

HERITAGE HILLS FIRE DISTRICT

Meeting Minutes

Heritage Hills Fire District Board Meeting
Rural/Metro Fire Department Administrative Building
490 W. Magee Road
Tucson, AZ 85704

Tuesday, January 16, 2007

Attendance: Board Members Marlene Wright, Meighan White and Chairman Jerry Phillips were present. Rural/Metro's representatives Chief Chris Pendleton, and Wendy Bond.

1. **Called To Order:** Chairman Jerry Phillips called the meeting to order at 6:00 pm followed by the Pledge to the Flag.
2. **Swearing in of Board Member:** Chairman Jerry Phillips was sworn in as a Heritage Hills Fire District Board Member by Heather Talley. The necessary paperwork was notarized by Heather Talley and will be forwarded to Pima County Clerk of the Board.
3. **Approval of Minutes:** One typographical error was noted on the November 28, 2006 Minutes. Board Member Wright motioned for approval of the revised minutes of November 28, 2006. Board Member White 2nd the motion. Minutes were approved.
4. **Chief's Report:** Chief Pendleton presented the Fire Chief's report for the months of November and December 2006. There were 49 calls in November and 63 calls in December. There was one call which exceeded the six minute response time.
4. **Correspondence:**
 - a) Letter from the State Fire Marshal clarifying questions regarding the Firefighters Relief and Pension Fund.
 - b) Email from The County Records Office revoking the invoices for election fees.
 - c) AFDA News. A quote for the General Liability Insurance renewal in the amount of \$1,268.
 - d) General Liability Insurance Binder and Policy for the 2007/2008 term.
 - e) A letter from Maria Robinson requesting consideration for a position on the Board of Heritage Hills Fire District.
 - f) A letter from the Director of US Census Bureau pertaining to status. Chairman Phillips completed the form and returned it to the Census Bureau.
 - g) A data base form from AFDA - the form was completed and returned by Chairman Phillips.
 - h) An invoice from Rural Metro Fire Department for the second quarter in the amount of \$131,063. This invoice has been paid

5. **Budget Report:** Board Member White submitted in writing the budget reports for November and December 2006. The ending balance for November was \$335,913.84. The ending balance for December was \$355,193.33. The AFDA Expenses and merger expenses are now separate. There was no change to the LGIP. Board Member White delivered the Financial Review to Mr. Knapp.

6. **Business:**

- a) Nomination and Election of Officers of the Board – Board Member Phillips proposed Marlene Wright as Secretary/Clerk of the Board. Board Member Wright proposed Board Member White as Treasurer. Board Member White proposed Board Member Phillips as Chairman. Board Member White motioned to approve the Slate of Officers as proposed. Board Member Wright 2nd the motion. Motion carried.
- b) AFDA Conference – All Board Members attended the three day conference in Laughlin, Nevada. Board Members attended AFDA classes in finance, board membership, dealing with difficult people and feedback. Board Member Wright reported on Budget Timelines. She suggested that the budget timeline begin in February. Board Member White will contact Pima County. The budget timeline will be placed as an agenda item for the next meeting. Board Member White will also investigate opening a Capital Reserve Account. Board Member White noted that networking with other Fire District members was an important part of the AFDA conference. Chairman Phillips attended the business meeting portion of the conference. General AFDA business was discussed. Rick Southe took his position as President. A statewide communication regarding emergency procedures is to be conducted by Jan Hoch. Lee Miller gave a presentation on legislative issues. One issue on the table is the removal of Sales Tax to Fire Districts and Fire Departments. Another issue being considered is the Facilities Investment Assessment. This fee would be assessed to builders who build within the boundaries of the Fire District. The next AFDA conference will be in Tucson July 13-15, 2007.
- c) Rules of the Board – Expense Addition – Board Member White presented the Travel Reimbursement Form for travel expenses.
- d) HHFD Website – Board members were requested to forward their bio info to Eliza Robinson. Board Member Wright requested access to the HHFD book from approximately 12 years ago. She is researching the history of HHFD for the website.
- e) Tri-District Consolidation/Merger: The last meeting of the Tri-District was held December 8, 2006. Expenses for the previous month were discussed. The monthly expenses of \$7,121 were lower than the estimated budget. The expenses were audited by Chairman Phillips. The Heritage Hills Fire District portion of the expenses for the month of November 2006 is 1/3 of \$7121 less a 10% discount for the expenses for Scott Butler. The amount is \$2,223.67. Board Member Wright moved to approve the tri-district expenses in the amount of \$2,223.67. Board Member White 2nd the motion. Motion passed. Board

Member White issued the check and Chairman Phillips will deliver the check to the tri-district meeting on Friday, January 19, 2007. Land has been purchased by La Canada Fire District at La Canada and Overton. La Canada Fire District has plans to build a fire station on the site. A series of letters are being mailed by La Canada Fire District to homeowners in the annexation areas. The third letter sent to homeowners will be a petition with a self-addressed envelope. Under the revised statute 50% plus 1 of the homeowners must vote in favor of the annexation in order for the annexation to occur.

7. **Call to the Public:** Maria Robinson - no comment.

8. **Announcements:** The date for the next regular Board meeting will be Tuesday, February 20, 2007 @ 6:00 pm at Rural Metro Fire Department, 490 W Magee. The next Tri-district meeting will be January 19, 2007, 8:30 am at Rural Metro Fire Department, 490 W Magee.

9. **Adjournment:** Chairman Phillips adjourned the meeting at 7:00 pm.

Submitted By: _____ Approved By: _____

Date: _____ Date: _____