

Minutes Tanque Verde Valley Fire District

The Tanque Verde Valley Fire District Governing Board
met on Wednesday, February 20, 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
Chief James Stoltenberg, Rural/Metro

Absent: N/A

All present joined in the Pledge of Allegiance

2. Approval of January 16, 2013 Meeting Minutes

On consideration, it was moved by Chairman Kaye Treese and seconded by Clerk Roger Robinson, and being carried by a 3 to 0 vote to approve the January 16, 2013 meeting minutes as presented, with the note that Robin Brigode is Clerk of the Board and the county division as noted is a former position of which is now only a portion of her responsibility.

3. Fire Chief's Report

Chief Stoltenberg presented a written report to the board indicating that through the month of January 2013, Rural Metro responded to a total of 6 calls for service which included 4 emergency calls and 2 non-emergency calls. Of the former one was a public assist and the other an invalid assist. Rural Metro is 100% compliant on response times for the month of January 2013.

Chief Stoltenberg also reports that he attended the Arizona Fire District Association Conference held in January in Laughlin, NV. The primary discussion of the conference was reported financial difficulties within some of the fire districts due to a level rate of expenditures during a radical drop in real property taxes collected due to a drastic drop in overall property values.

The recovery is projected to be very slow due to recent legislation which limits real property tax increases on homes to 5% per year. It was noted that the Arizona legislation, while similar to that of California, does not an automatic home value reset based on the value at the time of sale.

Chief Stoltenberg also reports that there is pending legislation that could require ambulance services to become financially self-sufficient, creating problems within smaller districts such as the Tanque Verde Valley Fire District, which have fewer calls for service.

Board Treasurer Robert Jones asked Chief Stoltenberg if he was aware of a recent emergency call for an ambulance concerning a gallstone attack on Melpomene, where the ambulance personnel held back and didn't come into the residence until requested to do so by fire personnel on the scene. Chief Stoltenberg requested that the Treasurer attempt to determine the address where it occurred and he would look into it.

4. Correspondence

Chairman Treese reported receipt of the following correspondence:

- a. A request from the Arizona Fire District Association (AFDA) asking for volunteers from the fire districts to function as public speakers in behalf of (AFDA).
- b. A notice from the Arizona Fire District Association (AFDA) informing members that they are currently out of the Redbook flash drives which they recently said were available in lieu of the printed copy of the book.
- c. A request from the Arizona Fire District Association (AFDA) asking for donations for the lobbying efforts in behalf of the fire districts, and relating that such donations are considered political expenditures and are not tax deductible.
- d. Information from The Arizona Fire District Association (AFDA) informing members of the Conference to be held in Tucson, AZ. The conference is scheduled for June 27th thru the 28th at Lowes Ventana Canyon for \$99.00 a night. Chairman Kaye Treese has expressed an interest in attending
- e. A notice from the Arizona Fire District Association (AFDA) informing members that there is pending legislation which would require a monthly audit of expenditures for the districts. The legislation is supported by AFDA and would be of little effect on TVVFD which currently keeps a monthly accounting.
- f. A copy of the January 2013 Distribution Report for the Tanque Verde Valley Fire District, was received by Chairman Kaye Treese from the Pima County Treasurer's Office.
- g. A 2013 Abstract by Legislative Class for All Values (Planning) was sent to the TVVFD board, by Greg Horne of Pima County, which contained the secondary property values for the Tanque Verde Valley Fire District. Chairman Kaye Treese noted that the 2013 valuations, for TVVFD on Page 67 of 137, reflect a net total taxable value of \$10,865,401.00 for 482 parcels, which is similar in amount to the 2012 valuations.

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 \$ 242,351.57, and with general miscellaneous collections of \$ 2,447.24 and no disbursements, the TVVFD ended the month of January 2013 with a balance of \$ 244,798.81. Chairman Kaye Treese submitted to the Board Treasurer an invoice #201302 for \$14.17 to Radio Shack for reimbursement of personal expenditures for microcassette tapes used for board meeting recordings.

6. Old Business

A. Review Thermal Imaging Equipment and MOU Status

Chief Stoltenberg reports that the MOU for district equipment is to be put in the new Rural Metro contract, which is to be put on the agenda for the March meeting. He further reports that the Thermal Imaging Equipment arrived and was installed in the Fire Engine at Station 72 on Friday January 24th, and all fire personnel have been trained in its proper usage.

