



Rio Verde Fire District
25608 North Forest Road
Rio Verde, AZ 85263
Phone: (480) 471-2304
Fax: (480) 471-1821

**MINUTES OF THE
RIO VERDE FIRE DISTRICT
BOARD OF DIRECTORS GENERAL SESSION**

January 29, 2018

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January 29, 2018

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

COMMISSIONERS ABSENT: None

ALSO PRESENT: Kay Green, Accounting Professionals, LLC; Chief Jay Ducote, Deputy Chief Eric Merrill, Administrative Manager Jo Lewis, Rio Verde Fire District

I. CALL TO ORDER

The Monday, January 29, 2018, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9 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 Specialists report.

V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

VI. APPROVAL OF MINUTES

December 18, 2017, General Session

Commissioner Fickes moved the approval of the December 18, 2017, General Session minutes as presented. That motion was seconded by Commissioner Hayne.

Although Commissioner Bowin was unable to attend the December meeting, he noticed an error in the Financial Report (page 4) and recommended the following correction:

Commissioner Fickes moved that the Board authorize \$250,000 to be paid immediately from the Capital General Account to the General Capital Account and that the treasurer is authorized to transfer an additional \$350,000 between accounts, if required. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Bowin also recommended the following correction to the District Response Times for November 2017 (page 6):

EMS In-District Calls (Including Trilogy)	28	30
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Commissioner Finney recommended the following correction to the District Response Times for November 2017 (page 6):

Non-EMS In-District (primarily snake calls)	20	22
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The motion was passed with the requested corrections by Commissioners Bowin and Finney with a vote of 4-0-1 (Commissioner Bowin abstaining).

VII. SOCIAL MEDIA MANAGEMENT POLICY

Chief Ducote informed the Board that a draft social media policy had been designed to provide guidelines to District employees/spokespersons regarding the appropriate use of District photographs or media site wording.

Discussion was held on matters of public concern, use of logos, and the basic tenet of maintaining a professional District atmosphere.

An updated draft of this policy will be presented to the Board at a future meeting.

VIII. AUDITOR'S REPORT 2016—2017

Kay Green of Assurance Professionals, P.C. attended to present the 2016-2017 Audit Report to the Board.

Green stated that the District complies with all Arizona statues, and that she had found no audit findings or deficiencies in internal control. Her company had issued an "unqualified audit opinion," the best opinion under generally accepted accounting principles, general auditing standards, and governmental auditing standards. She added that the financial statements and notes were the representation of the management of the District and were fairly presented under the modified cash basis fund accounting.

It was noted that the GASB (Government Accounting Standards Board) Report showed a \$1 million difference in the District's net pension liability from the Valuation Report. This figure could change in the next year due to new audit assumptions, interest rates, and market values.

Ms. Green commended Administrative Manager Jo Lewis and Deputy Chief Eric Merrill on their proficiency in reporting on ambulance activities, billing, and monitoring procedures.

Commissioner Fickes asked if the approved audit could be delivered to the fire marshal immediately so that the premium tax would not be lost. Administrative Manager Lewis responded that the report's due date had been changed to March 31, and the audit would be sent well before that date.

Ms. Green advised the Board that her company had been purchased by Atlas CPAs and Advisors PLLC. She added that Accounting Professionals, LLC will now have more resources, and she will be able to maintain her client relationships and move forward working with other fire districts.

General audit wording was discussed, and questions were answered. Ms. Green will have her company's in-house attorney review one specific paragraph relating to debt incurrence.

Commissioner Bowin moved that the Board approve the 2016/2017 Audit Report with financial statements and footnotes. That motion was seconded by Commissioner Fickes and passed unanimously.

IX. MUNICIPAL BOND—NEW FIRE STATION

Commissioner Bowin led discussion regarding the potential needs and revenue support for a District expansion. Actual and projected growth of the District, current response times and call volumes, and potential short- and long-term solutions were reviewed with the Board. After the review was completed, the following statement was entered into the record of the minutes:

The Rio Verde Fire District (RVFD) Board and staff are continuously reviewing present and future District needs and the financial capabilities to meet those needs. Growth in the District population is monitored and assessed as to its possible impact on meeting those needs, including possible future expansion of the District facilities and personnel. If the Board were to conclude that expansion were necessary, then it would duly initiate a process to place a bond proposal on the following November scheduled election ballot. That process would need 10 months to complete; thus, it would need to be initiated by February 1.

In January 2018, RVFD Board and staff reviewed current call volumes, response times, actual growth of homes and population in the District, and have reviewed forecasted growth as well. A thorough review of financial requirements and additional revenues to support any interim or permanent expansion was also made.

The RVFD Board concluded that currently there are not sufficient needs or revenues to move forward with a bonding process for the November 2018 election ballot. The RVFD Board and staff will continue to monitor growth within the District and conduct a formal reassessment in January 2019.

