

Minutes Tanque Verde Valley Fire District

The Tanque Verde Valley Fire District Governing Board
met on Wednesday, November 18, 2015, at 7:00 p.m.,
at the Kirk-Bear Canyon library,
8959 E. Tanque Verde Rd., Tucson, AZ 85749.

1. Roll Call

Meeting called to order at 7:00 p.m.

Present: Roger Robinson, Board Chairman
Bruce Small, Clerk of the Board
Steven Ruetz, Treasurer
Karen Heider, Transcriptionist

Absent: RMFD Representative

Pledge of Allegiance

No flag present, no pledge recited.

2. Approval of September 16th, 2015 meeting minutes

Roger Robinson made the motion to approve the September meeting minutes; Bruce Small seconded the motion, approved by a vote of 3 to 0.

Representatives from Rural Metro Fire Department are absent. Glenn Pittenger notified RR that he is no longer the Rural Metro representative and would no longer be attending the meetings. Former representative Chief James Stoltenberg will be the new representative and was to come to this meeting with new RMFD Fire Chief Jonathan McMahan, but the chief was called to Yuma and unable to attend.

3. Old Business

A. Review on TVVFD website updates and meeting entries

RR and Bruce Small were both pleased with the web site and noted that it was pretty up to date with information that is listed. BS noticed that the contract with Rural Metro is out of date that is posted on the website. Stoltenberg sent a 2007 contract when a current copy was requested by Roger Robinson. RR thinks that the addendum to the contract is all that is signed to renew it. RR requests a current copy of the addendum be obtained and posted.

B. Update on AZFDA Correspondence Courses

Roger Robinson completed his course and believes he received confirmation numbers, Bruce Small and Steven Ruetz completed theirs but they did not receive a confirmation number. RR checked to see if the 3 numbers he received are for each member and it was found that the confirmation numbers were for the bond indebtedness reports.

C. Update of Windridge Annexation procedure

Bruce Small received information from Patricia Murray, Windridge HOA. BS explained the problems that he has encountered in trying to complete the annexation process for Windridge. He suggested that the petition process for annexation be suspended. That a simpler process be used for homeowners who are contiguous with our boundaries in the future individually ask for the annex. This way it would not require a petition process. He currently has 6 or 7 people on the lower tier of Windridge are contiguous and they want to join. So, they would join individually. Then, the next tier would be done working our way northward. RR said that Robin Brigode's e-mail reviewed segments of the law on annexation which don't require a pre-determined geographical boundary. This process appears not to require another agencies approval. Discussion took place on which government agencies get the annexation paperwork, and in what order.

RR made a copy of all of the laws covering special taxing districts (which includes the TVVFD). Annexation procedures using the petition process for Windridge subdivision will be suspended until a later date and further research by the board. Roger Robinson made a motion to suspend, motion approved by a 3-0 vote.

RR said that a standard procedure needs to be established for annexation to the fire district by homeowners. RR said that he has seen other fire districts have the forms which can be accessed from the website and filled out by homeowners seeking annexation. It was suggested by RR that at each meeting we acknowledge the acceptance and submission of the annexation requests. BS said that the approval of individual homeowners annexation requests do not require a meeting, it just requires the board to approve it. BS and RR had discussion on how to avoid a long delay in this approval process and adopt some other way to approve the requests if presented before a scheduled board meeting. It was decided to best meet the requirements of the law, that acknowledgement of those approved will be done at the board meetings, so as to have them properly documented.

Bruce Small made the motion, that as the individual contiguous annexation requests come in, they are approved upon review and signature by two of the three member board. – RR, BS and SR will continue to work out the logistic procedures for these particular requests. BS made motion, SR seconded the motion. The TVVFD board will accept the 6 annexation requests as presented in resolutions 2015-1 through 6. See 4B for names of the 6 requests.

4. New Business

A. Decide on member(s) interest in attending AZFDA Winter Conference in Laughlin, NV

There is no interest by any members of the board to attend.

