



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

**October 22, 2018**

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

**October 22, 2018**

**COMMISSIONERS PRESENT:** Marty Bowin, Jerry Fickes, Jeanne Finney, George Kattermann, and Nancy Sewell

**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, October 22, 2018, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9:01 a.m. in the Alexander Building Board 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 and Trilogy websites.

### **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

September 24, 2018, General Session

**Commissioner Fickes moved the approval of the September 24, 2018, General Session minutes as presented. That motion was seconded by Commissioner Sewell and passed unanimously with the following correction per Commissioner Finney:**

Commissioner Finney mentioned that the District Response Times in the meeting minutes for September 24, 2018, (page 8), should be corrected as follows:

“Chief Ducote mentioned that the District’s average response time is 4:18 4:02, which is good for a rural community. The national standard is under 4 minutes.”

September 24, 2018, Executive Session

**Commissioner Fickes moved that the September 24, 2018, Executive Session minutes be approved as submitted. That motion was seconded by Commissioner Finney and passed unanimously.**

## VII. REPORTS AND CORRESPONDENCE

### ***Clerk’s Report***

### Future Meetings

Commissioner Fickes listed the following meeting dates:

- Monday, November 26, 2018 – 9 a.m.
- Monday, December 17, 2018 – 9 a.m.
- Monday, January 28, 2019 – 9 a.m.

Board meetings will be held in the Alexander Building Board Room.

### ***Financial Report***

Commissioner Bowin reported that he had finally received financial data from the Maricopa County Treasurer’s Office and was able to report on both the August and September financial reports:

<b>Financial Report – August 2018</b>	
Revenue <sup>1</sup>	\$385,940.38
Expenses	\$261,299.86
Other Income (Expense) <sup>2</sup>	\$311,406.03
Net Income (Loss)	\$436,046.55
Transfers to/from Capital Fund	\$650,000.00
Adjusted Net Income	(\$213,953.45)
Monthly Budgeted Net Income (Loss)	(\$207,671.73)
YTD Actual Net Income (Loss)	\$80,007.76
Borrowing from Capital Fund	\$650,000.00
YTD Adjusted Net Income <sup>3</sup>	(\$569,992.24)
YTD Budgeted Net Income	(\$332,411.60)
General Fund Operating Cash	\$178,734.08
Capital Fund Cash	\$620,380.44
Capital Fund Advances to General Account	\$650,000.00
Capital Fund Equity	\$1,270,380.44

<sup>1</sup>“Revenue” includes the prior fiscal year’s cash surplus of \$338,367.30, which the County did not transfer prior to yearend.

<sup>2</sup>“Other Income (Expense)” includes the prior fiscal year’s cash transfer as expense transferred to capital.

<sup>3</sup>Note: \$74,882.17 outstanding wildland reimbursements

**Commissioner Bowin moved that the Board accept the Financial Report for the month of August 2018. That motion was seconded by Commissioner Sewell and passed unanimously.**

**Commissioner Bowin moved that the Board accept the August 2018 Monthly Transaction Report. That motion was seconded by Commissioner Finney and passed unanimously.**

**Commissioner Bowin moved that the Board accept the August 2018 bank reconciliations as submitted. That motion was seconded by Commissioner Finney and passed unanimously.**

<b>Financial Report – September 2018</b>	
Revenue	\$386,377.25
Expenses	\$211,556.72
Other Income (Expense)	\$352,141.22
Net Income (Loss)	\$526,961.75
Transfers to/from Capital Fund	\$250,000.00
Adjusted Net Income	\$276,961.75
Monthly Budgeted Net Income (Loss)	\$279,575.87
YTD Actual Net Income (Loss)	\$606,969.51
Borrowing from Capital Fund	\$900,000.00
YTD Adjusted Net Income	(\$293,030.49)
YTD Budgeted Net Income	(\$52,835.73)
General Fund Operating Cash	\$695,361.52
Capital Fund Cash	\$280,816.99
Capital Fund Advances to General Account	\$900,000.00
Capital Fund Equity	\$1,180,816.99

- “Other Income (Expense)” includes an additional capital loan of \$250,000.
- “YTD Adjusted Net Income” is actually only (\$150,000), as two engine payments (\$90,000 per payment) were erroneously budgeted to be paid in July. Additionally, wildland reimbursements will also reduce this deficit by \$74,882.17.
- In the “Capital Fund Equity,” a transfer was made to reimburse for the engine payment made in July.
- Workers Compensation shows \$22,000+ over budget to date on the P&L. Lewis will contact Brown & Brown to see what has driven the increase.

