

Santa Rita Fire District

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Chuck Wunder, Fire Chief



Santa Rita Fire District Board of Directors Meeting Headquarters/Training Center 1285 W. Camino Encanto, Green Valley, AZ August 27, 2025 at 9:00 A.M.

REGULAR BOARD MEETING MINUTES

CALL TO ORDER/ROLL CALL: Board Chair Mr. Tom Allen called the Regular Board Meeting to order at 0900 hours. Members of the Board that attended the meeting included: Board Chair Mr. Tom Allen, Board Clerk Mrs. Nancy Schuster, Mr. Bob Simmons, Mr. Paul Ober, and Mr. Jeff Jamieson. See the attached sign-in sheets for Santa Rita Fire District staff, Santa Rita Fire Corps, and members of the public present.

PLEDGE OF ALLEGIANCE: Mr. Tom Allen led the members of the Board and staff in the Pledge of Allegiance.

CALL TO THE PUBLIC: There were no members of the public present who wished to address the board.

REPORTS AND CORRESPONDENCE

A. Consent Agenda- Mr. Bob Simmons made a motion to approve all items on the consent agenda as presented, and Mr. Paul Ober seconded the motion. All were in favor and the consent agenda was approved, (5-0).

B. FINANCIAL UPDATE: Mr. Gabe Buldra–

1. July Financial Report- Gabe Buldra presented the financial report and advised that for the month of July, tax-levy revenue was under budget by \$41,758 at \$68,310 budgeted at \$110,068. Non-tax levy revenue was over budget by \$208,707 at \$474,709, budgeted at \$266,002. Personnel expenses for the month were \$1,680,622 which was under by \$190,052 budgeted at \$1,870,674. Buildings and Fleet were under this month by \$33,137, at \$80,602, budgeted at \$113,739. This month, Communications came in under budget by \$36,617, at \$175,587

budgeted at \$212,204. Managerial came in under budget by \$15,940, at \$117,573, budgeted at \$133,513. For the YTD expense percentages breakdown: Personnel is the largest at 82% Communications is at 8%, OPS is at 4% and Managerial is at 6%. The District's cash position is at \$16,407,419 which is up from \$12,836,326 time last year. The District's total debt is down by approximately \$412,594. There were no questions asked from the Board members. Mr. Bob Simmons made a motion to approve the financials as presented. Mrs. Nancy Schuster seconded that motion. All were in favor, and the financials were approved, (5-0).

C. CHIEF'S REPORT: Chief Wunder -

- 1. Employee/Community Recognition** – Chief Wunder began his report by recognizing Fire Corps volunteers for their service, honoring Jack Van Wye with his 1,500-hour volunteer service pin, and recognizing Mark Dean and Tim Meza for reaching 500 hours each, expressing gratitude for their contributions to the department and community. Chief Wunder also acknowledged staff promotions, presenting Michael Parra with a certificate and pin to mark his promotion to Captain and Scott Rutter for his promotion to Engineer. Chief Wunder further recognized several Santa Rita Fire employees, including a VECC dispatcher, for their involvement in two successful cardiac arrest resuscitations, presenting each with the Silver Life Saving Award, and Chief Wunder also honored personnel who assisted in two emergency childbirths with the Baby Delivery Accommodation Award, noting these incidents reflect the department's continued commitment to rapid response and high-quality emergency care. In addition, Chief Wunder introduced Administrative Coordinator Brenda Black and Public Education Coordinator Danielle Yslas to the Board, both of whom highlighted the department's prevention and outreach efforts while emphasizing the importance of community engagement, education, and preparedness initiatives in promoting public safety.
- 2. Legislative Issues** - Chief Wunder noted there were no legislative updates at this time.
- 3. GVFFA Meet & Confer Update** – Chief Wunder noted that the Meet and Confer team convened last month for a highly productive session. He noted strong collaboration between

Leadership and the Labor Team, emphasizing the constructive and cooperative nature of the discussions.

