



Rio Verde Fire District
25608 North Forest Road
Rio Verde, AZ 85263
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**MINUTES OF THE
RIO VERDE FIRE DISTRICT
BOARD OF DIRECTORS GENERAL SESSION**

June 27, 2016

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June 27, 2016

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

COMMISSIONERS ABSENT: None

ALSO PRESENT: Chief Gary Bradbury, Incoming Chief Jay Ducote, Administrative Manager Jo Lewis, Captain Dave Bullard, Engineer Matt Oden, Firefighters Heath Hewson, Nate Malmrose, and Paul Voakes, Dennis Meyers and Sue McConnell (Resource Specialists), Rio Verde Fire District; Resident Cate Hayne; and Libby Floyd Davis, My Personal Secretary (retained for the purpose of recording minutes)

I. CALL TO ORDER

The Monday, June 27, 2016, General Session of the Board of Directors was called to order by Chairperson George Kattermann 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.

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. APPROVAL OF MINUTES

May 31, 2016, General Session

Commissioner Fickes moved the approval of the May 31, 2016, General Session minutes as submitted. That motion was seconded by Commissioner Bowin and passed unanimously.

V. RESOURCE SPECIALIST REPORT

Dennis Meyers reported that the Resource Specialist staff is in summer mode, and no responses were required during the last month. He added that he is available if the need arises.

VI. CALL TO THE PUBLIC

There was no response to the Call to the Public.

VII. ADJOURN TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION

At 8:34 a.m., Commissioner Bowin moved that the Board adjourn to Executive Session to discuss the candidates applying for the open Board position. That motion was seconded by Commissioner Fickes and passed unanimously.

The Board reconvened to General Session at 9:12 a.m.

Commissioner Fickes addressed the two candidates applying for the open Board position, explaining that the decision to choose one of the two applicants was extremely difficult. He continued that the Board acknowledged that each brought unique talents to the RVFD and would like both applicants to be involved with the District.

Commissioner Fickes moved that the Board elect Cate Hayne to fill the open Board position. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Cate Hayne was sworn in by District Clerk Jerry Fickes for the remainder of Commissioner Birdie Pasenelli's four-year term (December 2018) with the RVFD Board of Directors. Administrative Manager Jo Lewis notarized the Oath of Office and will forward it to the Maricopa County Board of Supervisors.

Commissioner Fickes advised Commissioner Hayne that by law she would not be allowed vote until the next meeting.

VIII. BUDGET APPROVAL – F/Y 2016/2017

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. No comments were received from the public.

Commissioner Bowin moved the approval of the 2016/2017 Rio Verde Fire District budget of \$2,703,723.20. That motion was seconded by Commissioner Fickes and passed unanimously.

IX. YEAR-END TRANSFER OF FUNDS

Commissioner Bowin moved that the District use a portion of the \$60,000 contingency to pay credited service (Local PSPRS) in the amount of \$14,020.58. That motion was seconded by Commissioner Fickes and passed unanimously.

Commissioner Bowin also moved that the District approve the transfer of the current budget's excess funds (as agreed in a previous meeting) from the General Fund to the

Capital Fund. That motion was seconded by Commissioner Fickes and passed unanimously.

X. 2015/2016 AUDIT PREPARATION

Commissioner Fickes moved that the District approve the 2015/2016 audit preparation by Accounting Professionals, LLC, and to authorize the chairperson to sign the requisite documents. That motion was seconded by Commissioner Finney and passed unanimously.

XI. PIERCE RESOLUTION & DECLARATION OF OFFICIAL INTENT

As part of the fire engine lease documentation, Chairperson Kattermann discovered that a specific resolution required that at least one member of the Board (plus the Board clerk) be authorized to negotiate and execute the equipment lease on behalf of the Board. (A copy of the resolution is appended to and made a part of these minutes.)

Chairperson Kattermann moved that any Board member be authorized to sign the contract financing documentation, PLUS the District Clerk (Commissioner Fickes). That motion was seconded by Commissioner Fickes and passed unanimously.

XII. PIERCE CONTRACT SIGNEE

Chairperson Kattermann moved that either he or Commissioner Bowin be the authorized representatives to sign the fire engine contract documentation. That motion was seconded by Commissioner Bowin and passed unanimously.

XIII. PIERCE PUMPER FINANCE OPTIONS

In Chairperson Kattermann's review of the finance contract with JP Morgan Chase, he found that Chase required delivery of the encumbered title of the pumper within 90 days of funding or an event of default would occur. Since that would not be desirable, a waiver or rewrite was requested from Chase so that the title could be delivered after the pumper was delivered, possibly ten months from now. Chase declined to do so. As an alternative, JP Morgan Chase then requested that the District provide them with encumbered titles to all District equipment, including the new ambulance, or obtain a performance bond from Pierce. (JP Morgan Chase's rate at that time was ½% lower than that of Pierce.) This seemed an unnecessary requirement, since Pierce could arrange the same financing through PNC Financial without the 90-day title requirement at a comparable rate to that offered by JP Morgan Chase.

Chairperson Kattermann moved that the District accept the Pierce proposal to finance the purchase of the truck. That motion was seconded by Commissioner Bowin and passed unanimously.

The District will place the order for the Pierce Impel Pumper the first day of July 2016.

XIV. FINANCE/AUDIT REPORT

Financial Report – May 31, 2016	
Revenue	\$153,306.42
Expenses	\$211,862.32
Other Income (Expense)	\$325.00
Net Income (Loss)	(\$58,230.90)
Monthly Budgeted Net Income (Loss)	(\$112,192.32)
YTD Budgeted Net Income (Loss)	\$233,548.12
YTD Actual Net Income (Loss)	\$442,559.11
General Fund Operating Cash	\$451,297.99
Capital Fund Cash	\$1,183,173.74
Capital Fund Advances to General Fund	\$100,000.00
Capital Fund Equity	\$1,183,173.74

Chairperson Kattermann noted that the General Fund had transferred the \$100,000 back to the Capital Fund in June.

