



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 27, 2018**

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

**March 27, 2018**

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

**COMMISSIONERS ABSENT:** None

**ALSO PRESENT:** Chief Jay Ducote, Deputy Chief Eric Merrill, Administrative Manager Jo Lewis, Captain Chris Cavanaugh, Firefighters Doug Blazer, Nate Malmrose, and Scott Rasner, Rio Verde Fire District

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

The Tuesday, March 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.

### **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 and Trilogy websites.

### **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

February 27, 2018, General Session

**Commissioner Fickes moved the approval of the February 27, 2018, General Session minutes as presented. That motion was seconded by Commissioner Finney and passed unanimously with the following revisions:**

Page 5, Last Paragraph

“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 **Hewson** at this meeting, as Henson **Hewson** will be out of town with his family. Chief Ducote also commended Josh Johnson (also nominated) for his excellent service to the District.”

## VII. REPORTS AND CORRESPONDENCE

### ***Clerk's Report***

#### Future Meetings

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

- Tuesday, April 30, 2018 – 9 a.m. (Commissioner Finney will be unable to attend.)
- **NOTE NEW DATE:** Tuesday, May 29, 2018 – 9 a.m. (Commissioner Bowin will be unable to attend.)
- Monday, June 25, 2018 – 9 a.m.

Commissioner Fickes received a good response to the letter soliciting candidates to fill the position of past-Commissioner Hayne. The deadline for applicants was March 20, 2018. Resumes for three (3) **qualified** individuals were provided to the Board for their review. Fickes requested a Special Board Meeting and an Executive Session in early April to interview the applicants for the open Board position. He explained that immediately after a candidate is approved, he will administer the oath of office and notify the Maricopa County Clerk's Office. Then the new Board member will be eligible to vote at the April 30, 2018, Board meeting.

The meeting was set for **Wednesday, April 4, at 2 p.m.** in the RVCA Board Room.

Commissioner Fickes reminded the Board that the candidates who are **not** selected might be excellent additions to District committees.

**Finance Report**

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

<b>Financial Report – February 2018</b>	
Revenue	\$115,927.37
Expenses	\$219,701.84
Other Income (Expense)	(\$3,387.32)
Net Income (Loss)	(\$107,161.79)
Transfers to/from Capital Fund	-0-
Adjusted Net Income	(\$107,161.79)
Monthly Budgeted Net Income (Loss)	(\$88,994.21)
YTD Actual Net Income (Loss)	\$254,614.86
Borrowing from Capital Fund	-0-
YTD Adjusted Net Income	\$254,614.86
YTD Budgeted Net Income	\$4,486.80
General Fund Operating Cash	\$354,503.95
Capital Fund Cash	\$1,018,120.56
Capital Fund Advances to General Account	-0-
Capital Fund Equity	\$1,018,120.56

Following are financial highlights for the month of February:

- Commissioner Bowin described the new financial report format which now includes transfers to/from the Capital Fund.
- The capital payments for this fiscal year have been made.
- AZ PSPRS administrative errors resulted in miscellaneous report submissions from the District. These problems appear to be corrected.
- The legacy payment (for every Tier 3 person hired) is being made each pay period, though it was not included in this year’s budget.

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

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

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

Commissioner Bowin noted that there was no need for a funds transfer between the Capital and General Funds in the month of March.

### **VIII. LIGHT-DUTY TRUCK PURCHASE PROPOSAL**

Chief Ducote proposed the purchase/lease of a light-duty pickup truck, budgeted in this year's capital plan. The truck would be used primarily for the Fire Marshall and fire inspectors, as well as for the many District errands now requiring use of personal vehicles.

**The vehicle would not be a take-home vehicle.**

Safety/hazard lights would be located in the grill, inside the cab above the mirror, and in the back (similar to an undercover police vehicle). It would **not** be a responding vehicle, but if an accident occurs, the lights on the vehicle would be used to block the traffic. Only an AED unit (automated external defibrillator) and a bottle of oxygen will be housed on the vehicle.

