



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

February 27, 2018

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

February 27, 2018

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

**COMMISSIONERS ABSENT:** Cate Hayne

**ALSO PRESENT:** Chief Jay Ducote, Deputy Chief Eric Merrill, Administrative Manager Jo Lewis, and Dennis Meyers (Resource Specialists), Rio Verde Fire District

### I. CALL TO ORDER

The Tuesday, February 27, 2018, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9 a.m. in the Rio Verde Community Center Conference Room, Rio Verde, Arizona 85263.

### II. ROLL CALL OF BOARD MEMBERS

All commissioners were present with the exception of Commissioner Hayne.

### 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

Dennis Meyers advised the Board that there are currently 11 resource specialist volunteers, each of whom is scheduled approximately 2 – 3 days per month. Schedules are posted at the station and in the fire engine.

## V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

## VI. APPROVAL OF MINUTES

January 29, 2017, General Session

**Commissioner Fickes moved the approval of the January 29, 2017, General Session minutes as presented. That motion was seconded by Commissioner Bowin and passed unanimously.**

Regarding monthly minutes, Commissioner Fickes requested the following protocol:

1. All revisions to monthly minutes must be directed to the recording secretary prior to the date she forwards the last draft (entitled Final Draft) to Board members before each upcoming meeting. (She will alert the Board to this date when the secondary draft is emailed to them.)
2. If there are corrections to the draft presented for approval at the Board meeting, she will post an addendum of those minutes to be signed by the District Clerk. Those minutes will then be marked "Final Copy."
3. If there are no corrections to the draft presented for approval at the Board meeting, she will mark that set of minutes "Final Copy."

## VII. DISCUSSION AND POSSIBLE ACTION TO ACCEPT THE RESIGNATION OF COMMISSIONER CATE HAYNE AND TO POST OPENING

**Commissioner Fickes moved that the Board accept the resignation of Commissioner Cate Hayne, effective March 16, 2018. That motion was seconded by Commissioner Bowin and passed unanimously.**

Commissioner Fickes requested that Administrative Manager Jo Lewis post the open Board position at all required venues, including Trilogy at Verde Rivers, Community email blasts, and Community newsletters. Applicant letters/resumes should be sent directly to Commissioner Fickes in care of the fire department. Any questions should be directed to Fickes at 480-471-4338. He will review the applicants' information and provide all commissioners with copies prior to the meeting (with the applicants). The deadline for receiving these applications will be one week before the next meeting, March 20, 2018. All commissioners were urged to contact any individuals who might be interested in serving on the Board.

Commissioner Hayne's elected term will expire at the end of the November 2018 meeting.

**Clerk’s Report**

Future Meetings

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

- Tuesday, March 27, 2018 – 9 a.m.
- Monday, April 30, 2018 – 9 a.m.
- Tuesday, May 22, 2018 – 9 a.m.

**Finance Report**

Commissioner Bowin submitted the following financial report for the month of January 2018:

| <b>Financial Report – January 2018</b>      |                |
|---|----------------|
| Revenue                                     | \$132,557.28   |
| Expenses                                    | \$356,528.32   |
| Other Income (Expense)                      | (\$6.56)       |
| Net Income (Loss)                           | (\$223,977.60) |
| Monthly Budgeted Net Income (Loss)          | (\$265,992.28) |
|   |                |
| YTD Budgeted Net Income (Loss)              | \$93,481.01    |
| YTD Actual Net Income (Loss)                | \$361,776.65   |
|   |                |
| General Account Operating Cash              | \$492,109.37   |
| Capital Account Cash                        | \$1,016,741.91 |
| Capital Account Advances to General Account | -0-            |
| Capital Account Equity                      | \$1,016,741.91 |

Following are financial highlights for the month of January:

- Commissioner Bowin voiced his concern that due to transfers of funds between the General Account and Capital Account, the above report does not match the P&L. He continued that under "Other Income/Expense," the P&L must show the fund transfers. He asked the Board for suggestions as to handle this matter.
  - Administrative Manager Lewis suggested that she include a new line under "Actual Net Income" such as "Loan Received/Repaid," followed by a line entitled "Adjusted Net Income." She will work with Commissioner Bowen on this and report at the next meeting.
- Per the budget, \$700,000 in tax revenue remains to be collected.
- There are no further funds to be reimbursed to or from the General Account – and no current need to do so.

**Commissioner Bowin moved that the Board accept the January 2018 Financial Report as presented. That motion was seconded by Commissioner Fickes and passed unanimously.**

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

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

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

Commissioner Finney indicated that seven (7) survey responses had been received, six (6) noting "Outstanding Service" with one (1) noting "Good" service. No issues or negative comments were identified.

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

#### **2018 Levy Limit**

Chief Ducote informed the Board that in 2018 the District would experience a \$190,000 increase in tax revenue over 2017.

#### **Shea Homes Property Agreement**

Chief Jay Ducote indicated that the District had received the Real Property Transfer Agreement from Shea Homes. That agreement has been forwarded to the attorney for the District, Laura Brooks, who made comments for consideration. Commissioner Bowin cautioned the Board to move slowly enough to assure that this matter is concluded properly. Chairperson Kattermann added that in-depth discussions would be needed to assure that this is the correct long-term solution for the District. An Executive Session may be called for discussion.

#### **Firefighter of the Year**

Firefighter Heath Hewson was voted the District's "2018 Firefighter of the Year" and will be presented an award by the Fountain Hills Rotary Club on March 13, 2018. Captain Dave Bullard will accept the award on behalf of Firefighter Henson at this meeting, as Henson will be out of town with his family. Chief Ducote also commended Josh Johnson (also nominated) for his excellent service to the District.

