



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 23, 2017**

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

**October 23, 2017**

**COMMISSIONERS PRESENT:** Marty Bowin, Jerry Fickes, Jeanne Finney (via telephone), Cate Hayne, and George Kattermann

**COMMISSIONERS ABSENT:** None

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

### I. CALL TO ORDER

The Monday, October 23, 2017, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9:00 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.

Commissioner Fickes recommended that the District should start posting the Board meeting agenda at a public space in Trilogy. Administrative Manager Jo Lewis responded that Trilogy management had been contacted regarding this but found the agenda cannot be posted until Trilogy's community center opens in December or January.

#### **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**

September 25, 2017, General Session

**Commissioner Fickes moved the approval of the September 25, 2017, General Session minutes, and that motion was seconded by Commissioner Bowin. After discussion of the following correction, the motion passed unanimously.**

Commissioner Hayne requested the following correction:

Page 7, Board Comments:

Commissioner Hayne **Finney** also reported that some individuals talked with her about the District's renting space in nearby property. Chairman Kattermann pointed out that the District could use some additional space, but it was not something that was necessarily needed now, nor had funding been provided to pay for the leasing of such space as part of the 2017/2018 budget. He also stated that the latest discussion with the building owners' representative had focused on space that was incompatible with the District's needs and at a price per square foot that seemed out of line.

#### **VII. REPORTS AND CORRESPONDENCE**

##### ***Clerk's Report***

##### Future Meetings

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

- Monday, November 20, 2017 – 1:30 p.m.—3:00 p.m. (Note change in normal meeting time.)
- Tuesday, December 19, 2017 – 9 a.m. (Commissioner Bowin will be unable to attend.)

## Finance Report

Commissioner Bowin submitted the following financial report for the month of September 2017

Financial Report – September 2017	
Revenue	\$472,339.26
Expenses	\$218,673.40
Other Income (Expense)	\$67,227.32
Net Income (Loss)	\$320,893.18
Monthly Budgeted Net Income (Loss)	\$63,815.31
YTD Budgeted Net Income (Loss)	(\$443,440.61)
YTD Actual Net Income (Loss)*	(\$136,291.22)
General Account Operating Cash	\$873,607.01
Capital Account Cash	\$204,893.64
Capital Account Advances to General Account	\$900,000.00
Capital Account Equity	\$1,104,893.64

Commissioner Bowin explained the following financial points:

- \*The AZ PSPRS has not been accepting Local PSPRS payments, starting in July 2017 through the current date, as a result of changes being made to their administrative system. Approximately \$120,000 in contributions through September will become due at some point in time, so the YTD Actual Net Income (Loss) is closer to (\$256,291.22). Additionally, the pension interest for the court's Hall decision has not yet been determined, so those funds will also become due in the near future.
- Total revenues for the month of September were \$230,000 greater than budgeted.
- Payroll is currently \$184,000 over budget, partially due to employees on disability and wildland firefighter coverage. Grant income and wildland reimbursements for \$138,000 helped offset the payroll overage. Savings have also been experienced due to Mike Roggenstein's retirement in late September, without a current replacement at the EMS level.
- Jo Lewis explained that wildland coverage should always be provided by a full-time employee, as a part-time employee's compensation is not high enough to qualify for reimbursement.

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

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

Chairperson Kattermann remarked that the Workers' Compensation payment of \$30,000 for the month of September seemed high. Commissioner Fickes explained that an audit is usually done annually in the spring, and payments are deferred until it is finished in the fall.

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

**Commissioner Bowin moved that the Board approve the transfer of \$350,000 from the General Account to the Capital Account. That motion was seconded by Commissioner Finney and passed unanimously.**

#### **VIII. DISCUSSION ON UPDATED FML POLICY**

Chief Ducote presented the Board will a draft of Policy 103.16 entitled Family and Medical Leave ("FML"). He requested that the following sentence be included as V(D)(2):

"If the employee wishes to maintain benefit coverage while on unpaid leave, the employee must pay his/her normal share of the employee premium to the District."

**Commissioner Fickes moved that Management Policy 103.16 entitled Family and Medical Leave ("FML") be approved with the aforementioned addition. Commissioner Finney seconded the motion, and it was passed unanimously.**

Commissioner Hayne reiterated that the District is not mandated to have an FMLA policy, as it does not have the minimum number of employees to warrant it. She questioned the necessity of the policy itself. Deputy Chief Eric Merrill responded that it has been included in past policies, and it is simply being redefined/updated.

It was also noted that FML has not been used to date in the District, and the District incurs no cost for usage. Individuals entering FML are assured a job when they return, but they are not paid during their absence.

Commissioner Hayne suggested that the Board consider restricting the number of 12-week allowances (per person) beyond the yearly limit. Hayne did feel that the current

draft was a good humanitarian policy and indicated that she would follow the Board's lead.

Deputy Chief Merrill indicated that medical certification from a healthcare provider must be provided prior to approval FML usage.

## **IX. AMBULANCE BILLING WRITEOFFS**

When the District was moving through the ambulance purchase/certification process, the Board made a decision not to pursue a hard collection of unpaid ambulance invoices.

A report from Intermedix (our third-party claim administrator) showed an unpaid balance of \$10,895.85 from April of 2016 through September 18, 2016. The Board reviewed these amounts and discussed the individual collection problems encountered:

- Copays
- Insufficient coverage
- Highway accidents, where incorrect insurance information was provided by non-residents
- Individuals who asked to be met by the ambulance on a corner, not providing a physical address for billing purposes
- Initial delays in billing, as the District was prohibited from billing for a number of months while awaiting a Medicare billing number.

