



Rio Verde Fire District
25608 North Forest Road
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**MINUTES OF THE
RIO VERDE FIRE DISTRICT
BOARD OF DIRECTORS GENERAL SESSION**

January 19, 2016

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COMMISSIONERS PRESENT: Marty Bowin, Jerry Fickes, George Kattermann, and Birdie Pasenelli

COMMISSIONERS ABSENT: Jeanne Finney

ALSO PRESENT: Chief Gary Bradbury, Deputy Chief Eric Merrill, and Administrative Manager Jo Lewis, Rio Verde Fire District

I. CALL TO ORDER

The Tuesday, January 19, 2016, General Session of the Board of Directors was called to order by Chairperson Birdie Pasenelli at 8:30 a.m. in the Rio Verde Community Center Conference Room, 18816 E. Four Peaks Blvd., Rio Verde, Arizona 85263.

II. ROLL CALL OF BOARD MEMBERS

All commissioners attended, with the exception of Jeanne Finney.

III. CERTIFICATE OF POSTING

The District's Certificate of Posting was presented, certifying that the meeting's agenda had been posted at least twenty-four hours prior to the meeting. This certificate was posted at the fire station, Rio Verde Post Office, Rio Verde Community Center, the Tonto Verde Community Center, and on the District's Web site.

Also posted was the District's "Notice of a Possible Quorum," indicating that a quorum of the Board of Directors could be present at the Arizona Fire District Association Conference's training session in Laughlin, Nevada, from January 14 – 16, 2016. The posting specified that no business of the Rio Verde Fire District would be conducted, and no decisions would be made.

IV. RESOURCE SPECIALIST REPORT

There was no Resource Specialist report.

V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

VI. APPROVAL OF MINUTES

December 14, 2015, General Session

Commissioner Fickes moved the approval of the December 14, 2015, General Session minutes as submitted, and it was seconded by Commissioner Kattermann. The motion passed unanimously

December 23, 2015, Special Session

Commissioner Fickes moved the approval of the December 23, 2015, Special Session minutes as submitted. That motion seconded by Commissioner Kattermann and passed unanimously.

VII. REPORTS AND CORRESPONDENCE

Clerk's Report

Future Meetings

Commissioner Fickes encouraged Board members to review future meeting dates so that in the event of a schedule change, there would be time to reserve a proper meeting room.

Please note the following meeting dates:

- Monday, February 29, 2016 (Commissioner Bowin will be present by telephone)
- Monday, March 28, 2016
- Monday, April 25, 2016
- Tuesday, April 26, 2016 (Special Meeting)

All the above meetings will be held in the Rio Verde Community Center Conference Room.

AFDA Conference

Commissioner Fickes indicated that the AFDA Conference held in Laughlin, Nevada, on January 14 – 16, 2016, was an excellent source of training. The next conference will be held at the Renaissance Hotel in Glendale, Arizona, July 11 – 14, 2016.

Fickes reported on the following:

1. Fire District Legislative Issues and Advocacy 2016 – Brian Jeffries (Professional Firefighters of Arizona) presented on the current status of the proposed public safety pension reform legislation, an update from Jeffries' presentation to the RVFD Board in 2015. Many different sectors have collaborated on this proposal, including both police and fire, AFDA, Arizona PSPRS, labor unions, and the Arizona Governor's Office. It covers, but is not limited to, COLA increases (based on funding ratios), retirement dates and ages, pension adjustments, pension earnings caps, and the possible dissolution of local pension boards. It would also request a change in the Constitution to automatically approve anything that the legislature approves in 2016. Jeffries hoped that this bill would be approved by the deadline in May so that it could be voted upon in the fall elections.
2. Pension Obligation Bonds – Speaker Tim Stratton discussed 20-year pension bonds and the issuance of those bonds. After discussion, Stratton affirmed that the funding of pensions with bonds was currently illegal.
3. Arizona State Retirement System – This ARC presentation by Nick Ponder, Government Relations Officer of the Arizona State Retirement System, focused on the non-firefighter pension. The ASRS will be opposing the upcoming PSPRS bill, because they feel it could inversely effect their system.

Chairperson Pasenelli reported on Arizona State Forestry – Our Identity and Mission, presented by Jeff Whitney. Whitney has been very concerned by late wildfire payments. He explained that after a clean billing statement is received, the State is legally required to issue payment within 30 days. However, when no appropriation has been made for payment, the payment is delayed. Pasenelli also noted that the State Fire Marshal position would now come under the State Forester position.