## Deputy Chief's Report

### Activity Report – District Response Times – January 2018

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

| Call Type                            | Response Time |      |
|--------------------------------------|---------------|------|
| In-District EMS (Average)            | 3:25          |      |
| Out-of-District EMS (Average)        | 13:00         |      |
| Out-of-District Corridor (Average)   | 11:04         |      |
| In-District Non-Emergency (Average)  | 4:02          |      |
| Call Type                            | # Occurrences |      |
| Year                                 | 2018          | 2017 |
| EMS In-District Calls                | 28            | 20   |
| EMS Out-of-District Calls            | 1             | 1    |
| EMS Corridor Calls                   | 8             | 8    |
| Non-EMS In-District                  | 12            | 17   |
| Transports                           | 22            | 24   |
| BP/Information Services              | 30            | 38   |
| Station Tours/Walk-in First Aid      | 3             | 12   |
| Child Seat Install                   | 1             | 1    |
| Outside Rescue Used Within District* | 1             | 0    |
| Fire-related Calls**                 | 4             | 3    |

\*District unit was on another transport

\*\*3 Alarm malfunctions, 1 cooking fire (not active)

An informative meeting was held with representatives of the Maricopa County Assessor's office where it was learned that the District now receives partial credit for Trilogy's construction.

Discussion was held regarding the consequences of golf courses repurposing land in an effort to reduce costs. Chairperson Kattermann informed the Board that if a golf course tried to do so, the golf course owners would be assessed a ten-year back tax penalty.

Chief Ducote advised the Board that an ambulance had been added to the Rural Metro station on 164<sup>th</sup> Street and Rio Verde Drive, reducing the District's calls to the corridor. Ducote noted that it would most likely result in a reduction in ambulance revenue, but most importantly, the District's ambulance would not be called away as often. Due to our mutual aid agreement, the Rural Metro station/ambulance could respond to the RVFD if needed (faster backup than Fountain Hills).

Out of the District's two CPR devices, one is unrepairable. Deputy Chief Merrill suggested that during the budget process, a decision be made as to whether to purchase a used (demo) model (approximately \$8,000) or a new model (approximately \$12,000). Chairperson Kattermann suggested that the Board move forward with the purchase of a CPR device as a capital improvement prior to the budget process and asked Merrill to provide additional information at the next Board meeting.

**Administrative Manager's Report**

Wildland Fire Expense Update

|   | Invoiced<br>Amount                            | Paid<br>Amount      |
|---|---|---------------------|
| Encino Fire (Southeastern Arizona)<br>June 21—22, 2017<br>Jeff Staples, Jamie Hughes, Josh Johnson  | \$7,726.05                                    | \$7,726.05          |
| Frye Fire (Southeastern Arizona)<br>June 26—July 10, 2017<br>Jeff Staples, Jamie Hughes, Josh Johnson   | \$75,766.90                                   | \$75,766.90         |
| FY 2017 BDF Support<br>San Bernardino National Forest, California<br>July 26—29, 2017<br>Dave Bullard, Matt Oden, Josh Johnson  | \$13,791.62                                   | \$13,791.62         |
| Orleans Complex<br>San Bernardino National Forest, California<br>July 29—August 12, 2017<br>Dave Bullard, Matt Oden, Josh Johnson   | \$67,314.80                                   | \$67,314.80         |
| Nevada Fires<br>Winnemucca and Reno, Nevada<br>7/19/2017—8/12/2017<br>Jamie Hughes, Engine Boss Training  | \$10,859.38                                   | \$10,859.38         |
| Southern LNU Complex<br>Napa Valley, California<br>10/11/17—10/24/2017<br>Joshua Johnson with Mayer Fire Department<br>Lilac Fire & Thomas Fire<br>Southern California<br>12/6/2017—12/22/2017<br>Dave Bullard, Jeff Staples, Craig Dimerling | \$9,206.66<br><br><br><br><br><br>\$73,658.17 |                     |
| <b>TOTALS</b>   | <b>\$258,323.48</b>                           | <b>\$175,458.65</b> |
|   |   | <b>\$82,864.83</b>  |

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

Staff received information months ago from the Federal government that payment of wildland fires would be late due to additional required paperwork and the vast number of wildland reimbursements to be made.

Lewis will create a new bank reconciliation schedule and distribute that to Board members.

## **VIII. UNFINISHED BUSINESS**

There was no Unfinished Business.

## **IX. BOARD COMMENTS**

For upcoming budget discussions, Commissioner Fickes requested that the amount of life insurance be increased by up to 50% per firefighter. His opinion was that the current amount could be insufficient because our firefighters are not covered by Social Security, and an insurance increase would financially support families in the event of a firefighter's death.

## **X. CHAIRPERSON COMMENTS**

Chairperson Kattermann and Commissioner Finney reminded the Board of Birdie Pasenelli's posthumous induction into the Lower Verde Valley Hall of Fame on March 28, 2018, at the Fountain Hills Community Center. All Board members were invited to attend (cost per Board member of \$40). Additionally, he encouraged the Board to consider purchasing a half-page ad in the Lower Verde Valley Hall of Fame program (cost per Board member of \$25). These costs would be assumed personally by Board members.

## **XI. ADJOURNMENT**

**Commissioner Finney moved that the meeting adjourn at 10:03 a.m. That motion was seconded by Commissioner Fickes and passed unanimously.**

Respectfully submitted,

Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)