- 4. Administrative/Management Update** - Chief Wunder informed the Board that the annual audit was successfully completed. He expressed appreciation for his team's dedication and hard work throughout the audit process. The results of the audit will be formally presented at the October Board Meeting.

Chief Wunder informed the Board that the fire department is actively exploring the potential benefits of artificial intelligence (AI). He noted AI presents promising opportunities to enhance departmental operations and efficiency. This initiative is in its early stages and is something the organization can hopefully look forward to in the near future.

D. OPERATIONS REPORT: Acting Deputy Chief O'Brien

- 1. Response Data-** Acting Deputy Chief O'Brien filed a written report with response and transport data for the month of July. There were no questions asked. The complete report is on file.
- 2. Training and Communications** – Acting Deputy Chief O'Brien filed a written report on Training for the month of July. There were no questions asked. The complete report is on file.
- 3. Health and Wellness/ BLS** – Acting Deputy Chief O'Brien filed a written report on the NP Program and BLS classes for the month of July. There were no questions asked. The complete report is on file.

E. FIRE PREVENTION: Acting Deputy Chief O'Brien (Presenting for Deputy Chief Van Alstine)

- 1. Potentials Report** – Acting Deputy Chief O'Brien presented the potential fire loss for the month of July. Acting Deputy Chief O'Brien stated there were no incidents for potential fire loss for the month of July. There were no questions asked. The complete report is on file.
- 2. Prevention Activities Report** – Deputy Chief Van Alstine filed a written report on the inspections and activities for the month of July and Acting Deputy Chief O'Brien shared those details during

the presentation. There were questions asked and Chief O'Brien answered the questions accordingly. The complete report is on file.

- 3. Construction Report** – Deputy Chief Van Alstine filed a written report on new construction activities for the month of July and Acting Deputy Chief O'Brien presented those to the group. There were no questions asked. The complete report is on file.

**F. COMMUNITY OUTREACH: Admin. Coordinator Brenda Black & Public Education Coordinator, Danielle Yslas.
(Presenting for Deputy Chief Van Alstine)**

- 1. Public Education and Community Outreach Events-** Deputy Chief Van Alstine filed a written report on Community Outreach and Fire Corps activities for the month of July. There were questions asked and Chief Wunder answered the question accordingly. The complete report is on file.

OLD BUSINESS- None

NEW BUSINESS –

A. Discussion and Possible Action on Rescheduling the November 26, 2025 and the December 31, 2025 Regular Board Meetings to November 18, 2025 at 9 a.m. and December 17, 2025 at 9 a.m.

Chief Wunder requested approval on Rescheduling the November 26, 2025 and the December 31, 2025 Regular Board Meetings to November 18, 2025 at 9 a.m. and December 17, 2025 at 9 a.m. There were no questions asked. Mr. Bob Simmons made a motion to approve the rescheduling of the Board Meeting dates for the months of November and December. Mrs. Nancy Schuster seconded the motion. All were in favor, and the rescheduled dates were approved, (5-0).

Executive Session- The Fire District may conduct an Executive Session on any agenda item(s) set forth, pursuant to A.R.S. 38-431.03(A)

For discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body, except that, with the exception of salary discussions, an officer, appointee, or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee, or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

A. Discussion of Real Property

Mr. Bob Simmons made a motion to move into Executive Session for Discussion of Real Property. Mr. Jeff Jamieson seconded the motion. All were in favor, (5-0). The regular board meeting went into recess for an executive session at 10:07 a.m. The Executive Session began at 10:09 am and adjourned at 10:34 a.m.

The Regular Board meeting was reconvened at 10:34 a.m.

A. Future Agenda Items: None

Announcements:

Regular Board Meeting: Wednesday, September 24, 2025 at 09:00 A.M. at the Santa Rita Fire District Headquarters/Training Center, 1285 W. Camino Encanto Green Valley, AZ 85622

ADJOURN

There being no further business, Board Chair Mr. Tom Allen adjourned the meeting at 10:34 a.m.

Respectfully Submitted by:



Nancy Schuster, Board Clerk
Santa Rita Fire District