Commissioner Bowin reported on the following sessions:

1. Capital Financing Alternatives – Speaker Mike LaVallee spoke on the use of bonds in capital finance expenditures. This relates to the District in its possible funding of a new fire station and future apparatus purchase.
2. Board Member Roundtable – This proved to be an inconsequential session.
3. Human Resources Roundtable – This session was geared toward those districts that are not as proficient as the RVFD.

Jo Lewis reported on Arizona State Forestry Wildland Fire Billing/Invoicing Overview, indicating that an attorney is now in charge of the billing, and the State is working toward best practices procedures and training.

Financial Report

Financial Report – December 31, 2015	
Revenue	\$167,388.12
Expenses	\$212,857.00
Other Income (Expense)	\$68,766.53
Net Income (Loss)	\$23,297.65
Monthly Budgeted Net Income (Loss)	(\$52,540.15)
YTD Budgeted Net Income (Loss)	\$472,402.57
YTD Actual Net Income (Loss)	\$343,384.33
General Fund Operating Cash	\$452,426.86
Capital Fund Cash	\$1,305,514.04
Capital Fund Advances to General Fund	-0-
Capital Fund Equity	\$1,349,442.88

Commissioner Kattermann indicated that the December financial report did include the year-end adjustments, but those adjustments might be readjusted. These adjustments are due to “process” as opposed to the District’s finances themselves, primarily caused by a change in accountants. Meetings will be held with staff, the new accountant Jeffrey Smalle, and the District’s auditor Kay Green of Assurance Professionals, in order to smooth out the transition.

Firefighter turnouts were purchased by the District in December for approximately \$90,000, a required action to receive the grant funds provided for that purpose. When the grant monies are received, it will offset the amount of the expense showing on the financial statements.

Jo Lewis will remove the Stryker gurney (EMS) cost of \$43,000 from the Capital Fund Balance Sheet.

Commissioner Kattermann moved that the Board accept the December 31, 2015, Financial Report as presented. That motion was seconded by Commissioner Bowin and passed unanimously.

Commissioner Kattermann moved that the Board accept the December 31, 2015, Profit & Loss Budget vs. Actual as presented. That motion was seconded by Commissioner Fickes and passed unanimously.

Commissioner Kattermann moved that the Board accept the December 31, 2015, Cleared Warrant Report as submitted. Commissioner Fickes seconded the motion, and it passed unanimously.

Commissioner Kattermann moved that the Board accept the December 31, 2015, bank reconciliations as submitted. That motion was seconded by Commissioner Bowin and passed unanimously.

No transfer of funds between the Capital Fund and the General Fund is currently required.

EMS Survey Report

In Commissioner Finney's absence, Chief Bradbury reported that 12 survey responses had been received in the past month, all of which listed their service as "Outstanding." There were no issues or concerns on any of the reports, as well as no requests for follow-up contacts.

Chief's Report

Tonto Verde Golf Cart Building

The Tonto Verde Golf Club's golf cart building (an open 3,000 feet) continues to progress. Chief Bradbury noted that the TVGC was researching a sprinkler system other than an NFPA-compliant commercial sprinkler system required by District fire code. Chief Bradbury explained that if the Club did not use an NFPA sprinkler system, they would need a fire protection engineer to stamp and approve the plan for adequate water flow.

Fire Station 442

Three design options by the District's architect (Jeff Winter) were reviewed for the upcoming Fire Station 442. Of the three design options, Chief Bradbury supported plan SPG #3 from an operational/functional standpoint, even though it is smaller and a "bare bones" design option. This option would also allow future building to go "up."

Chief Bradbury has also requested that Mr. Winter follow up on the grading and drainage for the site, as Maricopa County requires commercial buildings to retain all their drainage from roofs and driveways onsite. Plan SPG #3 does not allow room for retention basins, though there is a different retention area on the property. Therefore, when the transfer of property is made, that retention area must also be included the deed.

Another challenge Bradbury discovered was that the area along Rio Verde Drive is in a Federal flood plain. Before building, therefore, the lot must be lifted two feet on one side and five feet on the other side at a cost of up to \$200,000. The two different acres offered as a potential site by Tonto Verde is also in the same flood plain, so the additional lifting cost would apply in either scenario.

Commissioner Bowin will continue to serve as the operations Board member for the establishment of the new fire station.

