



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**

June 26, 2017

TABLE OF CONTENTS

I. CALL TO ORDER.....	2
II. ROLL CALL OF BOARD MEMBERS.....	2
III. CERTIFICATE OF POSTING.....	2
IV. RESOURCE SPECIALISTS REPORT	2
V. CALL TO THE PUBLIC.....	3
VI. APPROVAL OF MINUTES.....	3
VII. REPORTS AND CORRESPONDENCE	3
Clerk’s Report	3
Finance Report.....	3
VIII. YEAR-END TRANSFER OF FUNDS.....	4
IX. HALL-PARKER CONTRIBUTION REFUND.....	5
X. BUDGET APPROVAL – F/Y 2017/2018.....	5
XI. 2016/2017 AUDIT PREPARATION.....	6
XII. APPROVAL OF NEW POLICY AND POLICIES RELATED TO PROP 206 (MIN WAGE)	6
XIII. JOB DESCRIPTIONS – ADMINISTRATIVE MANAGER AND OFFICE ASSISTANT ..7	
XIV. CONTINUATION OF REPORTS AND CORRESPONDENCE.....	7
EMS Survey Report	7
Chief’s Report	8
Deputy Chief’s Report	9
Administrative Manager’s Report	9
XV. UNFINISHED BUSINESS	10
XVI. BOARD COMMENTS	10
XVII. CHAIRPERSON COMMENTS	10
XVIII. ADJOURNMENT.....	10



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

June 26, 2017

COMMISSIONERS PRESENT: Marty Bowin (via telephone at 9:09 a.m.), Jerry Fickes, Jeanne Finney (via telephone), Cate Hayne, and George Kattermann

COMMISSIONERS ABSENT: None

ALSO PRESENT: Chief Jay Ducote, Deputy Chief Eric Merrill, Administrative Manager Jo Lewis, and Office Assistant Tiffany Musselman, Rio Verde Fire District

I. CALL TO ORDER

The Monday, June 26, 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

May 22, 2017, General Session

Commissioner Fickes moved the approval of the May 22, 2017, General Session minutes as submitted. That motion was seconded by Commissioner Hayne and passed unanimously.

May 22, 2017, Executive Session

Commissioner Fickes moved the approval of the May 22, 2017, Executive Session minutes as submitted. That motion was seconded by Commissioner Hayne and passed unanimously.

VII. REPORTS AND CORRESPONDENCE

Clerk's Report

Future Meetings

Commissioner Fickes noted the following meeting dates, all meetings to be held at the Rio Verde Community Center Conference Room:

- Monday, July 24, 2017 – 9 a.m.
- Monday, August 28, 2017 – 9 a.m.
- Monday, September 18, 2017 – 9 a.m.

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

PSPRS Local Board Chair Jerry Fickes advised the Board that the PSPRS Local Board had met and approved the potential two full-time new hires, Scott Rasner and Tyler Tinsley.

Finance Report

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

Financial Report – May 2017	
Revenue	\$125,353.79
Expenses	\$195,685.96
Other Income (Expense)	(\$5,367.96)
Net Income (Loss)	(\$75,700.13)
Monthly Budgeted Net Income (Loss)	(\$44,246.99)
YTD Budgeted Net Income (Loss)	\$188,314.39
YTD Actual Net Income (Loss)	\$389,807.57
General Account Operating Cash	\$395,986.55
Capital Account Cash	\$1,066,387.59
Capital Account Advances to General Account	-0-
Capital Account Equity	\$1,066,387.59

Commissioner Bowin noted that: (1) the Capital Account transfer of \$125,000 (loan) had been made to the General Account in May, and (2) the final additional contribution of \$12,500 had been made to the PSPRS in June.

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

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

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

VIII. YEAR-END TRANSFER OF FUNDS

Since a relatively high FY 2016/2017 excess is anticipated, Commissioner Bowin and Chief Ducote had reviewed the possibility of paying off the Engine 441 contract prematurely. They found, however, that there was no financial advantage in doing so.

