



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**

March 28, 2016

Table of Contents

I. CALL TO ORDER.....	3
II. ROLL CALL OF BOARD MEMBERS	3
III. CERTIFICATE OF POSTING.....	3
IV. RESOURCE SPECIALIST REPORT	3
V. CALL TO THE PUBLIC.....	3
VI. APPROVAL OF MINUTES	4
VII. RATIFICATION OF MOTION TO AUTHORIZE DISTRICT BANK ACCOUNT FOR MEDICARE BILLING.....	4
VIII. APPROVAL OF BYLAWS.....	4
IX. DISCUSSION ON PAYMENT OF FIRE CHIEF SELECTION CANDIDATE TRAVEL COSTS	4
X. DISCUSSION TO APPROVE CREDIT CARD ACCOUNT TO REPLACE CURRENT DEBIT CARD ACCOUNT.....	5
XI. ADJOURN TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION.....	5
XII. REPORTS AND CORRESPONDENCE.....	5
Clerk’s Report	5
Financial Report	6
Chief’s Report.....	7

Deputy Chief's Report 8

Administrative Manager's Report 9

XIII. BOARD COMMENTS 9

XIV. CHAIRPERSON COMMENTS 9

XV. ADJOURNMENT 9



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

March 28, 2016

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

COMMISSIONERS ABSENT: None

ALSO PRESENT: Chief Gary Bradbury and Administrative Manager Jo Lewis; Rio Verde Fire District

I. CALL TO ORDER

The Monday, March 28, 2016, General Session of the Board of Directors was called to order by District Clerk Jerry Fickes at 8:30 a.m. in the Rio Verde Community Center Conference Room, 18816 E. Four Peaks Blvd., Rio Verde, Arizona 85263.

II. ROLL CALL OF BOARD MEMBERS

All commissioners attended, with Commissioner Pasenelli attending via telephone.

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 Web site.

IV. RESOURCE SPECIALIST REPORT

There was no Resource Specialist report.

V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

VI. APPROVAL OF MINUTES

February 29, 2016, General Session

Commissioner Kattermann moved the approval of the February 29, 2016, General Session minutes as submitted, and it was seconded by Commissioner Finney. The motion passed unanimously.

VII. RATIFICATION OF MOTION TO AUTHORIZE DISTRICT BANK ACCOUNT FOR MEDICARE BILLING

At the February 29, 2016, Board meeting, an emergency motion was passed to authorize Chief Bradbury to open a bank account so that the Medicare/Medicaid provider number process could move forward.

Commissioner Kattermann moved that the Board ratify the abovementioned motion. That motion was seconded by Commissioner Finney and passed unanimously.

VIII. APPROVAL OF BYLAWS

The final draft of the bylaws was provided (with changes to the February 29, 2016, Board meeting) by Commissioner Fickes. A notice was posted on March 10, 2016, indicating that the bylaws (1) were being revised, (2) where residents could obtain copies, and (3) inviting them to this meeting to make comments or to submit any comments in writing prior to the meeting.

Commissioner Fickes noted that no member of the public attended, nor were comments submitted.

Commissioner Kattermann moved that the District approve the bylaws as submitted. That motion was seconded by Commissioner Finney and approved by unanimous vote.

IX. DISCUSSION ON PAYMENT OF FIRE CHIEF SELECTION CANDIDATE TRAVEL COSTS

Commissioner Bowin indicated that five (5) fire chief candidates had been scheduled for interview on April 12 – 13, 2016. No District travel payments are being made for that interview.

A special meeting of the Board has been scheduled for April 26, 2016, for further fire chief interviews. Commissioner Bowin indicated his hope that three (3) of the five (5) candidates would still be eligible for this special meeting.

Commissioner Bowin moved that the District pay travel/hotel/per diem costs (\$2,500 anticipated costs) for the finalists coming to the Board's special meeting

on April 26, 2016. That motion was seconded by Commissioner Kattermann and passed unanimously.

