



# NORTHWEST FIRE DISTRICT

SERVING RESIDENTS OF THE NORTHWEST FIRE DISTRICT, THE FLOWING WELLS COMMUNITY AND THE TOWN OF MARANA

PROUD TO BE ACCREDITED BY THE COMMISSION ON FIRE ACCREDITATION INTERNATIONAL

PHONE: (520) 887-1010 FAX: (520) 887-1034 [www.northwestfire.org](http://www.northwestfire.org)



## Minutes of the Northwest Fire District Governing Board Special Meeting May 10, 2016

DRAFT

### I. Call to Order/Roll Call/Affirmation of Quorum

Attendee Name	Title	Status	Arrived
George Carter	Chairman	Present	
Bruce A. Kaplan	Vice Chair	Present	
Tim Clayton	Board Clerk	Excused	
David Talas	Board Member	Present	
Peg Green	Board Member	Present	

### II. Salute to the Flag of the United States of America

George Carter led the Pledge of Allegiance to the Flag.

### III. Presentation of Service Awards

No awards were presented at this time.

### IV. Public Forum

Gary Watson, President of Local Union 3572, was present to answer any questions on behalf of the Union.

### V. Consent Agenda

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	George Carter, Chairman
<b>SECONDER:</b>	Bruce A. Kaplan, Vice Chair
<b>AYES:</b>	George Carter, Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	Tim Clayton

### Approval of Consent Agenda

George Carter made the following motion, seconded by Bruce Kaplan and approved with four ayes:

MOVE TO APPROVE ITEMS A AND B ON THE MAY 10, 2016, CONSENT AGENDA AS PRESENTED.

- A. Approval of the Renewal Proposal from Volunteer Firemen's Insurance Services (VFIS) for Property and Liability Insurance through the District's Agent, the Mahoney Group, to be Effective May 1, 2016 through April 30, 2017**

DRAFT

- B. Approval of the Resignation of Bonnie Medler from the Position of Bond Committee Member as Submitted May 3, 2016, and to Further Appoint Marsha Johnson, Resident of Northwest Fire District, to Serve as Bond Committee Member Until the Committee is Dissolved**

## **VI. Reports and Correspondence**

### **A. Fire Chief's Report**

**This is a summary of the activities of the Fire Chief and Administrative Staff concerning each of the District's Divisions including: Fire Suppression, Emergency Medical Services, Administrative Services, Finance, Human Resources, Special Projects, Logistics, Prevention and Safety Division and Wild Land Fire Fighting; the report might also include Administrative Activities in Annexations, Intergovernmental Relations, Community Assistance Programs, Fleet and Equipment, Labor and Management Relations, District Revenues and Expenditures, Strategic Planning, Information Technology, Status of Construction Projects, Status of Facilities, Public Outreach and Training.**

No reports were included in the packet.

### **B. Financial Reports**

This report is a summary of the District's Financial Status including: Monthly Board Financial Report, Monthly Disbursements Report, Revenue and Expenditure Reports, Real Estate Tax Revenue Spreadsheets, Monthly Bond Report and Arizona State Land Billing and Payment Reports. The Board will be asked to approve the District's Monthly Disbursements Report.

## **VII. Business**

- A. Overview, Presentation, Discussion and Possible Action Approving Resolution No. 2016-016 Authorizing the Issuance of General Obligation Refunding Bonds Series 2016; and Authorizing the Chairman, Clerk and Fire Chief to Take All Actions, Do All Things and Execute All Documents Necessary to Secure, Consummate and Carry Out the Bond Purchase Agreement. the Following Documents, Drafts of Which Are on File with the Clerk of the District's Board of Directors, Are to be Approved by This Resolution for Its Series 2016 Refunding Bonds: District's Preliminary Official Statement, Continuing Disclosure Undertaking, Depository Trust Agreement, Bond Registrar and Paying Agent Agreement and the Bond Purchase Agreement.**

Erika Coombs, Vice President at Stifel, Nicolaus & Company, was present to provide the Board with an update from the April 12th Board meeting. She presented the following items:

- Outstanding Bonds
- Historical Assessed Valuations
- Historical Tax Rates

Detailed Summary  
Savings Analysis  
Estimated Savings: Based on Current Market Conditions

George Carter made the following motion, seconded by Peg Green and approved with four ayes:

MOVE TO APPROVE RESOLUTION NO, 2016-016, AUTHORIZING THE CHAIRMAN, CLERK AND FIRE CHIEF TO TAKE ALL ACTIONS, DO ALL THINGS AND EXECUTE ALL DOCUMENTS NECESSARY TO SECURE, CONSUMMATE AND CARRY OUT THE REFUNDING BOND SALE AGREEMENT.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	George Carter, Chairman
<b>SECONDER:</b>	Peg Green, Board Member
<b>AYES:</b>	George Carter, Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	Tim Clayton

**B. Discussion and Possible Action Approving the 2016-2017 Tentative Budget and Scheduling a Public Hearing on the Budget; Discussion Might Include All Projected District Revenues, Expenditures, and the Tax Rate**

Finance Director, Dave Gephart, reported the total estimated tax rate proposed is \$2.99 per 100 of the assessed valuation. It is not the highest the District has experienced. In 2014, the tax rate was \$3.02 per 100 of the assessed valuation. Reportedly, the District went seven years without increasing the tax levy. Further discussion took place on the following items:

- Wildland fund increase
- Medical self-insurance increase
- Ambulance fund
- Grant/contingency fund increase
- Training fund increase
- General fund
- Administration budget increase
- Warehouse: Support staff positions
- Possible Future Academy
- Staffing Needs/Module

Board Chair, George Carter, confirmed once the tentative budget is accepted, the budget can be lowered but it cannot go up.