Board Treasurer Robert Jones asked if the equipment had been utilized in a recent residential fire at Twin Hills where a fire that had been thought put out had reignited and the home burned the next day.

Chief Stoltenberg acknowledged that the thermal imaging camera had been utilized but due to the structure of the home and the degree and type of insulation, it was possibly unable to detect certain hot spots. He reports that once the limit of the camera was recognized the use of the camera was discontinued and the fire was foamed until it was believed to be completely out prior to departure of fire apparatus. He states there was no determination as to the cause of the second ignition, but is under investigation.

He noted that the camera is particularly useful in stovetop, flue, and vent fires where it minimizes the necessity of further damage to homes in a physical removal of material in search of hot spots. This type of equipment has been utilized to detect concealed and faulty electrical wiring that remained hot even when it appeared to be off yet the electrical main had not been pulled.

Chairman Kaye Treese had inquired concerning public recognition of district purchases and private donations to fire stations, and Chief Stoltenberg suggested that the imaging camera, and a plaque that would be placed in Rural Metro Station 72, be engraved with recognition of TVVFD as the contributor. He stated he would inquire further into that possibility.

B. Review Address List Update Status

Chairman Kaye Treese informed the board that he had issued a copy of the updated TVVFD residential address list to Bel Air Ranch Estates Community Association (BARECA) board member Larry Dalbey. Chief Stoltenberg informed the board that the updated list had been obtained from the Pima County Assessor's parcel list and possibly from the voter's registration list. Chairman Kaye Treese states there are still some errors present on the last list, and Treasurer Robert Jones suggests that the voter's registration list would be the most updated. Chairman Kaye Treese informed the board that BARECA is to mail their March 2013 newsletter using the address list to include the 37 TVVFD residents outside of BARECA, and have offered a portion of the newsletter for information on TVVFD, and Rural Metro Fire activity, since their association is included in the fire district. Chairman Kaye Treese and Chief Stoltenberg state they will find some information to contribute.

C. Report on PCWIN Board of Directors Meeting

Chairman Kaye Treese attended the PCWIN board of directors meeting which was attended by approximately 40 persons, to include as Chair of the meeting Chief Daniel Sharp of Oro Valley PD. Attending as Vice Chair was Chief Doug Chappell of Drexel Heights Fire Department. The main topic of the meeting was discussion of the future hiring of an Executive Director from Pima County to be paid a \$75,000.00 to \$100,000.00 salary. The responsibilities of the position would include conducting quarterly meetings per year, and executive monthly meeting, and a technical monthly meeting and a yearly budget meeting. Chairman Kaye Treese states 17 of the fire and police agencies, and 4 Rural Metro entities, have paid their IGA maintenance fees. Agencies with limited budgets total 6, whose IGA fees will be subsidized by the county.

D. Review and Approve Annual Audit Report

Chairman Kaye Treese submitted to the TVVFD Treasurer Robert Jones a letter which is to be signed by him and returned to Robert J. Polleys CPA of Polleys and Associates before the end of this month. Chairman Kaye Treese also submitted to the TVVFD board copies of the annual audit report prepared by Polley and which is to be submitted to the Pima County Clerk

of the Board for approval by the Pima County Board of Supervisors. Chairman Kaye Treese made the motion for approval of the annual audit as presented, Treasurer Robert Jones seconded the motion and it was approved with a vote of 3 to 0.

