

# Golden Valley Fire District

Regular Meeting ~ January 22, 2014



Regular Meeting ~ January 22, 2014

## AGENDA

Golden Valley Fire District  
3327 North Mayer Road, Golden Valley, Arizona 86413  
(928) 565~3479 [www.GoldenValleyFire.org](http://www.GoldenValleyFire.org)

### **NOTICE OF A REGULAR MEETING OF THE GOLDEN VALLEY FIRE DISTRICT GOVERNING BOARD**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Golden Valley Fire District and to the general public that the Golden Valley Fire District Governing Board will hold a regular meeting, open to the public, on **January 22, 2014 at 6:00 p.m.** in the Golden Valley Fire District's Public Safety Training Center, located at 423 S. Colorado Road, Golden Valley, Arizona 86413.

The Governing Board may vote to recess into executive session(s) to receive legal advice from the Board's attorney(s) on any item contained in this agenda pursuant to A.R.S. § 38-431.03(A)(3). Members of the Board of Directors may attend either in person or by telephone conference call. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

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## AGENDA

*(Continued)*

1. **Call to Order.**
2. **Roll Call of Board Members.**
3. **Pledge of Allegiance.**
4. **Call to the Public:** This is the time for the public to comment. Persons must first be recognized by the Chair and state their name for matter of record. Members of the Board may not discuss items that are not on the agenda; therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

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*(Continued)*

5. **Approval of Minutes:** *Presentation, Discussion and Possible Action Re:*
  - 5.1 Approval of Minutes from the December 19, 2013 meeting.
6. **Reports:** *Presentation, Discussion and Possible Action Re:*
  - 6.1 C.O.N. Updates ~ Presentation from Attorney Kathy Steadman.
  - 6.2 District Financial Report for the month of December 2013.
  - 6.3 Operations Report for the month of December 2013.

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District Financial Report Summaries: December 2013