X. REPORTS AND CORRESPONDENCE

Clerk's Report

Future Meetings

Commissioner Fickes listed the following meeting dates, all meetings to be held at the Rio Verde Community Center Conference Room:

- Tuesday, February 27, 2018 – 9 a.m.
- Tuesday, March 27, 2018 – 9 a.m.
- Monday, April 30, 2018 – 9 a.m.

Finance Report

Commissioner Bowin submitted the following financial report for the month of December 2017:

Financial Report – December 2017	
Revenue	\$209,116.32
Expenses	\$238,575.43
Other Income (Expense)	\$11,445.42
Net Income (Loss)	(\$18,013.69)
Monthly Budgeted Net Income (Loss)	(\$59,261.42)
YTD Budgeted Net Income (Loss)	\$359,473.29
YTD Actual Net Income (Loss)*	\$590,485.68
General Account Operating Cash	\$737,693.28
Capital Account Cash	\$1,056,305.36
Capital Account Advances to General Account	\$50,000.00
Capital Account Equity	\$1,106,305.36

Following are financial highlights for the month of December:

- *The YTD Actual Net Income of \$590,485.68 includes \$126,026.88 for the PSPRS contribution payments (now paid in January) that could not be paid in December due to the AZ PSPRS system's unavailability. The actual December YTD Actual Net Income would be \$464,458.80.
- Payroll and payroll expenses are over budget by approximately \$200,000 due to the Parker-Hall lawsuit reimbursements paid. It was noted that those reimbursements were reimbursed by capital, so there was no effect on the P&L. Additionally; wildland reimbursements have not yet entirely been collected.
- As noted last month, collections of property taxes might be unusually high for the fiscal year, due to the advantages of paying those taxes before year-end (per recent tax law changes).
- The District has not used \$112,000 in contingencies.

Commissioner Bowin moved that the Board accept the December 2017 Financial Report as presented. That motion was seconded by Commissioner Hayne and passed unanimously.

Commissioner Bowin moved that the Board accept the December 2017 Monthly Transaction Report. That motion was seconded by Commissioner Hayne and passed unanimously.

Commissioner Bowin moved that the Board accept the December 2017 bank reconciliations as submitted. That motion was seconded by Commissioner Hayne and passed unanimously.

EMS Survey Report

Commissioner Finney indicated that 24 survey responses had been received, all claiming "Outstanding Service" except one (1) that claimed "Good" service. No issues or negative comments were identified.

Commissioner Fickes mentioned the excellent service received from one of the District volunteers and voiced his opinion that the District is the "best in the state."

Chief's Report

Firefighter of the Year

Nominations are being made for the Rotary Club's "Firefighter of the Year" award that will be presented in March.

Land Acquisition

Chief Jay Ducote and Captain Chris Cavanaugh attended a Trilogy open house recently and discussed the land acquisition with Shea Homes' Corey Newbern. He indicated that after Shea Homes' engineers work out the easement details, the deeding process would begin. Chief Ducote will continue to update the Board on this progress.

Deputy Chief's Report

Activity Report – District Response Times – December 2017

Deputy Chief Eric Merrill reported the following response times for the month of December 2017:

Call Type		Response Time	
In-District EMS (Average)		3:07	
Out-of-District EMS (Average)		14:00	
Out-of-District Corridor (Average)		11:00	
In-District Non-Emergency (Average)		3:46	
Call Type		# Occurrences	
Year		2017	2016
EMS In-District Calls		26	20
EMS Out-of-District Calls		2	0
EMS Corridor Calls		2	11
Non-EMS In-District		14	16
Transports		19	19
BP/Information Services		42	46

Station Tours/Walk-in First Aid	2	11
Child Seat Install	4	16
Outside Rescue Used Within District*	1	0
Fire-related Calls**	4	2

*District unit was on another transport

**3 Alarm malfunctions, 1 gas leak

Administrative Manager's Report

Wildland Fire Expense Update

	Invoiced Amount	Paid Amount
Encino Fire (Southeastern Arizona) June 21—22, 2017 Jeff Staples, Jamie Hughes, Josh Johnson	\$7,726.05	\$7,726.05
Frye Fire (Southeastern Arizona) June 26—July 10, 2017 Jeff Staples, Jamie Hughes, Josh Johnson	\$75,766.90	\$75,766.90
FY 2017 BDF Support San Bernardino National Forest, California July 26—29, 2017 Dave Bullard, Matt Oden, Josh Johnson	\$13,791.62	\$13,791.62
Orleans Complex San Bernardino National Forest, California July 29—August 12, 2017 Dave Bullard, Matt Oden, Josh Johnson	\$67,314.80	\$67,314.80
Nevada Fires Winnemucca and Reno, Nevada 7/19/2017—8/12/2017 Jamie Hughes, Engine Boss Training	\$10,859.38	\$10,859.38
Southern LNU Complex Napa Valley, California 10/11/17—10/24/2017 Joshua Johnson with Mayer Fire Department Lilac Fire & Thomas Fire Southern California 12/6/2017—12/22/2017 Dave Bullard, Jeff Staples, Craig Dimerling	\$9,206.66 \$73,658.17	

