



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

**June 25, 2018**

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

**June 25, 2018**

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

**COMMISSIONERS ABSENT:** None

**ALSO PRESENT:** Chief Jay Ducote, Deputy Chief Eric Merrill, Administrative Manager Jo Lewis, Captain Matt Oden, and Payroll and Benefits Specialist, Jennifer Jacobe, Rio Verde Fire District

### I. CALL TO ORDER

The Monday, June 25, 2018, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9 a.m. in the Alexander Building 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 specialist report.

### V. CALL TO THE PUBLIC

Chairperson Kattermann introduced the new payroll and benefits specialist, Jennifer Jacobe. Jacobe began working with the District on May 31, 2018.

Further public comment considering the budget will be called for prior to approval of the 2018/2109 budget.

## VI. APPROVAL OF MINUTES

### May 29, 2018, General Session

**Commissioner Fickes moved the approval of the May 29, 2018, General Session minutes as presented. That motion was seconded by Commissioner Finney and passed with a vote of 4-0-1 (Commissioner Bowin, absent from the May meeting, abstained).**

### May 29, 2018, Executive Session

**Commissioner Fickes moved the approval of the May 29, 2018, Executive Session minutes as presented. That motion was seconded by Commissioner Sewell and passed with a vote of 4-0-1 (Commissioner Bowin, absent from the May meeting, abstained).**

## VII. REPORTS AND CORRESPONDENCE

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

#### Call to Election

Commissioner Fickes announced that an election to fill two RVFD Board of Directors seats would be held in November. The seats of Commissioners Bowin and Sewell are expiring. A change in the State's procedure requires election packets to be requested by the candidate in writing or online from the Maricopa County Election Commission. Those packets will be either emailed or mailed to the recipient. Commissioner Fickes urged anyone running for one of the Board seats to begin the process of registration immediately in order to comply with an early August deadline. Jo Lewis will assure that the election notice is posted appropriately and printed in community newsletters and/or websites.

Commissioner Fickes also announced that a firefighter election should be held to fill the RVFD PSPRS Local Board "member" seat of Captain Chris Cavanaugh, term expiring June 30. Additionally, Dr. Alan Nelsen's "at large member" seat will also expire, and Nelsen has chosen not to seek an additional term. Fickes recommended that the PSPRS Local Board fill the vacancy after September when more residents have returned to the Community.

#### Future Meetings

Commissioner Fickes listed the following meeting dates:

- Monday, July 30, 2018 – 9 a.m. (Commissioner Sewell will attend via telephone.)
- Monday, August 27, 2018 – 9 a.m.
- Tuesday, September 25, 2018 – 9 a.m.

Board meetings will now be held in the Alexander building conference room. This new location will be published in the Community newsletters, bulletin boards, and websites.

Fickes noted that a training meeting would be held on July 10 for secretaries of the pension committees and the members of the local pension boards. He will try to attend.

**Financial Report**

Commissioner Bowin presented the following Financial Report for the month of May 2018:

<b>Financial Report – May 2018</b>	
Revenue	\$201,263.92
Expenses	\$229,444.28
Other Income (Expense)	\$66.05
Net Income (Loss)	(\$28,114.31)
Transfers to/from Capital Fund	-0-
Adjusted Net Income	(\$28,114.31)
Monthly Budgeted Net Income (Loss)	(\$76,744.76)
YTD Actual Net Income (Loss)	\$400,231.78
Borrowing from Capital Fund	-0-
YTD Adjusted Net Income	\$400,231.78
YTD Budgeted Net Income	\$252,876.20
General Fund Operating Cash	\$495,311.44
Capital Fund Cash	\$1,011,577.68
Capital Fund Advances to General Account	-0-
Capital Fund Equity	\$1,011,577.68

Commissioner Fickes asked when the District’s final 2017/2018 pension contribution was to be made. Administrative Manager Jo Lewis explained that the Arizona PSPRS had sent the District an inaccurate statement of monies due, and she was awaiting a corrected statement. Commissioner Fickes asked that she assure its payment prior to fiscal year-end, so there is no loss of interest earnings.

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

**Commissioner Bowin moved that the Board accept the May 2018 Profit & Loss Report. That motion was seconded by Commissioner Fickes and passed unanimously.**

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

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

Jo Lewis requested a protocol in the event that financial reports are not received from the Maricopa County Treasurer’s Office in a timely basis prior to the monthly Board meeting.

Commissioners Fickes and Kattermann responded that the meeting would continue to be held but could be recessed until the financials were received.