B. Discussion and vote on newly submitted TVVFD annexations

The following 6 families have submitted petitions for annexation; Schmieder, Schoup, Selig, Maynard, Gilker, Sun & Yin. To be reviewed, voted on, and processed.

C. Discussion of San Domingo Neighborhood request for Annexation

San Domingo is ready to go and BS will inform her of the new procedure.

5. Fire Chief's Report

A. Information on merger of the RMFD, and change of the representative to the TVVFD Board

Rural Metro Fire has merged with American Medical Response. As a result they terminated one chief. Glen Pittenger stepped down as an Asst. Chief and returned as Captain of a district. Chief James Stoltenberg is to return as RMFD's representative to TVVFD.

No representatives present and no call reports given.

6. Treasurer's Report

A. Monthly Financial Activity Reports and payments

September Gen Fund-Start - \$194,665.46 End- \$202,470.50 Capital Project- Start - \$50,518.93 End - \$50,543.47
October Gen Fund-Start - \$202,480.79 End- \$176,996.12 Capital Project- Start - \$50,543.47 End - \$50,563.79

B. Discuss fiscal year 8 month timeline for 2014-2015 annual TVVDS audit

It is required by law to have audit. County Clerk Robin Brigode notified TVVFD that as a special taxing district, TVVFD is to submit an annual report within 240 days from the end of the close of the district's fiscal year to the Clerk of the Board of Supervisors. The date to submit the audit is the end of February. RR would like to submit the request for an audit to Polleys and Associates, as they have done the previous two audits.

BS made motion to use same audit firm. RR seconded the motion. Motion approved by a vote of 3 to 0.

C. Submission and payment of insurance invoice

Renewal and summary of coverage was received. RR was asked by insurance person to answer policy coverage questionnaire and initial accepting lines. The policy remains with same coverage. BS read policy and approved. He recommended continuing with same coverage. RR & BS discussed what was necessary and good to have by section.

BS made motion to accept renewal of VFIS casualty insurance. RR seconded the motion. Motion passed 3 to 0 vote. Bill is for \$1,377.00 payable to Koty-Leavitt Insurance.

7. Correspondence

A. E-Mail from AZFDA on membership access to website, log-in established for board members

RR set up the log in and password for members of the board to access the AZFDA website.

B. AZ State Treasurer for Bond indebtedness. Completed and returned as none to report.

RR spoke to Bob Jones and found out that there is and has not ever been bond indebtedness for the TVVFD. RR filled out the relative forms and sent them back to the AZ State Treasurer as requested. He received the confirmation numbers acknowledging receipt as previously discussed in 3B. RR will sign and return the forms.

C. Letter from AZ Auditor on deadline for district audit & reporting of boundary changes..

The letter outlines a requirement from the Property Tax Oversight Commission (PTOC) to contact the Assessor for valuation of property in 2015. Reminder for next year that there is a responsibility of the districts to report to the Commission the total net assessed property value of annexed property for the preceding year, pursuant to Arizona Revised Statute. PTOC is directing Board to coordinate with the assessor's office to satisfy this reporting requirement to allow sufficient time to adjust maximum amount of time for tax levys for tax year 2016. No values on the levy tax limits can be changed after February 10, 2016 without approval of the Commission.

RR requested BS contact the notice to the Assessor's office and find out exactly what the Board needs to give them. The law may be satisfied by the Assessor as part of the annexation procedure.

8. Request for future agenda items.

No items. Next meeting set for January 20, 2016.

9. Call to the Public

No public present.

10. Adjournment

With no further business to come before the Board, Bruce Small made motion to adjourn, Roger Robinson seconded, and the November 18, 2015 monthly meeting was adjourned at 7:55 pm, by a 3 to 0 vote.

Roger Robinson, Board Chairman
Tanque Verde Valley Fire District

Bruce Small, Board Clerk
Tanque Verde Valley Fire District