X. DISCUSSION TO APPROVE CREDIT CARD ACCOUNT TO REPLACE CURRENT DEBIT CARD ACCOUNT

Administrative Manager Jo Lewis indicated that staff would like to move all current Chase Bank retail accounts to government corporate accounts (at an additional cost of approximately \$35 in bank fees). This would allow the District to work directly with their corporate account representative (Jeffrey Sundheimer) and reduce other bank-related expenses.

Commissioner Kattermann moved that the Board approve moving all current Chase Bank retail accounts to government corporate accounts. That motion was seconded by Commissioner Finney and passed unanimously.

In order to establish these accounts, the District's \$5,000 debit account would need to be replaced with a credit card account with the same limit.

Commissioner Kattermann moved that the Board approve the opening of a credit card account to replace the current debit card account. That motion was seconded by Commissioner Finney and passed unanimously.

XI. ADJOURN TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION

At 8:50 a.m., Commissioner Bowin moved that the Board adjourn to Executive Session to discuss real estate/capital purchase options. That motion was seconded by Commissioner Kattermann and passed unanimously.

The Board reconvened to General Session at 9:30 a.m.

Commissioner Fickes asked that the April agenda include a motion from today's Executive Session's discussion for the Board to continue to look into the real estate/capital purchase options.

XII. REPORTS AND CORRESPONDENCE

Clerk's Report

Future Meetings

Commissioner Fickes noted the following meeting dates:

- Monday, April 25, 2016
- Tuesday, April 26, 2016 (Special Meeting)
- Tuesday, May 31, 2016

All the above meetings will be held in the Rio Verde Community Center Conference Room.

Call for Election

Commissioner Fickes declared that three Board positions (Commissioners Kattermann, Finney, and Fickes) would be open for election in November for terms beginning December 1, 2016.

Fickes requested that staff:

1. Notify the Election Department of the openings.
2. Post the election openings in May or June, 120 days prior to the election.
3. Deputy Chief Eric Merrill will be asked to retrieve five (5) or six (6) packets from the Election Department for candidates.
4. Assist with organizing candidates.

Financial Report

Financial Report – February 28, 2016	
Revenue	\$94,177.26
Expenses	\$203,474.39
Other Income (Expense)	\$293.96
Net Income (Loss)	(\$109,003.17)
Monthly Budgeted Net Income (Loss)	(\$56,927.17)
YTD Budgeted Net Income (Loss)	\$265,572.00
YTD Actual Net Income (Loss)	\$224,673.17
General Fund Operating Cash	\$198,732.52
Capital Fund Cash	\$1,305,514.04
Capital Fund Advances to General Fund	-0-
Capital Fund Equity	\$1,305,514.04

Commissioner Kattermann noted that again monthly revenue was less than expenses, but added that there was \$60,000 in the contingency portion of the budget to offset this discrepancy. Moreover, even though the District is running behind in collection of taxes, April should show a substantial revenue increase.

It was noted that grant money in the amount of \$91,000 had been received during the month of February.

Commissioner Kattermann moved that the Board accept the February 28, 2016, Financial Report as presented. That motion was seconded by Commissioner Bowin and passed unanimously.

Commissioner Kattermann moved that the Board accept the February 28, 2016, Cleared Warrant Report as submitted. Commissioner Finney seconded the motion, and it passed unanimously.

Commissioner Kattermann moved that the Board accept the February 28, 2016, bank reconciliations as submitted. That motion was seconded by Commissioner Finney and passed unanimously.

EMS Survey Report

Commissioner Finney indicated that 12 survey responses had been received, with 11 listing their service as “Outstanding” and one (1) as “Good.” No negative attributes were identified and no requests were made for follow-up contacts.

Chief’s Report

Tonto Verde Golf Cart Building

Chief Bradbury advised that the Tonto Verde Golf Club had met the requirements set by the Board for a modified sprinkler system to be signed off and approved by a fire protection engineer. The plans have now been approved. The latest flow tests done on the hydrant meet the fire flow requirement to cover the building. The TVGC is in the process of meeting all the fire code requirements.

