



Rio Verde Fire District
25608 North Forest Road
Rio Verde, AZ 85263
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**MINUTES OF THE
RIO VERDE FIRE DISTRICT
BOARD OF DIRECTORS GENERAL SESSION**

October 24, 2016

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October 24, 2016

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

COMMISSIONERS ABSENT: Jerry Fickes

ALSO PRESENT: Chief Jay Ducote, Assistant Chief Eric Merrill, Administrative Manager Jo Lewis, Captain Matthew Oden, and Firefighter Heath Henson; Rio Verde Fire District

I. CALL TO ORDER

The Monday, October 24, 2016, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 8:30 a.m. in the Rio Verde Community Center Conference Room, 18816 E. Four Peaks Blvd., Rio Verde, Arizona 85263.

Chairperson Kattermann appointed Commissioner Finney as clerk "pro tempore" in the absence of Commissioner/Clerk Fickes. Finney will: 1) work with the recording secretary on the minutes of the meeting and 2) sign the City of Scottsdale fire training Intergovernmental Agreement (IGA), if approved.

II. ROLL CALL OF BOARD MEMBERS

All commissioners, with the exception of Commissioner Fickes, 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

September 26, 2016, General Session

Commissioner Hayne moved the approval of the September 26, 2016, General Session minutes as submitted. That motion was seconded by Commissioner Finney and passed by a vote of 3-0-1 (Commissioner Bowin abstaining due to his absence at that meeting).

VII. LIVE FIRE TRAINING IGA – CITY OF SCOTTSDALE

Chief Jay Ducote reviewed the IGA for live fire training with the City of Scottsdale. Rio Verde personnel will participate with both Scottsdale and Tempe crews during the procedural training. The IGA was reviewed and approved by the attorney for the District Laura Brooks. There is no charge from Scottsdale for the training.

Commissioner Bowin moved that the District approve the fire training IGA with the City of Scottsdale. That motion was seconded by Commissioner Finney and passed unanimously.

VIII. REPORTS AND CORRESPONDENCE

Clerk's Report

Future Meetings

Commissioner Finney noted the following meeting dates:

- Monday, November 14, 2016
- Monday, December 12, 2016

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

Finance Report

Chairperson Bowin submitted the following financial report for the month of September 2016:

| Financial Report – September 30, 2016 | |
|--|----------------|
| Revenue | \$273,094.34 |
| Expenses | \$202,245.57 |
| Other Income (Expense) | (\$2,632.02) |
| Net Income (Loss)* | \$68,216.75 |
| Monthly Budgeted Net Income (Loss) | \$185,569.68 |
| | |
| YTD Budgeted Net Income (Loss) | (\$243,490.05) |
| YTD Actual Net Income (Loss)* | (\$535,205.13) |
| | |
| General Fund Operating Cash | \$301,133.96 |
| Capital Fund Cash | \$581,768.24 |
| Capital Fund Advances to General Fund** | \$600,000.00 |
| Capital Fund Equity | \$1,181,768.24 |

*YTD Budgeted Net Income (Loss) – Maricopa County sent out property tax bills later this year, affecting the timing of the expected revenue stream.

** Capital Fund Advances to General Fund – An additional \$150,000 was transferred to the General Fund after September 30, 2016.

The P&L report reflects YTD Payroll of \$475,244.15 with YTD Budgeted Payroll of \$406,164.58. Commissioner Bowin noted that the difference is almost identical to the amount of the wildfire expense billings.

On April 25, 2016, the Board agreed that the District contribute \$50,000 as DROP payments and credited service to the Local PSPRS for F/Y 2016/2017. Commissioner Kattermann directed Administrative Manager Jo Lewis to make the Local PSPRS's first fiscal year payment of \$12,500 to the AZ PSPRS.

Commissioner Bowin moved that the Board accept the September 30, 2016, Financial Report as presented. That motion was seconded by Commissioner Hayne and passed unanimously.

Commissioner Bowin noted that a revision to the September 30, 2016, Cleared Warrant Report was made to reflect that a payment for \$4,961.50 to Chase Card Services was made on October 18, 2016, as opposed during the month of September.

Commissioner Bowin moved that the Board accept the revised September 30, 2016, Cleared Warrant Report as submitted. Commissioner Finney seconded the motion, and it passed unanimously.

Commissioner Bowin moved that the Board accept the September 30, 2016, bank reconciliations as submitted. That motion was seconded by Commissioner Hayne and passed unanimously.

Commissioner Bowin moved that the District approve the transfer of up to \$300,000 (between this date and the date of the next meeting) from the Capital Fund to the General Fund to cover upcoming expenses if required. That motion was seconded by Commissioner Finney and passed unanimously. Or if there is sufficient tax revenue, a transfer could be made from the General Fund to the Capital Fund.

EMS Survey Report

Commissioner Finney indicated that three (3) survey responses had been received, all listing their service as “Outstanding.” One (1) request was made for follow-up contact.

Chief’s Report

Retirement Celebration

A retirement pancake breakfast will be held for Captain John Heinz at 10 a.m. on Friday, October 28, 2016, Heinz’s last day of service. Parking will be directed to the Community Church of the Verdes.