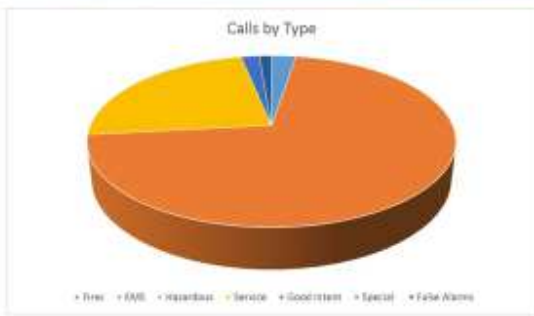
Golden Valley Fire District Balance Sheet As of December 31, 2013		11:20 AM 05/22/14 Cash Basis	Golden Valley Fire District Profit & Loss Budget vs. Actual July 1, 2012 through January 22, 2013		
Dec 31, 13		Jul 1, '12 - Jan 22, 13	Budget	% of Budget	
<b>ASSETS</b>					
Current Assets					
Checking/Savings	2,967,876.00	466.00	4,163,500.00	0.0%	
100.00 - P/R-NAT'L BANK	82,674.78	0.00	9.00	0.0%	
100.00 - Petty Cash	100.00	0.00	0.00	0.0%	
Total Checking/Savings	2,968,750.78	466.00	282,000.00	0.0%	
Total Current Assets	2,968,750.78	466.00	116,000.00	15.2%	
<b>TOTAL ASSETS</b>	<b>2,968,750.78</b>		106,400.00	51.2%	
<b>LIABILITIES &amp; EQUITY</b>			822,220.00	66.8%	
Current Liabilities					
Accounts Payable	1,275.00	436,000.00	2,254,261.00	60.3%	
Total Accounts Payable	1,275.00	436,000.00			
Other Current Liabilities					
240.00 - PAYROLL LIABILITIES					
241.00 - TAXES					
242.00 - FICA	-691.90				
243.00 - Medicare	-1,367.54				
244.00 - Federal Tax	-1,171.90				
245.00 - State Tax	-1,073.89				
246.00 - Acc. Unemployment	-86.15				
Total 240-246 - TAXES	-11,634.83				
247.00 - PERSONAL					
248.00 - PERSONAL	-4,093.50				
249.00 - PERSONAL	-11,084.84				
Total 247-249 - PERSONAL	-15,169.33				
243.00 - GRANT/REVENUES	2,176.00				
Total 243-249 - GRANT/REVENUES	2,176.00				
240.00 - VOLUNTARY DEDUCTIONS					
241.00 - Health Insurance	43,063.44				
242.00 - Association Dues (Included from payroll/emp. plan)	43.00				
243.00 - Life Insurance	0.00				
244.00 - MFCU	0.00				
245.00 - Medical Legal	0.00				
246.00 - Union Dues	170.64				
247.00 - AFL-CIO Pension	866.34				
Total 240-247 - VOLUNTARY DEDUCTIONS	43,783.84				
248.00 - INSURANCE PAYABLE					
249.00 - Health Ins. (Over Paid)	60,810.52				
250.00 - Health Ins. (Under Paid)	11,121.24				
251.00 - Dental (Overpayment)	-110.50				
252.00 - Dental (Underpayment)	0.00				
Total 248-252 - INSURANCE PAYABLE	71,721.26				
Total 240-249 - PAYROLL LIABILITIES	71,721.26				
Total Other Current Liabilities	71,721.26				
Total Current Liabilities	80,000.26				
Total Liabilities	80,000.26				
Equity					
100.00 - Fund Balance-Unrestricted	2,888,750.52				
Net Income	211,620.00				
Total Equity	3,099,370.52				
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,099,370.52</b>				
		1,886,260.16	7,554,481.00	24.7%	
<b>EXPENSES</b>					
500.00 - Funds Not Received	0.00	0.00	0.00	0.0%	
505.00 - Suspense	0.00	0.00	0.00	0.0%	
600.00 - Reconciliation Discrepancies	0.00	0.00	0.00	0.0%	
605.00 - DP SUPPLIES-HAZ. MATERIALS	0.00	31,000.00	0.00	0.0%	
608.00 - Bank Service Charges	0.00	0.00	0.00	0.0%	
620.00 - Depreciation Expense	0.00	0.00	0.00	0.0%	
624.00 - Interest Expense	0.00	0.00	0.00	0.0%	
676.00 - CAPITAL CONTINGENCY FUND	0.00	2,246,779.00	0.00	0.0%	
716.00 - TRIP/INT.	1,265.98	4,500.00	42.7%		
840.00 - PROTECTIVE CLOTHING	5,027.56	37,550.00	16.2%		
850.00 - UNIFORMS/STATION WEAR	7,069.26	16,550.00	45.7%		
856.00 - EDUCATIONAL SERVICES (In House)	7,199.45	114,000.00	6.2%		
876.00 - EMERGENCY SMS	5,643.20	52,300.00	12.5%		
880.00 - TRAINING/EDUCATION	15,343.24	73,500.00	20.9%		
826.00 - OPERATION SUPPLIES	18,563.21	83,000.00	30.7%		
736.00 - DEPT. INSURANCE/TAXES/INTEREST	23,870.14	37,000.00	64.4%		
746.00 - ADMINISTRATION	27,085.66	91,100.00	29.7%		
786.00 - OUTSIDE SERVICES	30,373.00	46,055.00	63.2%		
886.00 - FUEL	30,511.45	57,000.00	53.5%		
915.00 - REPAIR/MAINTENANCE	35,792.83	104,500.00	25.7%		
880.00 - COMMUNICATIONS	40,141.69	114,200.00	34.9%		
726.00 - PROFESSIONAL SERVICES	185,803.03	342,150.00	57.2%		
936.00 - CAPITAL PROJECTS	636,523.15	1,587,500.00	33.8%		
886.00 - WAGES & BENEFITS	1,282,478.22	2,327,197.00	51.1%		
Total Expense	2,282,522.29	7,554,481.00	30.2%		
Net Income	-414,262.11	8.00	100.0%		

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District Financial Report Summaries: December 2013

Golden Valley Fire District Reconciliation Summary 102.00 - P/R-NAT'L BANK, Period Ending 12/31/2013		Dec 31, 13	Golden Valley Fire District Reconciliation Summary 101.00 - General-Wells Fargo, Period Ending 12/31/2013	
			Dec 31, 13	
Beginning Balance		158,817.05	Beginning Balance	2,699,529.00
Cleared Transactions			Cleared Transactions	
Checks and Payments - 22 Items	-226,280.29		Checks and Payments - 68 Items	-241,680.29
Deposits and Credits - 80 Items	112,330.19		Deposits and Credits - 27 Items	467,476.33
Total Cleared Transactions	-113,950.10		Total Cleared Transactions	225,796.04
Cleared Balance		44,866.95	Cleared Balance	2,925,325.12
Uncleared Transactions			Uncleared Transactions	
Checks and Payments - 6 Items	-64,494.35		Checks and Payments - 89 Items	-478,982.29
Deposits and Credits - 2 Items	112,618.59		Total Uncleared Transactions	-478,982.29
Total Uncleared Transactions	48,124.24		Register Balance as of 12/31/2013	2,446,342.83
Register Balance as of 12/31/2013		92,991.19	New Transactions	
New Transactions			Checks and Payments - 10 Items	-57,716.40
Checks and Payments - 10 Items	-57,716.40		Deposits and Credits - 51 Items	47,399.99
Deposits and Credits - 51 Items	47,399.99		Total New Transactions	-127,233.11
Total New Transactions	-10,316.41		Ending Balance	2,319,108.72
Ending Balance		82,674.78		

