



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 23, 2017

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January 23, 2017

COMMISSIONERS PRESENT: Marty Bowin, Jerry Fickes, Jeanne Finney, Cate Hayne, and George Kattermann

COMMISSIONERS ABSENT: None

ALSO PRESENT: Chief Jay Ducote, Deputy Chief Eric Merrill, and Administrative Manager Jo Lewis; Rio Verde Fire District

I. CALL TO ORDER

The Monday, January 23, 2017, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 10 a.m. in the Rio Verde Community Center Conference Room, Rio Verde, Arizona 85263.

II. ROLL CALL OF BOARD MEMBERS

All commissioners were present.

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 website.

IV. RESOURCE SPECIALISTS 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 12, 2016, General Session

Commissioner Fickes moved the approval of the December 12, 2016, General Session minutes as submitted. That motion was seconded by Commissioner Finney and passed by unanimous vote.

November 14, 2016, Executive Session

Commissioner Fickes moved the approval of the November 14, 2016, Executive Session minutes as submitted. That motion was seconded by Commissioner Finney and passed by unanimous vote.

VII. RECORDING OF EXECUTIVE SESSIONS

Commissioner Fickes informed the Board that he thought he saw that the Open Meeting Law stated that the minutes of District general sessions must be available for public review (if requested) within three (3) working days of any meeting. Those minutes may be provided in voice recorded or written form but are not deemed as final until approved by the Board at its subsequent meeting.

However, by definition an executive session is exclusive only to Board members, so a request for minutes of an executive session would most likely be by court order as opposed to a public request.

Commissioner Fickes suggested that both the general and executive session voice recordings be kept on file until the final drafts of the minutes are approved. Commissioner Bowin questioned why executive sessions should ever be recorded, as sensitive material is reviewed in executive session, unintended for public disclosure.

Chief Ducote will arrange for Attorney Brooks to be present (via telephone) at the February Executive Session to aid in making a proper legal decision on this matter.

VIII. REPORTS AND CORRESPONDENCE

Clerk's Report

Future Meetings

Commissioner Fickes noted the following meeting dates:

- Tuesday, February 21, 2017 – 9 a.m.
- Monday, March 13, 2017 – 9 a.m.
- Monday, April 24, 2017 – 9 a.m.

Each meeting will be held in the Rio Verde Community Center Conference Room.

AFDA Conference Update

Brief synopses were provided on the various meetings held at the AFDA conference on January 12—14, 2017:

- Fiduciary Responsibilities: Per John Flynn, legislative Republicans would likely push for a decrease in fire districts as a cost-cutting measure (less administration costs). Commissioner Fickes explained that the purpose of a fire district is to: 1) protect the public from fire and 2) help in health emergencies. His opinion was that decreasing the number of districts would not be a wise financial decision and would possibly endanger the public on health issues.
- AZ PSPRS: Commissioner Fickes advised that districts are awaiting a legal decision on the refund of monies collected from firefighters (since 2012) for benefits. After these funds are refunded (to the District) and taxed (to the firefighter), that gross amount will reduce the fund's assets to the pension system, thus lowering the District's funding ratio. Fickes suggested that, if firefighters were favorable, maybe the funds might be placed into a deferred health plan where they could be used for future health insurance needs or a special IRA or 401(k), resulting in a non-taxable status for some of those funds. He suggested that the chief ask the District's insurance broker to meet with us in this regard.
- Fair Labor Standards Act: The District must update its policies to reflect fair labor standards, revised by the passage of Proposition 206 (minimum wage). Chief Ducote will review proper legal procedure with Laura Brooks concerning those policy changes. Administrative Manager Jo Lewis indicated that, with updates, the current payroll system would be able to track the changes. Online Prop 206 training is available, and Lewis will provide Board members with details.
- Treat and Refer EMS: Deputy Chief Eric Merrill advised that some areas of the United States (Minnesota) have set rates for mobile paramedic programs. In order to divert a patient from emergency transports to a hospital, a patient would be charged for a paramedic visit and referred to another healthcare practitioner. Funding for these programs is currently under discussion in the country, though the Verdes area is considered too small (population) at this time to entertain the possibility of such a program.
- Workers' Compensation Risk Pool: This is a new fire organization where districts pool their workers' compensation losses to be spread among the group. Commissioner Fickes indicated that it is a good idea, but he felt that a few of the districts pushing for this pool currently might have too high a risk, making it unprofitable for smaller communities. The deputy chief stated that he has been told that there must be 50 effected employees to enter this pool.
- Public Records Management Requirements: Chief Ducote, currently the District's records officer, indicated that the District has no written formal public records management policy established yet, but that policy will be forthcoming. He added that all District public records, however, are compliant with law.

- Public Bonding: Commissioner Bowin suggested that the District needs a better dialog with Trilogy on their forecasting, i.e., occupancy, timeline, operations, capital. This information would provide additional planning data for the District.

