



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

**November 20, 2017**

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

**November 20, 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, Administrative Manager Jo Lewis, Rio Verde Fire District

### **I. CALL TO ORDER**

The Monday, November 20, 2017, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 1:31 p.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

October 23, 2017, General Session

**Commissioner Fickes moved the approval of the October 23, 2017, General Session minutes as presented. That motion was seconded by Commissioner Hayne and passed unanimously.**

## 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:

- Tuesday, December 19, 2017 – 9 a.m. (Commissioner Bowin will be unable to attend.) **NOTE:** This date was subsequently changed to Monday, December 18, 2017 – 9 a.m. The meeting will be held in the conference room of the office building next to the fire station – 18934 Avenida Del Ray, entrance on Forest Road.
- Monday, January 29, 2018 – 9 a.m.

### ***Finance Report***

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

<b>Financial Report – October 2017</b>	
Revenue	\$882,259.26
Expenses	\$186,424.00
Other Income (Expense)	\$21,637.67
Net Income (Loss)	\$717,472.93
Monthly Budgeted Net Income (Loss)	\$604,205.79
YTD Budgeted Net Income (Loss)	\$160,765.18
YTD Actual Net Income (Loss)*	\$589,380.25
General Account Operating Cash	\$1,238,105.03
Capital Account Cash	\$554,893.64

Capital Account Advances to General Account	\$550,000.00
Capital Account Equity	\$1,104,893.64

NOTE: The PSPRS Liability of approximately \$160,000 is not included.

Following are the financial highlights for the month of October:

- Payments to the AZ PSPRS have begun after a three-month delay during which changes were made to their administrative system. Administrative Manager Jo Lewis noted that the District made its first payment of \$53,000 in October, but erroneous bank account information caused the payment to be returned. A check is now being written to replace that payment, and subsequent payments will soon be made.

Commissioner Fickes voiced his concern over the lack of interest earned on the Local PSPRS funds for the period when AZ PSPRS's new systems were being implemented.

Administrative Manager Lewis indicated that the premium tax refund is deducted from the PSPRS amount due, currently \$675.66 each pay period.

- Revenues for the month showed higher than expected.
- A total of \$250,000 was returned from the General Account to the Capital Account during the month of November, not shown in the above table.
- The "Payroll" category figure appears high in the Profit & Loss, but it was determined that it also includes the \$174,000+ payment for the Parker-Hall PSPRS reimbursement to eligible firefighters. The additional interest expense has not yet been determined.

The General Account is not impacted by the reimbursement figure.

Chairperson Kattermann asked that the Parker-Hall PSPRS payment be shown as a separate line item under "Payroll" for clarification purposes.

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

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

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

## **VIII. MANAGEMENT POLICY 105.02 – ACCOUNTING PROCEDURES**

Commissioner Bowin presented the Board with a draft of Management Policy 105.02 entitled "Accounting Procedures." The policy clarifies the Board expectations of the treasurer and the staff, separates duties, and establishes the purchasing policy.

Discussion was held, and revisions were recommended.

**Commissioner Bowin moved that the Board approve Management Policy 105.02 entitled "Accounting Procedures" with recommended revisions. The motion was seconded by Commissioner Finney and passed unanimously.**

## **IX. CONTINUATION OF DISTRICT REPORTS**

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

Commissioner Finney indicated that only one (1) survey response had been received, with "Outstanding Service" noted and no problems identified.

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

#### **Engineer Promotional Testing**

Chief Ducote indicated that the promotional testing had been completed with three successful candidates:

- #1 – Jeff Staples
- #2 – Doug Blazer
- #3 – Kerrie Nolan Proctor

Chief Ducote thanked Deputy Chief Eric Merrill for his organization of the testing and Mesa Fire Department for allowing the District to use its yard for the practical training. Staples will be promoted to the "Engineer" position the middle of December 2017.

#### **Firewise Day**

The local fundraising event raised over \$5,000 to enhance the Community's Firewise efforts. The cost of cleanup is dependent on whether the District will be able to use the Maricopa County correctional inmates or if a private landscape company must be engaged.

## Operation Santa Claus

The annual pancake breakfast will be held on Saturday, December 2, 2017, the proceeds of which will benefit Verde Cares. New, unwrapped toys for children may be placed in a box in front of the fire station.

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

### Activity Report – District Response Times – October 2017

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

<b>Call Type</b>		<b>Response Time</b>	
In-District EMS (Average)		3:54	
Out-of-District EMS (Average)		16:00	
Out-of-District Corridor (Average)		13.59	
In-District Non-Emergency (Average)		4:14	
<b>Call Type</b>		<b># Occurrences</b>	
<b>Year</b>		<b>2017</b>	<b>2016</b>
EMS In-District Calls (Including Trilogy)		19	15
EMS Out-of-District Calls		2	2
EMS Corridor Calls		5	8
Non-EMS In-District (primarily snake calls)		38	38
Transports		13	14
BP/Information Services		42	38
Station Tours/Walk-in First Aid		6	1
Child Seat Install		0	0
Outside Rescue Used Within District		1	1
Fire-related Calls*		4	10

\*2 Alarm malfunctions, 1 gas leak, 1 smoke odor removal

## 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	\$9,347.38 (total of 6 invoices)	
Napa Valley, California 10/11/17 – 10/24/2017 Joshua Johnson with Mayer Fire Department	\$9,206.66	
<b>TOTALS</b>	<b>\$183,153.41</b>	<b>\$164,599.37</b>
		<b>\$18,554.04</b>

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

Though some receivables fell behind the 30-day commitment by the U.S. Forest Service, most have been received in a very timely basis this year.

Lewis explained that the type of car seat to be installed depends on the height and weight of the child. If a resident brings an inappropriate car seat to be installed, that particular car seat will not be installed. The District adheres to all Arizona car seat laws.

## X. UNFINISHED BUSINESS

There was no Unfinished Business.

## XI. BOARD COMMENTS

Commissioner Fickes commented on the AZ PSPRS meeting held on November 7, noting that the charts could not be seen, the microphone did not work properly, the food made three District members sick, and it was pretty much a wasted day for those attending.

NOTE: Just a reminder that the annual election of officers will be held at the December meeting.

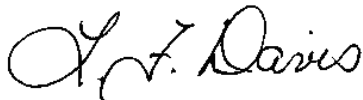
## XII. CHAIRPERSON COMMENTS

There were no additional Chairperson comments.

## XIII. ADJOURNMENT

**Commissioner Fickes moved that the meeting adjourn at 2:35 p.m. That motion was seconded and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)

lfd