**Commissioner Bowin moved that the Board accept the Financial Report for the month of September 2018. That motion was seconded by Commissioner Sewell and passed unanimously.**

**Commissioner Bowin moved that the Board accept the September 2018 Monthly Transaction Report. That motion was seconded by Commissioner Finney and passed unanimously.**

**Commissioner Bowin moved that the Board accept the September 2018 bank reconciliations as submitted. That motion was seconded by Commissioner Sewell and passed unanimously.**

#### **VIII. ADJOURNMENT TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION**

**At 9:25 a.m. Commissioner Bowin moved that the Board go into Executive Session for the purpose of discussing the future fire station land acquisition. That motion was seconded by Commissioner Finney and passed unanimously.**

At 9:50 a.m. the Board reconvened to General Session.

There was no need for action on discussion in the Executive Session.

**IX. REPORTS AND CORRESPONDENCE (Continued)**

***EMS Survey Report***

Commissioner Finney indicated that eight (8) survey responses had been received, all noting “Outstanding Service.” There were no negative comments or complaints.

***Chief’s Report***

Coming Events

- Pancake Breakfast – Saturday, December 1, 2018
- Firewise Day – Saturday, November 10, 2018

***Deputy Chief's Report***

Activity Report – District Response Times – September 2018

Deputy Chief Eric Merrill reported the following response times for the month of September 2018:

Call Type	Response Time	
In-District EMS (Average)	3:28	
Out-of-District EMS (Average)	13:00	
Out-of-District Corridor (Average)	22:00	
In-District Non-Emergency (Average)	4:32	
Call Type	# Occurrences	
Year	2018	2017
EMS In-District Calls	17	13
EMS Out-of-District Calls	1	1
EMS Corridor Calls	1	5
Non-EMS In-District	30	33
Transports	14	13
Out of District Transports (New Category)	2	
Outside Rescue Used Within District*	1	0
Fire-related Calls**	2	3
BP/Information Services	41	43
Station Tours/Walk-in First Aid	0	5
Child Seat Install	1	0

\*District was transporting other residents

\*\* Alarm Malfunctions

The new category "Out of District Transports" was added this month as part of a project to assure more speedy payment of ambulance billings. Chief Ducote commended Commissioner Sewell, Eric Merrill, and Jo Lewis for their collaboration on this project. Jo Lewis has also requested a data file (addresses, etc.) for the Community directory, which will aid in this process as well.

Commissioner Sewell requested that the Community newsletter request that homeowners keep emergency information on hand for paramedics in case of emergency. Normally, this information is either placed on or in the refrigerator.

### ***Administrative Manager's Report***

#### Wildland Fire Expense Update

	<b>Invoiced Amount</b>	<b>Paid Amount</b>	<b>Outstanding</b>
Southern LNU Complex Napa Valley, California 10/11/2017 – 10/24/2017 Joshua Johnson with Mayer FD Invoiced 11/29/17 – Rec'd 9/12/18	\$9,206.66	\$12,444.92	-0-
CNF Cover 2018 Fire California 7/6/18 & 7/9/18 – 7/14/18	\$38,554.36		\$38,554.36
West Fire California 7/7/18 – 7/8/18	\$12,286.71		\$12,286.71
Ferguson Fire California 7/16/18 – 7/22/18	\$34,774.98		\$34,774.98
STF July Lightning Fire California 7/15/18 – 7/16/18	\$10,530.57		\$10,530.57
Ranch Fire – Mendocino Complex California J. Johnson – Strike Team Leader 8/15/18 (2 weeks)	\$17,045.00		\$17,045.34
<b>INVOICED TOTALS</b>	<b>\$122,398.28</b>	<b>\$12,444.92</b>	<b>\$113,191.96</b>

The Board-set wildland accounts receivable maximum of \$150,000.00 was never exceeded.

Lewis noted that all invoices are due to be paid 30 days after approval by both parties, so payments are behind schedule. Other fire districts are experiencing this same delay.

## **X. UNFINISHED BUSINESS**

There was no Unfinished Business.

## **XI. BOARD COMMENTS**

Commissioner Sewell will work with staff and Intermedix to ensure that the District has all the necessary information needed for ambulance billings.

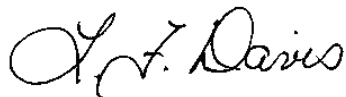
## **XII. CHAIRPERSON COMMENTS**

Chairperson Kattermann mentioned that working with the Mootys was important to the land acquisition.

## **XIII. ADJOURNMENT**

**Commissioner Fickes moved that the meeting adjourn at 10:12 a.m. That motion was seconded by Commissioner Bowin and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)