Division and was informed the due date for the 2012 Annual Audit for the TVVFD is the end of February 2013. Chairman Treese has contacted a CPA to complete the audit for submission to the county clerk. Clerk Roger Robinson has verified with the Pima County Clerk of the Board, their receipt via e-mail of the "TVVFD Monthly Notice and Agenda" for posting.

b. Discuss Web Site Design Proposal

Chairman Treese submitted to the board information on the development of a website. He has determined that the Green Valley Fire District used the "Go Web Solutions" to create and their current website. He has subsequently contacted "Go Web Solutions" and a comparable firm, CS Design Studios located at Trail Dust Town on Tanque Verde Rd. for a proposed estimate on the development of a site. Joey Ambrose of "Go Web Solutions" has submitted a proposal which was to have increased at the beginning of the year, but because it has not been updated when presented he will honor until the end of January 2013. The proposal which is for an intermediate level webpage would be \$2,495.00 plus \$100.00 for the development of a TVVFD logo. There would also be a \$20.00 a month maintenance fee which would include training for the use of the Word Press software used in the site and would allow the board to make informational entries to the site. Chief Simon Davis of the Green Valley Fire District states he has had excellent service and response from "Go Web Solutions". CS Design Studios has not submitted a formal proposal at this time.

Chairman Kaye Treese and Treasurer Robert Jones will get comparable proposal bids from other firms, to compare prior to the cost increase deadline for "Go Web Solutions".

c. Discuss Grant Preparation Training

Chairman Kaye Treese has notified the boards that he has signed up for and will be attending a two day grant writing training, with the Northwest Fire District, which he will attend January 31<sup>st</sup> thru February 1<sup>st</sup> at a cost of \$350.00, with the approval of the board.

8. Call to the Public

Negative Response

9. Adjournment

As there was no further business to come before the Board, the January 16, 2013 monthly meeting was adjourned at approximately 8:00 pm, on a motion by Chairman Kaye Treese with a second by Treasurer Robert Jones, and a unanimous 3 to 0 vote.

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Roger Robinson, Board Clerk

Tanque Verde Valley Fire District

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Kaye Treese, Board Chairman

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