



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

**March 13, 2017**

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

**March 13, 2017**

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

**COMMISSIONERS ABSENT:** Cate Hayne

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

### I. CALL TO ORDER

The Monday, March 13, 2017, General Session of the Board of Directors was called to order by District Clerk Jerry Fickes at 9:02 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 reported that the Resource Specialists would enlist a couple of additional members for the fall season, replacing those that had left.

### V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

## VI. APPROVAL OF MINUTES

February 21, 2017, General Session

**Commissioner Finney moved the approval of the February 21, 2017, General Session minutes as submitted. That motion was seconded by Commissioner Bowin with the following amendment:**

The January financial report should be corrected as follows:

<b>Financial Report – January 2017</b>	
Revenue	\$50,825.10
Expenses	\$249,476.70
Other Income (Expense)	(\$89,094.07)
Net Income (Loss)*	(\$287,745.67)
Monthly Budgeted Net Income (Loss)**	(\$142,607.80)
YTD Budgeted Net Income (Loss)	\$177,706.47
YTD Actual Net Income (Loss)	\$85,230.10
General Fund Operating Cash	\$301,687.35
Capital Fund Cash	\$1,045,507.30
Capital Fund Advances to General Fund	\$125,000.00
Capital Fund Equity	\$1,170,507.30

The YTD Budgeted Net Income and YTD Actual Net Income figures had been transposed on the original financial report.

**The amended motion passed unanimously.**

## VII. REPORTS AND CORRESPONDENCE

### **Clerk's Report**

### Future Meetings

Commissioner Fickes noted the following meeting dates:

- Monday, April 24, 2017 – 9 a.m.
- Monday, May 22, 2017 – 9 a.m.
- Monday, June 26, 2017 – 9 a.m.

### **Finance Report**

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

<b>Financial Report – February 2017</b>	
Revenue	\$128,269.23
Expenses	\$188,836.07
Other Income (Expense)*	\$89,165.44
Net Income (Loss)	\$28,598.60
Monthly Budgeted Net Income (Loss)	(\$95,388.44)
YTD Budgeted Net Income (Loss)	\$82,318.03
YTD Actual Net Income (Loss)**	(\$12,160.41)
General Fund Operating Cash	\$324,406.32
Capital Fund Cash	\$955,943.85
Capital Fund Advances to General Fund	\$125,000.00
Capital Fund Equity	\$1,080,943.85

\* Capital transfer to make Engine 441 payment

\*\* The January report should have shown the \$125,000 (advance to General Fund) deducted from the YTD Actual Net Income figure. (Distortions occur due to capital transfers in and out.) The February figures are correct.

Revenues were higher than anticipated due to the receipt of additional past taxes and abnormally high ambulance revenue.

Any calls received by Board members regarding ambulance billing should be routed through staff members. It was noted that: (1) Medicare reimbursement takes time, and (2) the District is still experiencing a billing process growth/learning curve. Though lower YTD revenue from ambulance billing was anticipated, the February figures look promising – most likely due to the volume of calls received. No "collections" have been attempted to date.

Commissioner Bowin commented that the part-time payroll figure is now under budget.

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

**Commissioner Bowin moved that the Board accept the February 2017 Monthly Transaction Report (formerly called the Cleared Warrant Report). That motion was seconded by Commissioner Finney and passed unanimously.**

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

Commissioners Fickes and Kattermann requested that the \$12,500 contribution be made to the PSPRS during the month of March.

## **EMS Survey Report**

Commissioner Finney indicated that two (2) survey responses had been received, both listing their service as "Outstanding."

## **Chief's Report**

### **Pierce Manufacturing Visit – Engine 441**

Deputy Chief Merrill and Jeff Staples met with Pierce representatives in Appleton, Wisconsin, to inspect the new engine. A repair punch list was presented to the manufacturer and will be completed prior to delivery to Phoenix, in approximately one month. Mesa Fire will install a refrigerator for the drug box, mount equipment, and do an I.T. check before current hoses and equipment are moved from the current engine to the new engine.

### **Workers' Comp Bids**

Chief Ducote received a Workers' Comp bid for \$28,000 less than the current policy from a group called 7710 Insurance. The term "7710" is used to designate firefighter safety. Ducote hopes that with the new bid, the current insurer CopperPoint might adjust its numbers accordingly.

### **Private Placement/Bond – New Fire Station**

Chief Ducote reported an informative meeting with Jeff Sunheimer regarding private placement. He also provided Shea Homes with a process timeline for the proposed station. It is anticipated that receipt of the timeline will prompt Shea Homes to proceed legally with the property deed for that station. Chief Ducote reiterated that no funds would be spent on the land until the deed is in the District's hands.

### **County Assessor Meeting/Rotary Honor**

Per the 2017/2018 budget process timeline, the District will meet with the Maricopa County Assessor's Office on March 14, 2017. Matt Oden will be recognized as "Rotary Firefighter of the Year" on that same date. Because that meeting is held concurrently with the meeting with the County Assessor's Office, the award will be presented by the shift captain.

### **I.T. Assessment**

Two different assessments of the District's computer systems are being held in order to determine necessary updates.

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

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

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

<b>Call Type</b>		<b>Response Time</b>	
In-District EMS (Average)		3:18	
Out-of-District EMS (Average)		18:30	
Out-of-District Corridor (Average)		21:00	
In-District Non-Emergency (Average)		3:45	
<b>Call Type</b>		<b># Occurrences</b>	
<b>Year</b>		<b>2017</b>	<b>2016</b>
EMS In-District Calls		31	22
EMS Out-of-District Calls		2	3
EMS Corridor Calls		3	1
Non-EMS In-District		14	23
Transports		25	14
BP/Information Services		41	54
Station Tours/Walk-in First Aid		12	17
Child Seat Install		5	1
Outside Rescue Used Within District**		3	0
Fire-related Calls*		6	4

\*1 gas leak, 1 smoke, 1 vegetation, 3 false alarms

\*\*Outside rescue unit used, because District unit was on other call

## ***Administrative Manager's Report***

Administrative Manager Jo Lewis noted no additional comments.

## **VIII. UNFINISHED BUSINESS**

An actuarial pension report (as of June 30, 2016) for RVFD was discussed briefly, and a copy will be delivered to Chairperson Kattermann's home.

## **IX. BOARD COMMENTS**

Commissioner Bowin noted that a draft budget would be presented at the April meeting. He requested that Board members review the strategic plan concerning goals for the coming two years. A physical copy of the draft budget will be sent to members for their review prior to the April meeting.

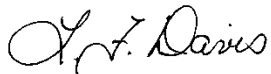
## X. CHAIRPERSON COMMENTS

In Chairperson Kattermann's absence, another Board member will sign warrants in his place.

## XI. ADJOURNMENT

**Commissioner Bowin moved that the meeting adjourn at 9:37 a.m. That motion was seconded by Commissioner Finney and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)

lfd

Final Draft