George Carter made the following motion, seconded by Peg Green and approved with four ayes:

MOVE TO ACCEPT A TENTATIVE 2016-2017 BUDGET OF \$67,850,342 THAT INCLUDES \$37,276,783 FOR THE GENERAL FUND, \$236,744 FOR THE WILDLAND FUND, \$17,960,000 FOR THE CAPITAL IMPROVEMENT FUND, \$1,207,493 FOR THE CAPITAL RESERVE FUND, \$3,169,322 FOR THE GENERAL OBLIGATION BOND FUND, \$5,000,000 FOR THE MEDICAL SELF INSURANCE FUND, \$3,000,000 FOR THE GRANTS FUND, AND

\$0 FOR THE AMBULANCE FUND, AND FURTHER, TO SET A HEARING FOR ADOPTING THE 2016-2017 BUDGET TO BE HELD ON TUESDAY, JUNE 28, 2016, AT 6:00 P.M., AT THE NORTHWEST FIRE DISTRICT TRAINING FACILITY, 5125 WEST CAMINO DEL FUEGO ROAD, MARANA, ARIZONA.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	George Carter, Chairman
<b>SECONDER:</b>	Peg Green, Board Member
<b>AYES:</b>	George Carter, Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	Tim Clayton

**C. Executive [Closed] Session, Pursuant to A.R.S. 38-431.03 (A)(1) & (4), for Review and Discussion Concerning the 2015/2016 Fire Chief's Performance Appraisal Results and Possible Increase to the Fire Chief's Compensation.**

*[Board Chair]* The following persons are asked to join the Board in executive session: Chief Brandt, Thomas Benavidez and Patricia Aguilar.

George Carter made the following motion, seconded by Dave Talas and approved with four ayes:

MOVE TO ENTER INTO EXECUTIVE SESSION FOR DISCUSSION OF PERFORMANCE APPRAISAL RESULTS RELATED TO THE FIRE CHIEF.

The executive session began at 6:43 p.m.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	George Carter, Chairman
<b>SECONDER:</b>	David Talas, Board Member
<b>AYES:</b>	George Carter, Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	Tim Clayton

**Executive [Closed] Session, Pursuant to A.R.S. 38-431.03 (A)(1) & (4), for Review and Discussion Concerning the 2015/2016 Fire Chief's Performance Appraisal Results and Possible Increase to the Fire Chief's Compensation.**

George Carter made the following motion, seconded by Dave Talas and approved with four ayes:

MOVE TO CLOSE THE EXECUTIVE SESSION

The executive session was closed at 8:03 p.m.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	George Carter, Chairman
<b>SECONDER:</b>	David Talas, Board Member
<b>AYES:</b>	George Carter, Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	Tim Clayton

**D. Discussion and Possible Action Concerning the Compensation and Employment Performance of the Fire Chief**

George Carter, Board Chair, reported Chief Brandt's performance appraisal results exceeded all standards. Chief Brandt received an increase in his base salary and his contract was extended until June 30, 2018.

George Carter made the following motion, seconded by Kaplan and approved with four ayes:

MOVE TO APPROVE THE 2015/2016 FIRE CHIEF'S PERFORMANCE APPRAISAL RESULTS AND A 7 % INCREASE TO HIS BASE SALARY FOR AN ANNUAL SALARY OF \$165,866.05 AND EXTEND HIS CONTRACT FOR A TWO YEAR TERM, EXPIRING JUNE 30TH, 2018.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	George Carter, Chairman
<b>SECONDER:</b>	Bruce A. Kaplan, Vice Chair
<b>AYES:</b>	George Carter, Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	Tim Clayton

**VIII. Future Agenda Items [A Governing Board Member May Bring Forth General Topics for a Future Meeting Agenda. The Governing Board May Not Discuss, Deliberate or Take Any Action on the Topics Presented, Pursuant to A.R.S. § 38-431.02 (H).]**

This item allows an *individual* Governing Board member to recommend item(s) to be placed on future agendas. The Board will not discuss the item(s) at this time because it would be a violation of the Open Meeting Laws and no voting action will be taken on the recommended item(s).

No items were presented at this time.

**IX. Adjournment**

George Carter made the following motion, seconded by Dave Talas and approved unanimously with four ayes:

MOVE TO ADJOURN THE MEETING AT 8:06 P.M.

\*\*Please note due to unexpected technical difficulties, the video of the May 10, 2016 meeting will not be available.

Minutes approved by the Northwest Fire District Board at its May 24, 2016, Regular Governing Board Meeting.

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Tim Clayton, Board Clerk