Operations Report: December 2013



Type	Count	Percentage
Fire Suppression	4	2.54%
Emergency Medical Incidents	111	70.70%
Hazardous Incidents	0	0%
Service Calls	37	23.56%
Good Intent	3	1.91%
Special Incidents	0	0%
False Alarms	2	1.27%

Unit	Count	Unit	Count
Chief 101	7	Engine 111	13
Chief 102	8	Engine 121	9
Chief 103	4	Engine 121R	0
Fire Marshal 107	1	Engine 131	4
Attack 115	73	Brush 116	0
Attack 125	52	Water Tender 118	0
Attack 135	21	Water Tender 138	2
Attack 145R	0	Haz-Mat 137	0

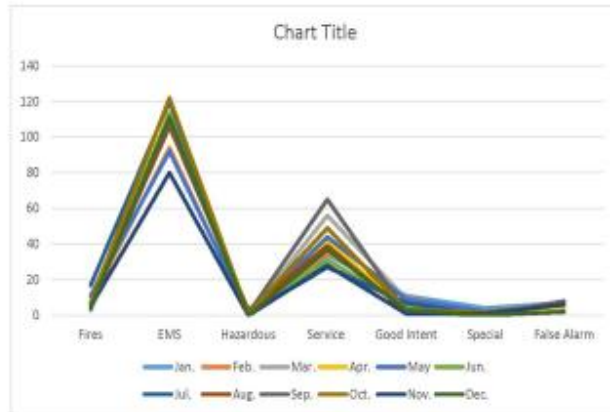
Total Incidents: 157

Total Units Responded: 194

Operations Report: December 2013



2013 Calls by Type - Line Chart



Total Incidents: 157



AGENDA

*(Continued)*

**6. Reports:** *(Continued)*

6.4 Chief's Report: *The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is properly noticed for legal action. Therefore, action taken as a result of the Chief's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date. A.R.S. 38-431.02.K.*

- Fire District properties
- 2014 AFDA Winter Conference
- Firehouse Program
- Certified Public Manager Course
- Anniversaries
- River Medical Invitation

AGENDA

*(Continued)*

**7. New Business:** *(Presentation, Discussion and Possible Action Re:)*

7.1 Board of Directors may vote to go into Executive Session pursuant to: A.R.S. § 38-431.03(A)(7) regarding the sale and remodel of the old Fire Station 11 and Administrative Office properties and Agreement for rental of Administrative Offices; A.R.S. § 38-431.03(A)(3) for legal advice & A.R.S. § 38-431.03(A)(4) for purpose of review, consultation and/or legal instruction to attorney William Whittington regarding contract for the above referenced sale and lease. (Vanik)

7.2 Consideration and possible approval of purchase of tablet devices for board member use. (Hardy)

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**7. New Business:** *(Continued) ~ (Presentation, Discussion and Possible Action Re:)*

- 7.3 Consideration and possible approval of forming a Fire Victim Supplies Donation Program. (Hardy)
- 7.4 Consideration and clarification of 2013 Attorney Fees incurred by members of the board. (Administration)
- 7.5 Consideration and possible approval of amendments to the Bylaws, Article 14. (Administration)
- 7.6 Consideration, review and possible action regarding the Bylaws, Article 12. (Administration)
- 7.7 Consideration and possible action regarding administrative concerns of the current Pay-Scale, including policy considerations and the potential financial impact of pay scale step adjustments. (Administration)

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- 7.2 Consideration and possible approval of purchase of tablet devices for board meeting use. (Hardy)  
(Item tabled, refer to Minutes)

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7.3 Consideration and clarification of 2013 Attorney Fees incurred by members of the board. (Administration)  
(Item tabled, refer to Minutes.)