Staff Promotional Process

Chief Ducote indicated that engineer’s practical testing would be held either Wednesday or Thursday of this week. Three candidates will continue with the promotional process to engineer.

Deputy Chief’s Report

Activity Report – District Response Times – September 2016

Deputy Chief Eric Merrill noted the following response times for the month of September 2016:

| Call Type | Response Time |
|--|----------------------|
| In-District EMS (Average) | 2:22 |
| Out-of-District EMS (Average) (Fountain Hills) | 10:00 |
| Out-of-District Corridor (Average) | 18:20 |
| In-District Non-Emergency (Average) | 3:51 |

| Call Type | # Occurrences | |
|---------------------------|----------------------|-------------|
| | 2016 | 2015 |
| Year | | |
| EMS In-District Calls | 11 | 12 |
| EMS Out-of-District Calls | 1 | 4 |
| EMS Corridor Calls | 3 | 6 |

| | | |
|-------------------------------------|----|----|
| Non-EMS In-District | 47 | 29 |
| Transports | 11 | 10 |
| BP/Information Services | 41 | 63 |
| Station Tours/Walk-in First Aid | 4 | 0 |
| Child Seat Install | 0 | 2 |
| Outside Rescue Used Within District | 0 | 0 |
| Fire-related Calls* | 1 | 4 |

*False Alarm

New Rescue 441 Report

Merrill advised the Board that the new Rescue 441 had passed its inspection process and received its license. One problem with a connector was corrected.

The old, backup rescue unit (a 1996 Ford) did not pass its inspection process; those issues have also been repaired.

Medicare Billing Process

As the Medicare billing process progresses, miscellaneous data errors are being identified and corrected. Staff members have been assisting residents with proper forms completion for secondary insurance.

Merrill clarified that the District is not a Medicare assignee, but it does accept Medicare as partial payment for services. He also informed the Board that Medicare requires that a patient be transported to the nearest hospital, or additional charges apply that are not normally covered by Medicare. Helicopter costs are initially denied, though after the review process, they are normally partially paid by Medicare.

Though the District's focus has always been solely on patient wellbeing, that focus must now change to also include Medicare benefit/billing information.

Chairperson Kattermann initiated discussion on how the District handles the ambulance billing process, including debt forgiveness. Deputy Chief Merrill recapped that it was a Board decision to direct Intermedics (the District's Medicare billing provider) to send only three billing notices (soft collections) and then make a decision on whether to pursue any remaining funds due. Kattermann responded that since these unpaid bills represent uncollected fire district revenues, it must be the Board's decision to forego future collection efforts beyond the third billing and essentially forgive the balance due. These decisions need to be included as part of the monthly Board meeting minutes. This will at least require a monthly ageing report of outstanding individual balances.

Administrative Manager's Report

Wildfire Billing

Administrative Manager Jo Lewis reported that the District currently has two outstanding invoices (totaling \$63,728.82) as follows:

- Chimney Fire, Paso Robles, CA \$8,971.59
- REY Fire, Santa Barbara, CA \$54,727.23

It is District policy to retain a maximum of \$75,000 in wildfire accounts receivable at any one time. Deployment of firefighters is determined by that accounts receivable amount.

Warrant Signatures

Lewis requested a change in signing dates from Mondays and Thursdays to Mondays and Wednesdays. The change was requested so that the checks could easily be delivered to the USPS by Thursday. She will distribute a warrant-signing schedule.

2017 Board Meeting Schedule

The initial draft of the 2017 Board meeting dates was provided to Board members and discussed. Lewis will check on conference room availability and return the next draft to the Board.

Per Commissioner Hayne's inquiry, it was explained that one Board meeting must be held monthly, and it has been the practice of the RVFD Board to meet the last Monday of each month.

The Board discussed the possibility of beginning its meetings at 10 am instead of the traditional 8:30 am. Since that time was more suitable to Board and staff, the 2017 meetings will begin at 10 am.

Political Committee Termination Statement

Commissioners Finney and Kattermann were asked to sign a Maricopa County Political Committee Termination Statement pursuant to ARS §16-915.01. This statement certifies that all contributions received and all expenses on behalf of each political committee did not exceed \$500 for the election cycle. November 15, 2016, is the deadline for the return of these signed documents. Lewis will ensure that Commissioner Fickes, also running for office, receives a form to sign upon his return to the Community.

Oaths of Office

Oaths of office were postponed until the November Board meeting.

IX. UNFINISHED BUSINESS

There was no unfinished business.

X. BOARD PERSON COMMENTS

Commissioner Hayne asked that Board members be given additional time to review documents prior to Board meetings. Chief Ducote agreed to send draft copies to Board members prior to their receipt of Board packets.

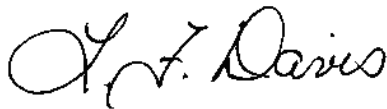
XI. CHAIRPERSON COMMENTS

Chairperson Kattermann informed the Board that Chief Ducote had discussed the need for property to expand Station 441 with Steve Alexander's son Charlie. It is hopeful that discussion with Steve Alexander on leasing space from Alexander Homes could be held. Space requirements were discussed.

XII. ADJOURNMENT

Commissioner Hayne moved that the meeting adjourn at 9:48 a.m. That motion was seconded by Commissioner Finney and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)

lfd