The 2016/2017 year-end transfer amount is anticipated to be approximately \$270,480. Commissioner Bowin requested that the \$270,480 be transferred to the Capital Account on June 28, 2017. He also cited the standing authorization for the transfer of monies from the Capital Account back to the General Account as needed to fund operations.

Commissioner Bowin then commented that neither the expense nor the tax revenue contingencies had been used during the fiscal year. He commended Chief Ducote and his staff for managing the budget, expenses, payroll, and grant income throughout the fiscal year.

Commissioner Bowin moved that the Board approve the year-end transfer of excess funds from FY 2016/2017 of approximately \$270,480 from the General Account to the Capital Account prior to the end of July. The exact amount of the transfer will be determined after final fiscal year journal

entries are completed. That motion was seconded by Commissioner Finney and passed unanimously.

IX. HALL-PARKER CONTRIBUTION REFUND

Due to the recent Hall pension decision (Hall-Parker Contribution Refund), the District must refund its employees for Local PSPRS contributions in the amount of \$176,534.01 plus interest. Commissioner Bowin requested that a lump sum reimbursement of the above amount be made as early as possible in July. The AZ PSPRS allows Districts to suspend paying 2017/2018 PSPRS contributions up to the amount of the Hall payment in order to offset the unanticipated financial burden. The District, however, strongly believes that they should continue to pay the 2017/2018 pension contributions as budgeted, inasmuch as nonpayment would markedly increase the unfunded liability and require larger payments in the future. Commissioner Fickes added that the District would also save the 7.4% interest expense on the actuarial liability of the reimbursement.

Commissioner Fickes remarked that pension contributions had been reduced \$9,700 during this fiscal year. However, when the liability is funded to those employees on DROP, the overall pension liability will be reduced.

Commissioner Bowin moved that the District, as legally required by the Hall-Parker Contribution Refund Decision, approve payment of a lump sum PSPRS reimbursement to employees in the total amount of \$176,534.01 as early as possible in the month of July. Additionally, in order to offset this expense, the District should transfer funds from the Capital Account to the General Account in the same amount on a permanent basis. Commissioner Fickes seconded the motion, and it passed unanimously.

Commissioner Bowen indicated that after the interest rate is determined and calculated by the courts for the Hall-Parker Contribution Refund, the Board must make another transfer from the Capital Account prior to the transfer of those funds to effected employees.

Administrative Manager Jo Lewis indicated that she would like to refund employees the week of July 10, 2017. By law, she must collect tax-withholding forms (deductions) from each employee prior to making payment.

X. BUDGET APPROVAL – F/Y 2017/2018

The F/Y 2016/2017 proposed budget was posted in the Tonto Verde Golf Club, the Rio Verde Community Center, the Rio Verde Post Office, the RVFD office, the *Fountain Hills Times*, and on the District's website.

Chair K called for public comments on the budget, and there were none.

Commissioner Bowin asked if any budget comments had been received from the public prior to the meeting. Administrative Manager Jo Lewis replied that no comments on the budget had been received.

Commissioner Bowin moved the approval of the 2017/2018 Rio Verde Fire District budget of \$2,877,740.08 for operations and \$179,126.90 for property and equipment capital expenditures. That motion was seconded by Commissioner Fickes and passed unanimously.

XI. 2016/2017 AUDIT PREPARATION

Commissioner Bowin moved that the District approve the 2016/2017 engagement letter for audit preparation by Accounting Professionals, LLC. That motion was seconded by Commissioner Fickes and passed unanimously.

XII. APPROVAL OF NEW POLICY AND POLICIES RELATED TO PROP 206 (MINIMUM WAGE)

Chief Ducote advised the Board that each policy has been attorney approved.

Policy #103.09.1 – Earned Paid Sick Time Policy for All Employees (EPST) This is a new policy.

Chief Ducote advised the Board of the guidelines changes with regard to EPST.

1. For every 30 hours worked, the employee receives one hour of sick leave time, up to a maximum of 40 hours per calendar year. This policy includes part-time employees.
2. The definition of "sick time" has been expanded, and those sick time hours cannot be paid at the point of termination.
3. Employees cannot be discriminated against or subjected to retaliation for using EPST.
4. Accrual of sick time has to appear on paycheck stub.

