

**Tanque Verde Valley Fire District
Board Meeting Minutes
2300 N. Tanque Verde Loop Rd., Tucson AZ 85749
Wednesday, September 21, 2016 at 7:00 p.m.**

Meeting called to order at 6:55 p.m.

1. Roll Call and Pledge of Allegiance

Roger Robinson started the meeting with Roll Call. Present were Bruce Small (BS), Roger Robinson (RR), Steve Ruetz(SR), Layne Lundeen(LL), RM Deputy Chief Heath Evans(HE), Karen Heider.

2. Approval of July 19th, 2016 Meeting Minutes

Approval of July 19th meeting minutes – Roger Robinson moved to approve the minutes, Bruce Small 2nd the motion, unanimously passed 3-0.

3. Old Business

A. AZ PTOC approval of Res # 2016-014 (Windridge Loop Annexation), 2016-15, and 2016-016

Flo Valverde sent RR a letter acknowledging receipt of 2016-14, and 2016-15 annexations.

4. New Business

A. Vote on approval of Mr. Layne Lundeen as newly sworn member fo the TVVFD Board.

RR made a motion to accept Layne Lundeen as the newest member of the board. Bruce Small 2nd the motion, 3-0 passed unanimously.

3 copies of the installation were signed by RR, BS and LL. LL keeps 1 copy, 1 will be given to the Clerk of the Board. BS will keep the 3rd copy for TVVFD files.

RR explained to LL the laws concerning the open meeting laws. With 3 board members he noted that 2 members could not get together to discuss board business as it would be a violation of the open meeting laws. RR advised LL to review those laws.

B. Vote on positions for Chairman of the Board, and Clerk of the Board.

RR made a motion to nominate BS as new Chairman of the Board. All approved 3-0. RR made a motion to nominate Steve Ruetz as the Clerk of the Board. BS 2nd motion, approved 3-0. SR accepted that position. RR made a motion to have LL be treasurer, BS 2nd motion, approved 3-0. LL accepted position as Treasurer. Treasurer is an elected position for 4 years.

C. Submission of Roger Robinson's letter of resignation from the TVVFD Board.

RR submitted his resignation letter, effective November 8th, 2016. With great regret BS accepted his letter of resignation. All acknowledged that resignation. That information will be passed along to all agencies and individuals who TVVFD does business. His resignation is effective the 8th, all letters that show the 16th are changed to be effective November 8th.

D. Discussion to make changes in Mailbox Account, and RDR turn in key to box.

RR told BS that he will need to be removed from both the mailbox and bank accounts. LL needs to be added to both accounts. BS collects mail about every 10 days, and he will continue to do so. RR told LL to contact Beth Ford, Pima County Treasurer for information on getting set up as the treasurer for the Fire District. Beth Ford offered a class to LL for instruction. LL was given key to the mailbox.

E. Transfer of Paper and Digital Records to members of the Board.

Flash drives were distributed to BS, SR and LL to maintain digital records.

F. Update of designated Agency Records Officer and Notice to the State of Arizona.

SR is the new Records Officer for TVVFD. He will fill out necessary form and send to the State. Put one in file and send the other to the State.

G. Notification to outside agencies of changes to positions, and contract info for Board Members.

RR gave BS a letter notifying everyone (State agencies and the County) of the changes on the board.

5. Fire Chief's Report

A. Information on RMFD Response for July and August 2016 for TVVFD

RR thanked RM Deputy Chief Heath Evan the response information. There was nothing new to report. He has updated all the past information that had not been submitted complete. RR said that some information is removed for privacy reasons, like homeowners names or exact addresses.

6. Financial Report

A. Bi-Monthly Financial Activity Reports and Payments.

RR explained the individual expenses that were noted and paid on the warrant report for July and August.

B. Discussion of upcoming annual FY 2015-2016 TVVFD audit / Financial Report (240 days of FY end.

BALANCES

General Fund - Beginning of July – 106,847.46	End of July - 107,551.91
Capital Project account – Beginning of July – 50,758.38	End of July - 50,784.64
General Fund - Beginning of Aug – 107,551.91	End of Aug – 107,646.91
Capital Project account – Beginning of Aug – 50,784.64	End of Aug – 50,832.22

C. Request for reimbursement of \$27.01 to RR for 3 flash drives to transfer recorded data.

RR made a motion to be reimbursed for the flash drive purchase. BS 2nd the motion, approved 3-0.

D. Discussion to make change in signatories to District bank account.

7. Correspondence

A. VFIS Insurance Renewal Questionnaire for TVVFD

RR talked about the questionnaire that is sent annually to the board to fill out to determine next year's rate. RR gave the questionnaire to SR to fill out and submit.

B. Notification of 2017 election dates.

Board Of Supervisors will notify the TVVFD board of future election dates. Each TVVFD board member should fill out a form for "re-election" each 2 year period. The members will not be placed on the ballot, but, the form needs to be filled out.

Annual report is due at end of year. RR reviewed and gave the board the old report for reference to complete this year's report. Polley and Associates does the report. He needs the agendas of where meetings were held and what was discussed. RR suggested that minutes also be included and where the postings of the meeting notices were. They are posted in 3 places, RM fire station, on line in the web site, and TVV school district offices.

RR turned over the checkbook to BS, who is now the chairman.

RR swore LL into his office – Oath of Office was read. LL raised his right hand and repeated the Oath after RR.

LL asked RR what the purpose and the goal of the TVVFD is. RR's response is that TVVFD is the middle man between the residents within the fire district to manage the money and to represent them for fire protection. Rather than creating a fire department, TVVFD contracts with RM for that service. RM gives TVVFD a reasonable rate for that coverage. Under that contract TVVFD asks for a reasonable response time for the residents within the fire district. So, the TVVFD board administers and manages that to make sure that RM is responding within the contract guidelines and negotiate rates.

8. No future agenda items

9. No public present.

10. Adjourned at 8:07 p.m.