The subject of unpaid tax revenue was discussed, and Chairperson Kattermann indicated that the normal amount of unpaid tax is between 3% and 3½%.

Commissioner Fickes moved that the Board accept the May 31, 2016, Financial Report as presented. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Fickes moved that the Board accept the May 31, 2016, Cleared Warrant Report as submitted. Commissioner Finney seconded the motion, and it passed unanimously.

Commissioner Bowin moved that the Board accept the May 31, 2016, bank reconciliations as submitted. That motion was seconded by Commissioner Fickes and passed unanimously.

Commissioner Fickes moved that the District approve the transfer of \$300,000 from the Capital Fund to the General Fund to cover operating expenses until sufficient tax revenue has been received. That motion was seconded by Commissioner Finney and passed unanimously.

XV. REPORTS AND CORRESPONDENCE

Clerk's Report

Pension Report

1. Commissioner Fickes advised the Board that the Local PSPRS approved the D.R.O.P. of Captain David J. Bullard.

2. An overview of the project scope of the AZ PSPRS's Pension Risk Pooling and Consolidation Project was received by the Local PSPRS from Jared Smout (AZ PSPRS Administrator). This project, in cooperation with their consultant Cortex Applied Research, is studying the possibility of combining small fire districts. The Local PSPRS has prepared a letter to the AZ PSPRS stating its opinion that local boards should not be consolidated, with the exception of defined contribution plans. This letter will be hand delivered to the AZ PSPRS stakeholder outreach meeting on Thursday, June 30, 2016. Fickes reviewed the major points of the letter with the Board.
3. On June 8, the Local PSPRS reappointed the District Resident Director George Kattermann to an additional four-year term beginning July 1, 2016, and ending June 30, 2020.
4. Commissioner Fickes informed the Board that Member Director Matt Oden had been re-elected by firefighters for an additional term from July 1, 2016 through June 30, 2020.

Future Meetings

Commissioner Fickes moved that the August 29, 2016, meeting be changed to August 22, 2016. That motion was seconded and passed unanimously.

Commissioner Fickes noted the following meeting dates:

- Monday, July 25, 2016
- Monday, August 22, 2016 (Please note change from August 29.)
- Monday, September 26, 2016 (Commissioner Bowin will be unable to attend this meeting, and Commissioner Fickes will attend by telephone.)

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

EMS Report

Commissioner Finney indicated that three survey responses had been received, all listing their service as "Outstanding." No negative attributes were identified, and no requests were made for follow-up contacts.

Chief's Report

Station 441 Property Purchase/Swap Update

Chairperson Kattermann noted that the District is still looking at the potential land purchase and swap of adjoining land for the expansion of the current fire station. He noted the various parties in such an undertaking and discussed the potential subjects of negotiations required to complete the transaction(s). Chief Bradbury indicated that when it was appropriate, Jeff Winter (architect) would be able to provide the District with a development plan and a proposal of estimated costs for improving the current location.

Wildland Deployment

Three firefighters were recently deployed to the Tenderfoot Fire near Yarnell for two days, then deployed to the Cedar fire in eastern Arizona.

Chief Gary Bradbury's Resignation Letter

Chief Bradbury presented his letter of resignation, thanking the Board and staff for trusting him to lead the District. His final day will be June 30, 2016.

With deepest regrets, Commissioner Fickes moved that the Board accept Chief Bradbury's resignation, stating that the progress of the RVFD could not have been achieved without his leadership. That motion was seconded by Chairperson Kattermann and passed unanimously.

Deputy Chief's Report

Activity Report – District Response Times – May 2016

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

Call Type	Response Time
In-District EMS (Average)	3:36
Out-of-District EMS (Average) (Fountain Hills)	16:00
Out-of-District Corridor (Average)	13:53
In-District Non-Emergency (Average)	4:16

Call Type	# Occurrences	
	2016	2015
Year		
EMS In-District Calls	15	22
EMS Out-of-District Calls	1	5
EMS Corridor Calls	8	4
Non-EMS In-District	67	36
Transports	16	22
BP/Information Services	49	32
Station Tours/Walk-in First Aid	0	2
Child Seat Install	0	0
Outside Rescue Used Within District	0	0
Fire-related Calls	1*	

*Dumpster fire

CoN Report

Incoming Chief Jay Ducote informed the Board that staff is currently testing the billing system. He anticipated that District's retroactive and normal billing could begin in early July.

Administrative Manager's Report

There was no additional Administrative Manager's Report.

XVI. UNFINISHED BUSINESS

Incoming Chief Ducote noted that the District had approved the Tonto Verde permit for fireworks with the stipulation that the fireworks ban imposed by the Tonto National Forest must be lifted by 2 p.m. on July 1, 2016, which is one day prior to the planned event. It was also noted that fireworks companies are amenable to these conditions.

XVII. BOARD COMMENTS

Commissioner Bowin led acknowledgement for Jo Lewis and staff for the successful retirement party for Chief Bradbury and memorial for Past-Chairperson Birdie Pasenelli on June 26.

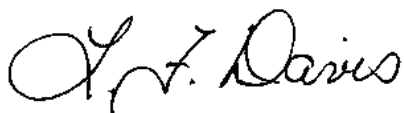
XVIII. CHAIRPERSON COMMENTS

Chairperson Kattermann again welcomed Commissioner Cate Hayne to the RVFD Board of Directors.

XIX. ADJOURNMENT

Commissioner Bowin moved that the meeting adjourn at 10:44 a.m. That motion was seconded by Commissioner Fickes and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary

lfd