Finance Report

Commissioner Bowin submitted the following financial report for the month of December 2016:

Financial Report – December 31, 2016	
Revenue	\$156,608.17
Expenses	\$220,923.60
Other Income (Expense)	\$12,163.47
Net Income (Loss)	(\$52,151.96)
Monthly Budgeted Net Income (Loss)	(\$24,350.15)
YTD Budgeted Net Income (Loss)	\$320,314.27
YTD Actual Net Income (Loss)	\$370,666.99
General Fund Operating Cash*	\$538,823.31
Capital Fund Cash	\$1,045,507.30
Capital Fund Advances to General Fund	\$125,000.00
Capital Fund Equity	\$1,170,507.30

Commissioner Bowin advised the Board of his concerns for meeting the 2016/2017 budget. The following items were discussed:

1. A payment for \$89,000+ had been made in January for Engine 441.
2. "Ambulance Revenue" is approximately \$60,000 short. The \$42,000 in contingency could be earmarked for this known shortfall.
3. "Payroll Expense" is over budget by almost \$100,000; however, a wildland reimbursement received for \$47,000 (under Other Income) reduces that shortage significantly. Chief Ducote is formulating a plan to rectify this overage prior to fiscal year-end.
4. "Preventive Maintenance" is over budget by \$6,000+; however, the District also has been reimbursed \$36,000 for wildland equipment usage. Jo Lewis asked Commissioner Bowin to check this line item to assure it was expensed properly.
5. A contingency for "Tax Revenue Shortfall" might also be available to the District—but that would not be known until after June.
6. "PSPRS Regular Contribution" shows under budget. It is believed that the line item "lags" the expense report, but Jo Lewis will check to assure that is accurate.

Commissioner Bowin moved that the Board accept the December 31 2016, Financial Report as presented. That motion was seconded by Commissioner Fickes and passed unanimously.

Commissioner Bowin moved that the Board accept the December 31, 2016, Monthly Transaction Report (formerly called the Cleared Warrant Report). That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Bowin moved that the Board accept the December 31, 2016, bank reconciliations as submitted. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Bowin moved that the District ratify the transfer of \$325,000 from the General Fund back to the Capital Fund in November 2016. That motion was seconded by Commissioner Fickes and passed unanimously. This transfer was originally approved at \$300,000.

Commissioner Bowin moved that the District approve a possible transfer of \$250,000 between funds as needed prior to the next Board meeting. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Fickes suggested possible action to approve a standing order to transfer up to \$300,000 monthly between funds if required by the Treasurer. This will be placed on the February agenda.

EMS Survey Report

Commissioner Finney indicated that seven (7) survey responses had been received, both listing their service as “Outstanding.” There were no concerns or requests for follow-up contact.

Chief’s Report

Live Fire Training

Chief Ducote reviewed that firefighters had begun live fire training with Scottsdale Fire District. This training is mutually beneficial.

Thermal Imaging Camera Grant

An Assistance to Firefighters Grant (AFG) grant had been approved for two (2) thermal imaging cameras. The grant was for \$23,000+ in total. The thermal imaging cameras being replaced are 11 years old. Chief Ducote noted that the technology and price had both been improved.

The balance of grant money after the purchase of the cameras will be used to purchase a new battery-powered "Jaws of Life" for the rescue unit.

Deputy Chief's Report

Activity Report – District Response Times – December 2016

Deputy Chief Eric Merrill reported the following response times for the month of December 2016:

Call Type		Response Time	
In-District EMS (Average)		3:16	
Out-of-District EMS (Average)		0:00	
Out-of-District Corridor (Average)		17:27	
In-District Non-Emergency (Average)		3:52	
Call Type		# Occurrences	
Year		2016	2015
EMS In-District Calls		20	26
EMS Out-of-District Calls		0	0
EMS Corridor Calls		11	2
Non-EMS In-District		16	23
Transports		19	9
BP/Information Services		46	58
Station Tours/Walk-in First Aid		11	0
Child Seat Install		16	2
Outside Rescue Used Within District		0	14
Fire-related Calls*		2	3

*Fire Alarm, False (2)

Administrative Manager's Report

2017/2018 Budget Process Timeline

Administrative Manager Jo Lewis specified the following preliminary budget timeline:

1. February 10—Maricopa County Assessor to deliver the District's levy worksheet.
2. Mid-March—Maricopa County Assessor Meeting
3. March—Chief Ducote and Administrative Manager Lewis to meet with Commissioner Bowin to review levy limit worksheet and spreadsheet for current annual budget, projected final revenues and expenditures, and the proposed budget.
4. April 24—Proposed budget officially presented to Board
5. May 22—Revised proposed budget to be posted through June 20

6. June 26—Proposed budget submitted to Board for approval – public invited
7. August 1—Final budget must be submitted to Maricopa County Clerk, Board of Supervisors, and Maricopa County Department of Finance.
8. Maricopa County to reply electronically. With Commissioner Bowin's approval, Chief Ducote and Administrative Manager Lewis will respond electronically to confirm:
 - a. Fire District Assistance Tax
 - b. Property Tax Levy
 - c. Net Assessed Value
 - d. Tax Rate
9. Property Tax Oversight Commission sends a confirmation in writing that their review of the levy limit for the District is found to be in proper order.

XI. UNFINISHED BUSINESS

There was no unfinished business.

X. BOARD PERSON COMMENTS

Commissioner Fickes advised the Board that Chairperson Kattermann would be inducted into the 14th annual Lower Verde Valley Hall of Fame on March 29, 2017. Chairperson expressed appreciation for being nominated.

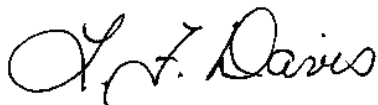
XI. CHAIRPERSON COMMENTS

There were no additional chairperson comments.

XII. ADJOURNMENT

Commissioner Fickes moved that the meeting adjourn at 11:27 a.m. That motion was seconded and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)

lfd