Current Bylaws ~ Article 14:

The Chief, or the Chief's designee, and the Board Chair or any Member of the Board, may contact the legal counsel for the District, as deemed appropriate, from time to time. *Any contact with the legal counsel shall be reported to the Board Chair or the Board collectively, on a monthly basis.*

Proposed Amendment Suggestions:

*Any contact with the legal counsel shall be reported to the Board Chair or*

- *the Board collectively*
- *Clerk*
  - *on a monthly basis.*
  - *on a per contact basis.*
  - *on a case by case basis.*

*Any intended contact with the legal counsel shall be reported to...*

Bylaws ~ Article 12:

Amendments to these By-laws/ Rules of Procedure may be proposed in writing at any regular or special public meeting of the Board. Amendments shall be adopted by an affirmative vote of a majority of a quorum of the Board. Notice of intention to present amendments to these By-Laws for adoption shall be contained in the notice of the meeting. Prior to authorizing any amendments, the District's legal counsel shall review the amendments to ensure compliance with applicable law.

Issues Regarding the September 4, 2013 Amendments:

1. They were not proposed in writing to the board members for adequate review.
2. They were not reviewed by legal counsel to ensure compliance with applicable law.

Remedies:

1. They should be drafted in writing and presented for review to legal counsel and provided for the other board members to review prior to the meeting.

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7.7 Consideration and possible action regarding administrative concerns of the current

Pay-Scale, including policy considerations and the potential financial impact of pay-scale step adjustments.(Administration)

(Item tabled, refer to Minutes.)





**CARNEGIE HERO FUND COMMISSION**  
Accepting online donations in the United States and Canada

1120 N. 20th Street  
Suite 400  
Ft. Worth, TX 76102  
www.carnegiehero.com

400 North Main Street  
Riverside, CA 92501

November 13, 2013

Thomas J. Director, Chief  
Lubbock Police Department  
1327 North Texas Street  
Lubbock, Texas, TX 79411

Dear Chief Director:

We reference to our letter of the receipt of Certificate number from the State of Texas in Lubbock Valley on February 21, 2013, as well as to inform you that the Hero Fund is using Robert H. Thomas in his name. It was his involvement in the Commission and of honor who saved Mr. Schwartz, Mr. Thomas fully met for Commission's awarding requirements.

A copy of our award is being sent to you by the award is enclosed.

Your own role in the award is being with our heartfelt appreciation to its success, but we trust you will appreciate that recognition by the state and is honored for those who are truly selfless, without the recognition implies by professional affiliation.

Finally, thank you for the assistance you provided during our investigation of the case.

With kind regards, we are,

Sincerely,  
Carnegie Hero Fund Commission

  
Stefan F. Fiedoruk  
Executive Director

WFF:wh



**United Blood Services**

United Blood Services  
1000 W. 10th Street, Suite 100  
Ft. Worth, TX 76102  
(817) 339-1111 (24/7)

January 3, 2014

Chief Thomas J. Director  
Tom Chief  
Lubbock Police Department  
1327 N. Texas  
Lubbock, Texas, TX 79411

Dear Chief Director:

Thank you for donating the \$27,113 blood drive. One half of our nation's blood supply is made available through the efforts of blood drive coordinators and organizing organizations just like yours. It is only through your continued support and dedication that we are able to provide life saving blood when it is needed.

Your blood drive collected 28 units of 16 serving blood. This was made possible through the support of your organization and your efforts. To the patients who receive the blood will be the people who love them, you are a hero! We thank you for their health.

One of our goals is to ensure that you and your donors receive excellent service every day. The feedback from our coordinators is critical to our ability to achieve this goal. We encourage all of our coordinators to complete the online coordinator survey. Please take a few minutes, if you have not already done so, to complete the online survey. If you have any questions you can always call Ann Miller directly at 817-339-1111. We are looking forward to working with you on your next blood drive.

Sincerely,

Fred Hildebrand  
District Recruitment Manager  
1000 W. 10th Street  
United Blood Services  
Find the hero in you. Give blood 3 times a year.

CC: PLS

JM/pls



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## AGENDA

*(Continued)*

8. **Correspondence:** *(Continued)* ~ *(Discussion and Possible Action Re:*
  - Letter from the Carnegie Hero Fund Commission.
  - Letter from United Blood Services.
  - Appreciation note to GVFFA from Golden Valley Head Start.
9. **Board Member Comments:** *(Discussion and Possible Action Re: Agendizing future new business, committee, special and/or workshop meetings, and any other matter deemed necessary for consideration.*
10. **Adjournment:**