

# Minutes Tanque Verde Valley Fire District

The Tanque Verde Valley Fire District Governing Board met on Wednesday, July 15, 2015, 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

Meeting called to order at 6:58 p.m.

Present: Roger Robinson, Board Chairman  
Bruce Small, Clerk of the Board  
Steven Ruetz, Treasurer  
Chief Glenn Pittenger, Representative for Rural/Metro

Pledge of Allegiance said.

## 2. Special Meeting

### A. 2015-2016 Budget Approval

Roger Robinson called to order the special meeting for the 2015-2016 budget approval. Roger discussed the time requirements to meet the ARS statutes for posting the budget for public review. Roger then reviewed the budget forms, the maximum tax limit allowed by law, our financial obligations, and anticipated revenue. We will apply our large surplus to our obligations in order to lower our tax rate.

Roger discussed letter received from the Board of Supervisors advising that they will adopt the property tax levies on Monday, August 17, 2015. The copy of the TVVFD budget must be in the Board of Supervisor's office by Monday, August 3<sup>rd</sup>. The levy limit tax rate at the \$337,845.00 maximum was 2.8849. The Fire District computation form which Roger filled out based on information that was received from PC Finance and PC Treasurer' offices. Net valuation was \$11,710,793.00 which shows the assessed valuation at \$117,108.00 when divided by 100. Roger asked Glenn Pittenger if the dollar amount for the annual contract was listed correctly as \$200,465.00 Glenn concurred. PCWIN annual membership of \$1,860.00, PCWIN radio maintenance annual fee for radios assigned to Rural Metro of \$288.00 at \$24.00 monthly increments. \$1,124.00 allowed for annual audit. \$150.00 for annual publishing fee which may not be needed, but for the time being will remain in the budget. AZ Fire District annual membership fee of \$1,015.00 with a \$300.00 allowance for AZ Fire District Association conference. Web site annual maintenance fee of \$960.00. Phone service which was formerly \$960.00 annually which has been reduced to \$480.00 a year. Mailbox service of \$130.00 annually. Transcriptions to be projected at 6 meetings per year for \$150.00. Insurance policy was an allowance of \$1360.00 annually. \$200.00 allowance for office supplies. Total disbursements would be \$208,478.00 per year.

Revenue for the budget was then brought up by Roger Robinson. He discussed his meetings with the Pima County Finance office and Treasurer's office. He discussed the average running daily balances within each month. He said the Treasurer told him that the account was maintaining a high balance and she suggested that we reduce that. Roger said that he told the Treasurer that the discussion had already taken place. One of the ways of reducing the balance is to use some of that money for the yearly budget as revenue which was in the account currently. Roger said that he only allowed

\$100,000.00 for the proposed property tax revenue with the balance of \$87,000.00 from the general account and \$20,000.00 which would come back as Fire District Assistance Tax. Which means that the balance will be lowered by \$87,728.00 in order to meet this year's budget of \$208,478.00. Proposed tax rate (lowest tax rate in existence) of .8539 per 100. Based on the balance, he took into consideration is that two more payments are needed to Rural Metro this year which would reduce the amount by approximately \$100,000.00 which would leave approximately \$140,000.00. At this time of year the taxes will start to come in again for the next fiscal year at the previously agreed upon rate. Next year the Board needs to review the general fund balance again that will be maintained. This does not affect the \$50,000.00 in the capital projects. This gives the District the opportunity to give back some of the money that was taken at the higher rate. He noted that although last year's budget was suggested to be at an excessive rate, the balance of the existing budget doesn't reflect a massive increase.

Bruce Small commented that if in the event the TVVFD district runs short, the money can be borrowed from the county. Roger agreed with that statement and confirmed that after talking with the PC Treasurer. She advised him that there is no problem by operating in the red or close to the operating amount. If that situation occurs the Treasurer can advance money to the TVVFD district with a charge of interest to compensate for its use until additionally expected revenue comes in. Roger advised that within the next 2 years he would like to stabilize that tax rate so that the District budget is operating closer to what is actually being charged to the public, as opposed to having a surplus.

Discussion took place with each board member on particular line items, answering questions and giving explanations to each by Roger Robinson.

Bruce Small moved the Board accept the proposed budget, seconded by Steve Ruetz, and approved 3 to 0. Motion to close the special meeting by Roger Robinson, seconded by Bruce Small, and approved 3 to 0.