E. Review Web Site Design Proposals and Approve Go Ahead

Chairman Kaye Treese submitted to the TVVFD board a Web Site Development/Services Proposal Comparisons in which he inquired of seven companies for the development and maintenance of a TVVFD website. Only four companies responded to the inquiry. Chairman Treese made the motion to open the subject to discussion and Treasurer Robert Jones seconded passing 3 to 0. After a review and comparison of the four proposals Treasurer Jones recommended that based on superior level of the seven years of service to the Green Valley Fire District and the low monthly maintenance fee that TVVFD contract with GO Web Solutions. The Go Web Solutions firm utilizes "Word Press" software as a management system with support servers also in Dallas, TX and Los Angeles, CA for continuity of service and the firm would provide training in its use. Chairman Treese asked for a motion to vote on the acceptance of the GO Web Solutions proposal for \$3,155.00 with the \$20.00 monthly maintenance fee. Treasurer Robert Jones made the motion and Clerk Roger Robinson seconded with the vote 3-0 for acceptance of the submitted proposal. Chairman Treese noted that the proposal included a synopsis of the TVVFD history, a map of the district, and a section of the site that would allow access to include digitally stored copies of Board Notices, Minutes, Annual Audits and Newsletters for an annual additional cost of \$20.00. Chief Stoltenberg offered to provide a call sheet to be submitted to the site in a PDF form. Chairman Treese asked Treasurer Robert Jones for a check in the amount of \$1,051.00 to pay GO Web Solutions a third of the proposal total to initiate development of the site.

F. Review Report on Grant Writing Training and Discuss Hiring Consultant

Chairman Kaye Treese reports on the grant writing class that he attended and which was instructed by Kurt Bradley who is a Public Safety Grants Consultant. He learned a great deal about what to do and what not to do in the submission of a grant. It was related that grant request success improved from 30% to 75% on the average as a result of applied class training. Northwest Fire obtained simulation firefighting training on a grant from "Fire House Subs". They are to build a new "Fire House Subs" site in the vicinity of Kolb and Broadway and the company likes to fund grants in close proximity to their locations.

The training included the insight into suggested guidelines for grant submissions which included that the goal amount should be kept down to \$1 per person, that it be critical to infrastructure, to include water, electric, and organization member participation. Most grants are written on an Eighth grade level with the first two paragraphs critical to acceptance of the grant and written to sell in six minutes. Two grants are currently available for certified training and Training trailers.

Chairman Kaye Treese submitted to the TVVFD board a packet from his grant writing class offering a First Responder Grant Consulting Service. He submitted to the board we consider the development of a TVVFD letterhead for our correspondence. He further submitted for consideration the enlisting of the First Responder Grant Consulting Service for a yearly contract service to include the writing of four grants this year. Chairman Kaye Treese asked for comments and Clerk Roger Robinson asked for clarification on which grants might be available to make the service beneficial to the district. There were several items to be obtained

by the district with the help of a grant, to include extraction equipment, the Zoll device, fire hydrants, etc. Board Treasurer Robert Jones made the motion to contract with the firm for the purpose of writing four grants for the TVVFD. Chairman Kaye Treese indicated the cost would be a total of \$899.00 for the four grants. Clerk Roger Robinson seconded the motion which was approved with a vote of 3-0. Chairman Treese informed the board that he would also speak with Jim Gresham about his experience in writing grants to facilitate the development of the four grants. Chairman Treese submitted to the board a new DUNS number for TVVFD access to the site.

G. Review Fire Hydrant Project Status & CDBG Proposal to Pima County

Chairman Kaye Treese submitted to the TVVFD board a copy of the grant which was submitted to Pima County for the fire hydrants for the TVVFD. The request was for \$90,000.00 for instillation of six fire hydrants. He informed the board that 95% of the grant application did not apply to the TVVFD as it focused on areas primarily for the underprivileged. He also submitted copies of the maps obtained from Tucson Water with complete details of lines and valves in the district. He will work with Tucson Water determine the best location for placement of new water lines and fire hydrants.

7. New Business

A. Discuss Chairman's White Paper Presentation on TVVFD's Future Directions

Chairman Treese asked to delete this item as he has had no time to complete the paper.

B. Discuss Opening of the Firehouse Party Rentals Company

Chairman Treese informed the board of a new company in Tucson which employees off duty fire fighters to conduct fire prevention and firefighting themed parties for children which includes the utilization of a fire truck. The new company could be considered as a resource for any such similar functions that might be considered by the TVVFD in the future.

8. Call to the Public

Negative Response

9. Adjournment

As there was no further business to come before the Board, the February 20th, 2013 monthly meeting was adjourned at approximately 8:50 pm, on a motion by Treasurer Robert Jones with a second by Clerk Roger Robinson, and a unanimous 3 to 0 vote.

Roger Robinson, Board Clerk
Tanque Verde Valley Fire District

Kaye Treese, Board Chairman
Tanque Verde Valley Fire District