



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**

December 18, 2017

TABLE OF CONTENTS

I. CALL TO ORDER.....	2
II. ROLL CALL OF BOARD MEMBERS.....	2
III. CERTIFICATE OF POSTING.....	2
IV. RESOURCE SPECIALISTS REPORT	2
V. CALL TO THE PUBLIC.....	3
VI. APPROVAL OF MINUTES	3
VII. ELECTION OF OFFICERS.....	3
VIII. REPORTS AND CORRESPONDENCE	3
Clerk's Report	3
Finance Report.....	3
EMS Survey Report	5
Chief's Report	5
Deputy Chief's Report	5
Administrative Manager's Report	6
IX. UNFINISHED BUSINESS.....	8
X. BOARD COMMENTS.....	8
XI. CHAIRPERSON COMMENTS.....	8
XII. ADJOURNMENT	8
ADDENDUM TO THE MINUTES	9



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December 18, 2017

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

COMMISSIONERS ABSENT: Marty Bowin

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

I. CALL TO ORDER

The Monday, December 18, 2017, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9 a.m. in the conference room at 18934 Avenida Del Ray, Rio Verde, Arizona 85263.

II. ROLL CALL OF BOARD MEMBERS

All commissioners were present with the exception of Commissioner Bowin.

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

November 20, 2017, General Session

Commissioner Fickes moved the approval of the November 20, 2017, General Session minutes as presented. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Hayne requested that copies of the minutes be sent to her at catherinehayne@cox.net, as opposed to chayne@rioverdefire.org inasmuch as she has not been receiving the RVFD email.

VII. ELECTION OF OFFICERS

- 1. Commissioner Fickes moved that George Kattermann be re-elected as chairperson of the RVFD Board of Directors. That motion was seconded by Commissioner Finney and passed unanimously.**
- 2. Chairperson Kattermann moved that Jerry Fickes be re-elected as district clerk of the RVFD Board of Directors. That motion was seconded by Commissioner Hayne and passed unanimously.**
- 3. Commissioner Finney moved that Marty Bowin be re-elected as treasurer of the RVFD Board of Directors. That motion was seconded by Commissioner Fickes and passed unanimously.**

VIII. 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, January 29, 2018 – 9 a.m.
- Tuesday, February 27, 2018 – 9 a.m.

Finance Report

Chairperson Kattermann submitted the following financial report for the month of November 2017:

Financial Report – November 2017	
Revenue	\$277,947.97
Expenses	\$254,177.87
Other Income (Expense)	(\$249,770.00)
Net Income (Loss)	(\$255,999.90)
Monthly Budgeted Net Income (Loss)	\$257.54
YTD Budgeted Net Income (Loss)	\$418,734.72
YTD Actual Net Income (Loss)	\$910,014.77
General Account Operating Cash	\$1,065,091.98
Capital Account Cash	\$804,893.64
Capital Account Advances to General Account	\$400,000
Capital Account Equity	\$804,893.64

Following are financial highlights for the month of November:

- The YTD Actual Net Income/Loss amount of \$910,014.77 shows high, as it will soon be reduced by \$400,000 in Capital Account advances to General Account plus the \$150,000 in unpaid PSPRS liability.
- The Parker-Hall pension interest amount of \$23,000 has been paid to eligible firefighters.
- Commissioner Fickes mentioned that the timing of property tax payment receipts might be skewed by a possible advantage (through likely upcoming tax laws) of paying those taxes before yearend.
- The Personal Protective Equipment (PPE) figure is higher than budgeted, as full sets of PPEs were purchased for new employees. (Past PPEs had mostly been paid for by grants.)
- Ambulance revenues are running ahead of budget and are now in agreement with Intermedix, the District's third-party claim administrator. Jo Lewis will obtain an update on the situation in which the District's insurance payment for transportation was paid directly to a resident who so far has failed to pass that payment through to the District.
- Grant Income of \$23,000 was received from the Assistance to Firefighters Grant Program (AFG) for extrication gear and a thermal imaging camera. It was noted that until one grant is officially closed, no additional grant could be applied for through that particular organization. All grant requests are written by employees.