### 3. Approval of May 20, 2015 meeting minutes

Bruce Small made motion, Roger Robinson 2<sup>nd</sup> the motion, and minutes approved 3 to 0.

#### Old Business

##### A Update of TVVFD web site service – Harness Technology.

Bruce Small reported that he felt they were performing their service well and were responsive to the requests by Roger and Bruce. Roger has sent Harness the agendas and minutes from previous meetings.

##### B. Update of New Phone Rate for the TVVFD phone

Report on our new phone rate negotiated by Roger, which cut the bill by half. Bruce reported on the forwarded phone calls he has received, mostly non-emergency calls intended for Rural Metro. We will put a note on the website including the Rural Metro non-emergency number of 624-9913. Service will be maintained with AT&T since they have improved the rate that was being billed to TVVFD for services.

##### C. Attendance at PCWIN Executive Meeting by Steve Ruetz

Steve asked Glenn about the meetings as it was different than he had expected. Steve expected that he could go and vote or be part of the decision making. Glenn explained

that attendance is not critical for every meeting, but, if there was a vote that was going to take place, then, it would be important to have a District board member present as he can't vote on TVVFD's behalf. Glenn went on to talk about the agencies involved and their "status" on the Executive Committee. Steve reported that the PCWIN radio network is working well. PCWIN system is going to try to improve coverage on the Southside.

D. Emergency Disaster Plan Information

Roger didn't see anything that directly affected the TVVFD. The emergency disaster plan will not be posted on the TVVFD web site as it is too long and detailed. Steve felt that what might benefit the general public is to list phone numbers or contact information for much needed information in the event of an emergency.

4. New Business

A. Pima County Treasurer to pay TVVFD's bills annually

Roger reported that he has asked the Pima County Treasurer's office to automatically pay the District's reoccurring monthly bills and to change repetitive monthly bills and payments to an annual payment schedule when possible. Roger consolidated the Harness Technology bill for an annual bill. The bills and payments to PCWIN which are currently monthly or quarterly are to be changed to an annual basis. The phone service will remain monthly. Roger will consolidate payments to an annual basis when possible.

B. Steve Ruetz's approval to access the TVVFD mailbox

Roger has paid the mailbox service. Steve has a key to the mailbox. He has not had a chance to stop by, but he will and will fill out form.

C. Possible annexation of Windridge Subdivision

Discussion took place on possible annexation of the Windridge Subdivision. Bruce Small mentioned that the subdivision is going to vote on possibly joining the fire district. Bruce had several questions. When is the new tax rate effective? September 1<sup>st</sup> – Yes. It will go before the BOS on August 1<sup>st</sup>, they will vote on August 15<sup>th</sup>. The assessor generally operates 18 – 24 months ahead of everything that we do. If Windridge becomes a member, they will not see the benefit of it until the next year. Roger advised Bruce to talk to someone in the Assessor's office with his questions.

For those people who have already paid Rural Metro how would reimbursement work for those people? Roger said that they would work with Rural Metro to get that worked out. It was acknowledged that clarification was needed regarding the procedure for annexation of this subdivision.

5. Fire Chief's Report

	Total calls	Emergency	Non-emergency
May	7	3	4
June	15	4	11

Roger signed the updated Rural/Metro contract. Bruce noted that specific residential addresses were included on the Chief's activity report. Those will be redacted by Glenn.

6. Treasurer's Report

A. Report of monthly Pima County Treasurer's Report

May report – Start – 184,566.32 End – 243,322.60 Capital – 50,450.73  
June report – Start – 243,322.60 End – 243,814.92 Capital - 50,468.97

Budget comparison for contract rates, total disbursement, tax rates, total income, assessed values for all of the budget years from 2010–2017 for review, were provided to board members.

7. Correspondence

Roger gave some informational correspondence to Steve for review.

8. Request for future agenda items.

No items were added.

9. Call to the Public

No public present.

10. Adjournment

As there was no further business to come before the Board, Roger Robinson made motion to adjourn, Bruce Small seconded, and the July 15, 2015 monthly meeting was adjourned at 8:13 pm, by a 3 to 0 vote.

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Roger Robinson, Board Chairman  
Tanque Verde Valley Fire District

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Bruce Small, Board Clerk  
Tanque Verde Valley Fire District