After brief discussion, Commissioner Hayne moved that Management Policy 103.09.1 entitled "Earned Paid Sick Time Policy for All Employees" be approved, effective July 1, 2017. That motion was seconded by Commissioner Fickes and passed unanimously.

Policy #103.09 - Full-Time Employee Sick Leave Policy (FTSL) This is a replacement policy.

Chief Ducote explained the impact of the EPST on this previously existing policy.

1. Under the existing FTSL policy, all fulltime employees are granted 144 hours sick leave at the beginning of each calendar year. The EPST (above) now requires that the first 40 hours of that grant are deemed to be EPST time. Thus, any fulltime employee having: (1) maxed out his/her sick time bank by having accumulated 720 hours at the start of the calendar year, and (2) not using all of their allotted 144 hours during the current calendar year, would see up to 40 hours paid out at calendar year end at 100%. Any remaining hours would then move to their vacation bank at the conversion rate of 50%. Under the previous FTSL policy, the entire excess would have been converted to vacation time at 50%.
2. On July 1, 2017, new employees will begin getting one hour of sick leave for every 30 hours worked, but it cannot be used for 90 days. In the past, full-time employees had to wait six months before accruing sick leave. Employees hired later in the year will accrue at 1/12 of the rate for the balance of that year.

Chairperson Hayne moved that Policy #103.09 (Fulltime Employee Sick Leave Policy) be approved, effective July 1, 2017. That motion was seconded by Commissioner Fickes and passed unanimously.

Policy #103.12 (Jury Duty/Witness Leave) This is a replacement policy.

1. This policy entitles an employee to time off if the employee or a member of the employee's family is involved in a crime involving domestic violence, sexual violence, stalking, or abuse.
2. Additionally, the District will grant reasonable and necessary unpaid time off from work to any employee who is a victim of a crime or juvenile offense in order that he/she may be present at legal proceedings pertaining to the crime or juvenile offense. The supervisor must be provided with reasonable notice of the time off request.

Chairperson Hayne moved that Policy #103.12 (Jury Duty/Witness Leave) be approved, effective July 1, 2017. That motion was seconded by Commissioner Fickes and passed unanimously.

Commissioner Fickes asked that each policy reference any related policy.

XIII. JOB DESCRIPTIONS – ADMINISTRATIVE MANAGER AND OFFICE ASSISTANT

Discussion was held regarding the job descriptions for the administrative manager:

1. While Commissioner Hayne suggested that the administrative manager job description is fundamentally good, it requires some punctuation corrections. She noted that by design, this job description was broad enough to keep from being inflexible. She also indicated that the version submitted to the Board members had been edited from a more detailed version.
2. Commissioner Bowin indicated that the descriptions should meet certain legal requirements, adding that not enough detail was included in the event of disability or when posting the position for a new employee. He also felt that it did not meet all the needs of the District, and includes some operational duties that are the responsibility of the chief or deputy chief.
3. Commissioner Fickes asked that the 40-hour week be removed, as the position is an exempt position. He felt that it should only cover responsibilities for the administrative office functions. Additionally, he added that the administrative manager must be able to communicate with the Board whenever required, not only when the chief asks her to do so.
4. Chairperson Kattermann favored the broader aspects of a position description with regard to administrative employees. On the other hand, he noted that firefighter job descriptions must be more detailed and include physical capabilities related to the position.

Approval of these two administrative positions was deferred to the July meeting.

XIV. CONTINUATION OF REPORTS AND CORRESPONDENCE

EMS Survey Report

Commissioner Finney indicated that 16 survey responses had been received, all listing their service as "Outstanding." There were no negative comments or attributes.

One resident contrasted her two trips via ambulance. On one trip, the EMT sat next to her, reassuring her, and on the other trip, the EMT sat at her head, not conversing with her. Discussion was held on the many tasks involved with an ambulance transport and the fact that conversation with the patient cannot always be a priority. In any event, Chief Ducote will discuss this with the firefighters.

Chief's Report

Firefighter and Reserve Hiring

Chief Ducote indicated that both new hires had been approved by the PSPRS Local Board. Scott Rasner and Tyler Tinsley begin on July 5 and 7, 2017, respectively.