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

Commissioner Fickes moved that the Board authorize \$250,000 to be paid immediately from the Capital Account to the General 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 Finney moved that the Board accept the November 2017 Monthly Transaction Report. That motion was seconded by Commissioner Hayne and passed unanimously.

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

EMS Survey Report

Commissioner Finney indicated that six (6) survey responses had been received, with "Outstanding Service" noted and no problems identified. One response commended the volunteer who was involved in the airport transportation pickup.

Chief's Report

Operation Santa Claus

The annual pancake breakfast held on Saturday, December 2, 2017, was a success. A new high of \$14,000 was collected to benefit Verde Cares. Chief Ducote recognized the actions of Captain Matt Oden throughout the event process.

New Hire

A new firefighter began with the District on December 17 - Christopher (Scott) Reddish.

Wildland Deployment

Firefighters Dave Bullard, Jeff Staples, and Craig Dimerling (reserve) were deployed to Southern California, initially in Temecula, now fighting the Thomas Fire in Ventura County. They should return to Rio Verde on December 22. Reserve Firefighter Dimerling is qualified for wildland duty and was asked to deploy, as no other fulltime firefighters were available during that time.

Deputy Chief's Report

Activity Report – District Response Times – November 2017

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

Call Type		Response Time	
In-District EMS (Average)		3:06	
Out-of-District EMS (Average)		9:00	
Out-of-District Corridor (Average)		12:17	
In-District Non-Emergency (Average)		4:54	
Call Type		# Occurrences	
Year		2017	2016
EMS In-District Calls (Including Trilogy)		28	30
EMS Out-of-District Calls		3	2
EMS Corridor Calls		7	2
Non-EMS In-District (primarily snake calls)		20	22
Transports		30	20
BP/Information Services		20	41
Station Tours/Walk-in First Aid		18	11
Child Seat Install		2	1
Outside Rescue Used Within District		0	0
Fire-related Calls*		6	10

*5 Alarm malfunctions, 1 gas leak

Chairperson Kattermann asked about the frequency of alarm malfunctions and what action would be taken on repeat malfunctions. Deputy Chief Merrill indicated that the station receives a monthly average of three (3) alarm malfunctions and, in fact, contacts the alarm company regarding continuing problems.

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 7 invoices)	
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 \$67,000 (approx.)	
TOTALS	\$250,153.41	\$164,599.37
		\$85,554.04

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

Parker-Hall Lawsuit

Regarding the Parker-Hall lawsuit, a Maricopa County Superior Court ruled recently that an interest rate of 5.25% on excess contribution refunds was due eligible PSPRS members. Jo Lewis indicated that all eligible firefighters had been paid that incurred interest, a total of \$23,855.91.

Chief Ducote thanked Lewis for all her effort on behalf of the employees.

AFDA Conference

The next AFDA conference will be held from January 11 through January 13, 2018, in Laughlin. Those wishing to attend are to contact Lewis regarding travel arrangements.

IX. UNFINISHED BUSINESS

There was no Unfinished Business.

X. BOARD COMMENTS

Website Updates

Chief Ducote indicated that staff had contacted various fire district administrators for their webmaster referrals, noting the importance of a webmaster's familiarity with government site requirements.

Ducote advised Commissioner Hayne that he would provide her with a management policy on social marketing in the near future.

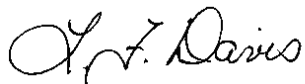
XI. CHAIRPERSON COMMENTS

Chairperson Kattermann thanked everyone for his or her condolences, caring, plants, and flowers after the passing of his wife, Mary Helen. He also commended the firefighters who cared for Mary Helen during her illness.

XII. ADJOURNMENT

Commissioner Fickes moved that the meeting adjourn at 9:50 a.m. That motion was seconded by Commissioner Hayne and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)

lfd

ADDENDUM TO THE MINUTES

These minutes were approved on January 29, 2018, as follows:

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).

Signed:



Jerry Fickes
RVFD Board Clerk