The cost of the diesel vehicle is estimated at between \$30,000 and \$32,000, complete. Fuel is estimated at \$2,000 to \$2,500 per year, and insurance is quoted at \$940. The vehicle is being purchased under the Arizona State Purchasing Contract.

**Commissioner Fickes moved that he District purchase the light-duty truck per Chief Ducote's proposal. That motion was seconded by Commissioner Finney and passed unanimously.**

### **IX. BACKUP CPR DEVICE PURCHASE PROPOSAL**

Pursuant to the discussion that took place at the February Board meeting, Deputy Chief Eric Merrill advised that the new CPR device would replace the current backup device recently deemed unrepairable. The cost of the proposed unit (same device as being used for E441) is \$8,474.88 including tax and shipping. This is a warrantied demonstrator unit available to the District at a \$6,000 discount from a new device. This would be a **capital** purchase.

**Commissioner Bowin moved that he District purchase the backup CPR device per Deputy Chief Merrill's proposal. That motion was seconded by Commissioner Finney and passed unanimously.**

## X. ADJOURNMENT TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION

**At 9:41 a.m. Commissioner Fickes moved that the Board go into Executive Session for the purpose of discussing a new personnel position. That motion was seconded by Commissioner Finney and passed unanimously.**

At 10:35 a.m. the Board reconvened to General Session.

## XI. DISCUSSION FROM EXECUTIVE SESSION

**Commissioner Bowin moved from the discussion in Executive Session to approve a position for a payroll benefit specialist at the discussed hourly wage. That motion was seconded by Commissioner Fickes and passed unanimously.**

## XII. CONTINUATION OF REPORTS AND CORRESPONDENCE

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

Commissioner Finney indicated that ten (10) survey responses had been received, all noting "Outstanding Service" with one (1) requesting a phone call. Exceptional service was reported. One comment was received regarding the bumpy ambulance transport, and one question was received regarding usage of face masks. Masks are an option for firefighters, and if a call is received with influenza symptoms, the patient is generally masked.

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

#### **New Document Posting Site**

The District is now posting required documents on the Trilogy at Verde River website.

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

#### **Activity Report – District Response Times – February 2018**

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

<b>Call Type</b>	<b>Response Time</b>
In-District EMS (Average)	3:37
Out-of-District EMS (Average)	13:00
Out-of-District Corridor (Average)	11:52
In-District Non-Emergency (Average)	3:59

Call Type Year	# Occurrences	
	2018	2017
EMS In-District Calls	19	31
EMS Out-of-District Calls	1	2
EMS Corridor Calls	8	3
Non-EMS In-District	14	14
Transports	19	25
Outside Rescue Used Within District*	1	3
Fire-related Calls**	4	6
BP/Information Services	28	41
Station Tours/Walk-in First Aid	2	12
Child Seat Install	10	5

\*District unit was on another transport

\*\*3 alarm malfunctions, 1 smoke in structure (stovetop)

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

#### Wildland Fire Expense Update

	<b>Invoiced Amount</b>	<b>Paid Amount</b>
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	\$10,859.38	\$10,859.38

Southern LNU Complex Napa Valley, California 10/11/17—10/24/2017 Joshua Johnson with Mayer Fire Department	\$9,206.66	
Lilac Fire & Thomas Fire Southern California 12/6/2017—12/22/2017 Dave Bullard, Jeff Staples, Craig Dimerling	\$73,658.17	
<b>TOTALS</b>	\$258,323.48	\$175,458.65
		<b>\$82,864.83</b>

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

**XIII. UNFINISHED BUSINESS**

There was no Unfinished Business.

**XIV. BOARD COMMENTS**

Commissioner Fickes reminded the Board of the Special Board Meeting to be held on April 4, 2018, at 2 p.m. in the RVCA Board Room.

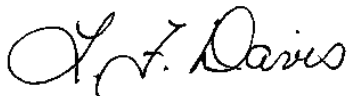
**XV. CHAIRPERSON COMMENTS**

There were no additional comments.

**XVI. ADJOURNMENT**

**Commissioner Bowin moved that the meeting adjourn at 10:43 a.m. That motion was seconded by Commissioner Fickes and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)