Chief Bradbury further stated that he would support SPG #3 only if (1) the District received a “deeded property to the District” (as opposed to any other arrangement), and (2) a drainage retention area be included in the deed.

The District will recommend that the lot be lifted and the drainage retention area be included in the transfer of property. The next station meeting will be held on January 20, 2016, at 8 am with Chief Bradbury, Chairperson Pasenelli, and Matt Arneson (Shea Homes).

The proper location of the District administrative offices was discussed, and Chief Bradbury reminded the Board that the property behind Station 441 is still available for purchase. The purchase of this property is also a part of the District’s strategic plan for a training/board room.

Commissioner Bowin recommended earmarking the extra revenue received from the development of Trilogy© at Verde River into a separate fund for development of the new fire station. The District is currently receiving revenue from TVR lot owners, but those funds are not separated. A line item separation has been requested for the upcoming budget.

Commissioner Kattermann suggested meeting with County representatives to determine the future revenue projections from the different stages of TVR development.

Fire Chief Search

The fire chief position is now being advertised nationally, with a focus on the Arizona and Phoenix areas. Eighteen (18) applications have been received to date. February 29 will be the deadline for applications.

Emergency Management

Two meetings have been scheduled with Maricopa County to discuss the Community’s emergency management policy:

- February 22 is an introductory meeting with Maricopa County Emergency Management. Commissioners Finney and one additional Board member (to replace Commissioner Bowin) will be present at that meeting.
- At the March 21 meeting, a Community tabletop scenario will be held with Maricopa County.
- A power outage heat emergency meeting will be held sometime during the summer.

Deputy Chief's Report

Activity Report – District Response Times – December 2015

Deputy Chief Eric Merrill noted the following response times for the month of December 2015:

Call Type	Response Time
In-District EMS (Average)	3:23
Out-of-District EMS (Average) (Fountain Hills)	0:00
Out-of-District Corridor (Average)	9:00
In-District Non-Emergency (Average)	3:29

Call Type	# Occurrences	
	2015	2014
Year		
EMS In-District Calls	26	20
EMS Out-of-District Calls	0	1
EMS Corridor Calls	2	6
Non-EMS In-District	7	15
Transports*	23	15
BP/Information Services	58	17
Station Tours	4	13
Walk-in First Aid	0	0
Child Seat Install	2	14
Outside Rescue Used Within District*	14	1
Fire-related Calls**	4	

*14 of the transports were done by Fountain Hills due to ambulance repair (fuel leak)

**2 false alarms, 1 gas odor, 1 LPG leak

CoN Update

The District was finally approved to fill out the online application (85 pages) to be approved for a Medicare/Medicaid provider number. This approval took two months, as background checks had to be done on Chief Bradbury and Deputy Chief Merrill. Once this application is submitted, it is anticipated that the provider number could be received between 60 – 90 days.

Administrative Manager's Report

Wildland Billing

Administrative Manager Jo Lewis informed the Board that all regular wildland funds had been received, though the brush truck repair funds (which had to be resubmitted) have not yet been received.

Premium Tax Credit

The District's erroneously omitted F/Y 2014 Fire Insurance Premium Tax Fund distribution has been received in the amount of \$19,456.14. Staff will satisfy the two requests from the Arizona Department of Fire, Building and Life Safety: 1) written acknowledgement that the funds would be used solely for retirement contributions as if they originated from the Fire Insurance Premium Tax Fund, and 2) full written disclosure to that Department, identifying how the funds were utilized, before May 2016.

VIII. BOARD COMMENTS

A Rio Verde resident contacted Doris Findling (Executive Director, Rio Verde Community Association) requesting that a representative of the District attend an Association meeting to discuss the plan/expense estimates for Station 442. Ms. Findling will be asked to respond to the resident that the District invites him to attend a Board meeting and address his concerns at the Call to the Public. If action is requested, it must be placed on that month's meeting agenda. Additionally, residents may review the minutes of each meeting for further information.

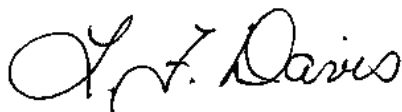
IX. CHAIRPERSON COMMENTS

General discussion was held on the solicitation of future Board members. An announcement will be published in March to fill Chairperson Pasenelli's upcoming vacancy.

X. ADJOURNMENT

Commissioner Kattermann moved that the meeting adjourn at approximately 9:52 a.m. That motion was seconded by Commissioner Bowin and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(Recorded from Voice Recording)

lfd