



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

**May 22, 2017**

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

**May 22, 2017**

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

**COMMISSIONERS ABSENT:** None

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

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

The Monday, May 22, 2017, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9:00 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'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

April 24, 2017, General Session

**Commissioner Fickes moved the approval of the April 24, 2017, General Session minutes as submitted. That motion was seconded by Commissioner Hayne and passed unanimously with the following typographical correction requested by Commissioner Finney:**

### VIII. DISCUSSION ON FY 2017/2018 BUDGET WORKSHEET

- The ambulance revenue budget for **2017/2017 2017/2018** is lower than collection in 2016/2017 due to the prior year's carryover from billing that began in August 2016. Intermedix data showed similar transports as average per month.

April 24, 2017, Executive Session

**Commissioner Fickes moved the approval of the April 24, 2017, Executive Session minutes as submitted. That motion was seconded by Commissioner Finney and passed unanimously.**

## VII. REPORTS AND CORRESPONDENCE

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

#### Future Meetings

Commissioner Fickes noted the following meeting dates. All meetings will be held at the Rio Verde Community Center Conference Room.

- Monday, June 26, 2017 – 9 a.m. (to 11:30 a.m.)
- Monday, July 24, 2017 – 9 a.m.
- Monday, August 28, 2017 – 9 a.m.

NOTE: Commissioner Bowin will attend the June 26, 2017, meeting by telephone.  
Commissioner Finney will attend the July 24, 2017, meeting by telephone.

### ***Finance Report***

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

<b>Financial Report – April 2017</b>	
Revenue	\$492,500.49
Expenses	\$185,896.67
Other Income (Expense)	\$1,360.00
Net Income (Loss)	\$307,963.82
Monthly Budgeted Net Income (Loss)	\$228,687.85
YTD Budgeted Net Income (Loss)	\$232,561.38
YTD Actual Net Income (Loss)	466,020.10
General Fund Operating Cash	\$599,813.15
Capital Fund Cash	\$941,387.59
Capital Fund Advances to General Fund	\$125,000.00
Capital Fund Equity	\$1,066,387.59

Commissioner Bowin noted that April is typically the highest revenue month (property taxes), and that proved the case again this year. \$381,000 of the \$492,500 revenue was received from taxes in April.

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

**Commissioner Bowin moved that the Board accept the April 2017 Monthly Transaction Report. That motion was seconded by Commissioner Fickes and passed unanimously.**

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

#### **VIII. ADJOURNMENT TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION**

**At 9:19 a.m., Commissioner Finney moved that the Board adjourn to Executive Session to discuss employee compensation and reclassification. That motion was seconded by Commissioner Hayne and passed unanimously.**

The Committee reconvened to General Session at 9:55 a.m.

#### **IX. ACTIONS GENERATED FROM DISCUSSIONS FROM EXECUTIVE SESSION**

##### **Administrative Manager Position**

- 1. Chairperson Kattermann moved that the Board approve the creation of an exempt Administrative Manager position effective July 1, 2017. That motion was seconded by Commissioner Fickes and passed unanimously.**
- 2. Chairperson Kattermann moved that the Board approve the recommended salary adjustment and reclassification of the Administrative Manager position, to be**

**included as a portion of the budget items. That motion was seconded by Commissioner Hayne and passed unanimously.**

- 3. Chairperson Kattermann moved that the Board approve the executive salaries recommended by Chief Ducote to be included in Budget 2017/2018. That motion was seconded by Commissioner Hayne and passed unanimously.**

Chairperson Kattermann instructed Commissioner Hayne and Chief Ducote to finalize the job description for the Administrative Manager with due consideration to the Board's suggestions.

## **X. DISCUSSION ON FY 2017/2018 and 2018/2019 BUDGET WORKSHEET**

Chief Jay Ducote and Administrative Manager Jo Lewis reviewed the changes to the 2017/2018 budget worksheets from the Board's prior meeting and discussed insurance costs. Lewis will research the possibility of eliminating medical copays for firefighters' children after the third child. She will also research Health Net's recently announced split with some physicians to see how that might affect District personnel.

Regarding PSPRS figures, Commissioner Fickes noticed that the District's new hybrid for Tiers 2 and 3 contributions had not been added into the budget. He requested that the hybrid cost have a separate line, since it is a defined cost benefit. Lewis will revise the budget worksheet accordingly, as well as adding a line item for "Boots."

Commissioner Bowin indicated that a recommendation for the 2016/2017 net income transfer would be forthcoming.

The final budget will be adopted at the Board's June 26 meeting and posted at least 20 days prior to that vote. It will then be filed with the Maricopa County Clerk, Board of Supervisors, and Department of Finance.

**Commissioner Bowin moved that the Board approve the 2017/2018 budget for posting, with the addition of \$7,630 to the PSPRS contribution and the addition of the "Boots" line item. That motion was seconded by Commissioner Fickes and passed unanimously.**

Commissioner Bowin commended the staff for its diligence in creating the draft budget.

**Commissioner Fickes moved that the District cancel the flat credited service payments, beginning with the \$40,000 for FY 2017/2018. That motion was seconded by Commissioner Bowin and passed unanimously.**

## **XI. CONTINUATION OF REPORTS AND CORRESPONDENCE**

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

Commissioner Finney indicated that eleven (11) survey responses had been received, all listing their service as "Excellent." There were no negative comments or attributes. There was one (1) person who commented that the bedside manner was a "10" compared to his personal experience in Viet Nam.

## **Chief's Report**

### Part-time Office Staff

Chief Ducote indicated that the new part-time administrative staff member would begin on June 5, 2017.

### Fire Station Land Acquisition

After two weeks, there has been no response from Shea Homes to Chief Ducote's email regarding the fire station land acquisition. Ducote suggested that a formal letter from the Board be sent to the principals of the firm to see if that will timely facilitate the land transfer. If the land acquisition is to be made to accommodate approval of a bond issue, it must be made prior to the fall election of this year, or the District would have to wait an additional year.

## **Deputy Chief's Report**

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

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

<b>Call Type</b>		<b>Response Time</b>	
In-District EMS (Average)		3:16	
Out-of-District EMS (Average)		11:30	
Out-of-District Corridor (Average)		22:19	
In-District Non-Emergency (Average)		4:15	
<b>Call Type</b>		<b># Occurrences</b>	
	<b>Year</b>	<b>2017</b>	<b>2016</b>
EMS In-District Calls		27	30
EMS Out-of-District Calls		3	1
EMS Corridor Calls		7	14
Non-EMS In-District		75	67
Transports		22	30
BP/Information Services		41	41
Station Tours/Walk-in First Aid		14	22
Child Seat Install		3	24
Outside Rescue Used Within District**		4	1
Fire-related Calls*		5	4

\*Alarm Malfunction (4)  
Smoke (1)

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

New Fire Engine Update

Deputy Chief Merrill was pleased to inform the Board that the new Pierce fire engine was now in service.

***Administrative Manager's Report***

Administrative Manager Jo Lewis noted no additional comments.

**XII. UNFINISHED BUSINESS**

There was no Unfinished Business.

**XIII. BOARD COMMENTS**

There were no additional Board comments.

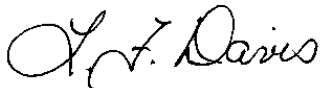
**XIV. CHAIRPERSON COMMENTS**

Chairperson Kattermann thanked staff for their preparation of the 2017/2018 (and 2018/2019) budgets.

**XV. ADJOURNMENT**

**Commissioner Hayne moved that the meeting adjourn at 10:55 a.m. That motion was seconded by Commissioner Finney and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)

lfd