Since Firefighter Austin Jardine will be leaving the District, Reserve Firefighter Chris Pearson has tentatively been hired to take Jardine's place. Pending PSPRS Local Board approval, he will begin on a full-time basis around August 1, 2017

Captain Mike Roggenstein has announced his retirement from the District the first week of October. Captain Roggenstein has been an excellent District employee. Commissioner Fickes asked that Roggenstein's retirement paperwork be prepared so that the PSPRS Local Board could review that at the same meeting that they review Firefighter Pearson's employment status. It was noted that Roggenstein would need to be replaced with a paramedic.

Fire Station Land Acquisition

Chief Ducote reported that another update meeting with Trilogy's senior staff had been scheduled. He again plans to emphasize that Trilogy move forward in completing the land transfer for the new fire station.

Alexander Building

Chief Ducote reported that discussions, including the possible option for additional administrative space for the fire district, are currently taking place with a potential buyer for the Alexander building.

It was pointed out by Chairperson Kattermann that if the District rented space in the Alexander property, the property would remain on the Maricopa County's tax rolls.

Midlevel Healthcare Program

Chief Ducote also noted that the potential availability of the Alexander building presents an excellent opportunity to revisit the midlevel healthcare initiative. This is an important step, since the anticipated development of a land parcel at the southwest corner of Rio Verde Drive and Forest Road no longer includes any commercial space, thus eliminating any possibility for Honor Health to establish a mid-level healthcare office at that location.

Commissioner Finney envisioned a small staple of routine antibiotics, so residents would not have to drive so far for medication.

Wildland Deployment

Three firefighters were deployed to fight a wildfire in the Sonoita, Arizona, area, but they were called back after one day due to rain. Three firefighters were also deployed this morning to fight a wildfire in Fry, Arizona.

The old American LaFrance Engine 441 was sold to Command Fire Apparatus, and the sale funds will be received on June 27, 2017.

Deputy Chief's Report

Activity Report – District Response Times – May 2017

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

Call Type	Response Time	
In-District EMS (Average)	4:04	
Out-of-District EMS (Average)	12:00	
Out-of-District Corridor (Average)	14:26	
In-District Non-Emergency (Average)	4:36	
Call Type	# Occurrences	
Year	2017	2016
EMS In-District Calls	16	15
EMS Out-of-District Calls	1	1
EMS Corridor Calls	7	8
Non-EMS In-District	54	67
Transports	15	16
BP/Information Services	41	49
Station Tours/Walk-in First Aid	7	0
Child Seat Install	1	0
Outside Rescue Used Within District**	1	0
Fire-related Calls*	3	1

*Alarm Malfunctions

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

Battery-Powered Cutter/Spreader

With the remainder of the thermal energy camera grant, the District was able to purchase a battery-powered cutter/spreader tool, an extrication tool. This tool is being put on the rescue truck but will not be lent to other firefighting companies.

Proposition 206

Merrill commended the District's proactive position on Proposition 206 implementation. He pointed out that many districts were not yet prepared.

Administrative Manager's Report

Administrative Manager Jo Lewis indicated that due to wildland deployments, the July Board meeting would again include updates on wildland billing.

Tiffany Musselman began work with the District as an office assistant on June 5, 2017. Musselman has already reviewed District minutes, is currently reading the Open Meeting Law book, and will attend the upcoming AFDA conference. Lewis will ask the current recording secretary, Libby Floyd Davis, to begin training during the third week in July.

XV. UNFINISHED BUSINESS

There was no Unfinished Business.

XVI. BOARD COMMENTS

Commissioner Hayne stated that it was essential for Board members to communicate with one another on their activities. Chairperson Kattermann voiced that with Open Meeting Law regulations, however, it is not easily done efficiently.

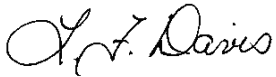
XVII. CHAIRPERSON COMMENTS

There were not additional Chairperson Comments.

XVIII. ADJOURNMENT

Commissioner Fickes moved that the meeting adjourn at 10:36 a.m. That motion was seconded by Commissioner Hayne and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)

lfd