In an effort to avoid a carry-over of funds to the next fiscal year, Commissioner Bowin indicated that funds needed to be transferred from the General Fund to the Capital Fund prior to year-end. He felt that the figure would be at least \$350,000 but that in the next few days, that number would be more concrete. No income from tax revenues would be assumed as a buffer.

**Commissioner Fickes moved that the Board authorize the treasurer to transfer (at his discretion) up to \$450,000 from the General Fund to the Capital Fund prior to year-end. That motion was seconded by Commissioner Finney and passed unanimously.**

**Commissioner Fickes moved that the Board authorize the treasurer to transfer (at his discretion) up to \$450,000 from the Capital Fund BACK to the General Fund on or after July 1, 2018. That motion was seconded by Commissioner Sewell and passed unanimously.**

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

**At 9:38 a.m. Commissioner Fickes moved that the Board go into Executive Session for the purpose of discussing employee compensation and real estate appraisal considerations. That motion was seconded by Commissioner Sewell and passed unanimously.**

At 10:11 a.m. the Board reconvened to General Session.

#### IX. DISCUSSION FROM EXECUTIVE SESSION AND RESULTING MOTIONS

**Commissioner Fickes moved that the District rescind its COLA increase of 2% made in the May 29, 2018, meeting for all fulltime firefighters. The COLA approved for last year was 1.4% but through error was paid at 4% to all fulltime firefighters for the FY 2017/2018. Recovery of the additional overpayment of COLA would be considered in the FY 2019/2020 budget. That motion was seconded by Commissioner Sewell and passed unanimously.**

#### X. BUDGET DISCUSSION AND APPROVAL - FY 2018/2019 AND 2019/2020

There were no public comments regarding the 2018/2019 and 2019/2020 budgets, and no feedback was received from the public by Board members.

**Commissioner Bowin moved that the FY 2018/2019 and 2019/2020 proposed budget be approved. That motion was seconded by Commissioner Fickes and passed unanimously.**

#### XI. APPROVAL OF 2017/2018 AUDIT PREPARATION BY WATSON COON & ASSOC.

**Commissioner Bowin moved that the District engage the firm of Watson Coon & Associates P.C. to do the 2017/2018 audit as required by statute. That motion was seconded by Commissioner Finney and passed unanimously.**

## XII. CONTINUATION OF REPORTS AND CORRESPONDENCE

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

Commissioner Finney indicated that eight (8) survey responses had been received, all noting "Outstanding Service." Two residents requested telephone calls, both relating to the excellent service of the firefighters.

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

#### Wildland Deployment

Chief Ducote informed the Board that wildland deployment accounts receivable in the amount of \$49,382.27 had been received (Thomas Fire), reducing the current receivables amount to \$33,482.56. Therefore, the Board agreed to allow firefighters to continue to participate in wildland deployment up to the limit of a maximum receivable of \$150,000. A higher receivable may be considered in the future if needed.

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

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

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

<b>Call Type</b>	<b>Response Time</b>
In-District EMS (Average)*	4:10
Out-of-District EMS (Average)	12:00
Out-of-District Corridor (Average)	7:33
In-District Non-Emergency (Average)	4:38

<b>Call Type</b>	<b># Occurrences</b>	
	<b>2018</b>	<b>2017</b>
<b>Year</b>		
EMS In-District Calls	23	16
EMS Out-of-District Calls	1	1
EMS Corridor Calls	2	7
Non-EMS In-District	48	54
Transports	15	15
Outside Rescue Used Within District	1	1
Fire-related Calls*	6	3
BP/Information Services	33	41
Station Tours/Walk-in First Aid	0	7
Child Seat Install	2	1

\*Alarm Malfunctions

## 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	\$24,275.90 \$49,382.27	-0- \$49,382.27
<b>TOTALS</b>	<b>\$258,323.48</b>	<b>\$224,840.92</b>
<b>OUTSTANDING INVOICES</b>		<b>\$33,482.56</b>

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

Lewis provided Board members with the schedule for the upcoming AFDA Conference to be held in Glendale on July 10—12, 2018. She also noted that the Board-required training sessions would be offered during a one-day training session in November (after the District's Board election).

### **XIII. UNFINISHED BUSINESS**

There was no Unfinished Business.

### **XIV. BOARD COMMENTS**

There were no additional Board comments.

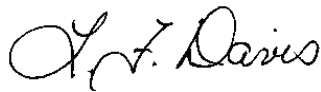
### **XV. CHAIRPERSON COMMENTS**

Chairperson Kattermann reminded the Board that he would be out of town (beginning June 27, 2018) for one month.

### **XVI. ADJOURNMENT**

**Commissioner Fickes moved that the meeting adjourn at 10:23 a.m. That motion was seconded by Commissioner Finney and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)