Fire Chief Search Committee

Chairperson of the Fire Chief Search Committee Marty Bowin noted that the goal of the Fire Chief Search Committee is to bring three (3) or fewer candidates to the Board on April 16, 2016.

Bowin reported that 39 candidates submitted applications online, but the number of qualified candidates was reduced to 17. These 17 applications were submitted to the Fire Chief Search Committee, and six (6) candidates were selected for interviews on April 12 – 13, 2016. One (1) candidate declined the interview for personal reasons.

The following are being developed and/or considered:

1. Questions
2. Scoring
3. Operational and personnel scenarios
4. A written test
5. Background checks
6. Medical evaluations

This information will be reviewed again by the District’s attorney prior to the interviewing process.

Bowin requested Commissioner Pasenelli's assistance in preparing the contract for the new fire chief.

Deputy Chief's Report

Activity Report – District Response Times – February 2016

On behalf of Chief Eric Merrill, Chief Bradbury noted the following response times for the month of February 2016:

Call Type	Response Time
In-District EMS (Average)	4:10
Out-of-District EMS (Average) (Fountain Hills)	13:20
Out-of-District Corridor (Average)	11:20
In-District Non-Emergency (Average)	4:30

Call Type	# Occurrences	
	2016	2015
Year		
EMS In-District Calls	22	17
EMS Out-of-District Calls	3	6
EMS Corridor Calls	1	11
Non-EMS In-District	23	16
Transports	14	32
BP/Information Services	54	30
Station Tours/Walk-in First Aid	17	6
Child Seat Install	1	4
Outside Rescue Used Within District	0	0
Fire-related Calls	4*	

*2 False alarms, 1 smoke odor removal, and 1 assistance to Tonto Forest for a prescribed burn

CoN Update

Since the required bank account and lockbox have now been set up, Deputy Chief Merrill will be able to complete the process of the Medicare provider number.

Soft collections have been recommended for district billings, and these will be done by contract by Intermedix. Intermedix will contact the patients as many times as the District asks them to, typically one (1) to three (3) times. After that, the billing stops. If further collections were required, the District would need to contract with a collections company.

Merrill had requested that the District discuss its strategy related to collections. Chief Bradbury's opinion was that with the majority of the District's population on Medicare

(and secondary insurance), its collection rate would be firm. After discussion, the Board agreed that it would only use soft collections through Intermedix, unless a reconsideration of this policy was warranted.

Administrative Manager's Report

Wildland Billing

Administrative Manager Jo Lewis informed the Board that all wildland funds had been received, including the brush truck repair funds.

Lewis compiled a 2016/2017 Budget Process Timeline for the Board. The preliminary budget will be reviewed at the Board's April 25, 2016, meeting. Commissioner Fickes commended Lewis for her effort in compiling the timeline data and recommended that it be used each year.

XIII. BOARD COMMENTS

Commissioner Kattermann commented that the wildfire season had arrived early, a concern since the District is running behind in revenue to date.

Commissioner Fickes informed the Board that the proposed public safety pension reform legislation bill had been passed by both houses and signed by the governor. It will appear in the special election the end of May of this year. Chairperson Pasenelli asked Commissioner Fickes to determine if it would be legal for the District to publicize the importance of passing the bill. If so, she asked that the subject be published in both Rio Verde and Tonto Verde communications.

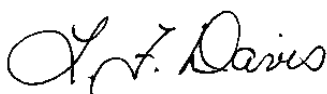
XIV. CHAIRPERSON COMMENTS

Chairperson Pasenelli requested that since a new chairperson was to be elected in May, anyone who would be interested in chairing the Board notify her. If three (3) or four (4) applicants are interested, they should submit a résumé. She asked that Board members provide her with their interest in this position by May 1, 2016.

XV. ADJOURNMENT

Commissioner Kattermann moved that the meeting adjourn at 10:12 a.m. That motion was seconded by Commissioner Finney and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(Recorded from Voice Recording)