On one uncollected item (Account #40362901) for \$1,544.06, the insurance company paid the resident, but the resident did not in turn remit the funds to the District. Commissioner Fickes commented that this issue could be considered insurance fraud and suggested that it involved one insurance carrier whose policy is to pay directly, even if an assignment is included. We may wish to discuss this with the Insurance Department.

The District's collection rate of 73% was high when compared to the state average of only 44%.

It was suggested that possibly residents are not aware that they must pay for ambulance services, since a portion of their taxes goes toward the Rio Verde Fire District. However, information regarding the residents' responsibilities to pay for ambulance services has been printed in Community newsletters.

Commissioner Fickes asked that the form signed prior to transport include both an assignment of insurance and agreement to pay the District if paid directly by the insurance company.

Chief Ducote will contact Intermedix for options to further collections and report during the November Board meeting.

**Commissioner Bowin moved that the District approve the ambulance write-offs with the exception of Account #40362901 for \$1,544.06, and Commissioner Fickes seconded the motion. (The revised total is \$9,351.79.) That motion passed unanimously.**

## **X. CONTINUATION OF DISTRICT REPORTS**

### ***EMS Survey Report***

Commissioner Finney indicated that eight (8) survey responses had been received, with seven (7) reporting "Outstanding" service and one (1) giving a rating of "Outstanding +++". Two individuals were contacted by Chief Ducote with only positive comments.

### ***Chief's Report***

#### **Promotion Ceremony/Engineer Position Open**

Chief Ducote indicated that Captain Matt Oden was appreciative for the promotion ceremony held at the September 25, 2017, Board meeting. Consequently, Oden's promotion opens an engineer position. Testing will be held on November 2, 2017, at the Virtual Incident Command Center (VICC). After the promotion of the engineer, interviews will commence for a new paramedic replacement.

#### **Emergency Preparedness**

Upon requests from residents, Maricopa County will hold a class on "emergency preparedness" in early December. In March or April of 2018, a class will be held on what to do if Community power goes out. This class is held biannually, and 150 – 200 individuals are anticipated.

A Firewise meeting will be held on Saturday, November 11, 2017. Mike Roggenstein will be celebrated for his service to the District and to Firewise at this meeting.

#### **Shea Homes Meeting**

Chief Ducote and Eric Merrill met with Shea Homes' Rob Izer and Corey Hosea (former Long Beach firefighter), their new coordinator. Shea Homes voiced its intention to transfer the land deed for property to the District prior to the end of the year. This land is planned to house the District's second fire station.

### ***Deputy Chief's Report***

#### **Activity Report – District Response Times – September 2017**

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

Call Type		Response Time	
In-District EMS (Average)		3:29	
Out-of-District EMS (Average)		10:00	
Out-of-District Corridor (Average)		14:50	
In-District Non-Emergency (Average)		4:31	
Call Type		# Occurrences	
Year		2017	2016
EMS In-District Calls (Including Trilogy)		13	11
EMS Out-of-District Calls		1	1
EMS Corridor Calls		5	3
Non-EMS In-District (primarily snake calls)		33	47
Transports		13	11
BP/Information Services		43	41
Station Tours/Walk-in First Aid		5	4
Child Seat Install		0	0
Outside Rescue Used Within District		0	0
Fire-related Calls*		3	1

\*Alarm malfunction, gas leak, outside storage building fire (corridor)

### ***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	
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	\$9,347.38 (total of 6 invoices)	
Napa Valley, California 10/11/17 – (Estimated Two Weeks) Josh Johnson	\$10,000 Estimated	
<b>TOTALS</b>	<b>\$173,946.75*</b>	<b>\$156,873.32</b>

**OUTSTANDING INVOICES \$17,073.43\***

\*Approximately \$10,000 is not yet invoiced and not included in total.

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

2018 Fire Board Meeting Schedule

Copies of the first draft of the 2018 Board meeting schedule were provided to Board members. A discussion on meeting time will be forthcoming.

Jo Lewis indicated that, unfortunately, many of the meeting dates fall on the same dates as payroll. Instead of changing the majority of the meeting schedule to avoid this predicament, she chose to keep three (3) meeting dates with payroll on that same date.

Commissioner Fickes thanked Jo Lewis for her efforts on setting meeting dates and locations.

**XI. UNFINISHED BUSINESS**

There was no Unfinished Business.

**XII. BOARD COMMENTS**

Commissioner Fickes suggested that the District increase its firefighter's life insurance coverage by 25%, resulting in a cost of approximately \$1,000/year for the District. Chief Ducote will move forward in obtaining more details.

Commissioner Bowin indicated that a new policy on accounting practices would be forthcoming.

Commissioner Hayne and Chief Ducote are collaborating on both a social media policy and web design solutions.

An Arizona PSPRS training and information session will be held on November 7, 2017. This session is designed for local pension boards and those involved in local administrative management.

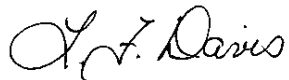
### **XIII. CHAIRPERSON COMMENTS**

There were no addition chairperson comments.

### **XIV. ADJOURNMENT**

**Commissioner Fickes moved that the meeting adjourn at 10:35 a.m. That motion was seconded by Commissioner Bowin and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)

lfd