



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**

July 25, 2016

Table of Contents

I. CALL TO ORDER.....	2
II. ROLL CALL OF BOARD MEMBERS	2
III. CERTIFICATE OF POSTING.....	2
IV. RESOURCE SPECIALIST REPORT	2
V. CALL TO THE PUBLIC.....	3
VI. APPROVAL OF MINUTES	3
VII. ACCEPTANCE OF RESIGNATION FROM COMMISSIONER KATTERMANN AS TREASURER AND ELECTION OF NEW TREASURER.....	3
VIII. CLOSING OF CHASE SMALL BUSINESS ACCOUNTS.....	3
IX. REPORTS AND CORRESPONDENCE	3
Clerk's Report	3
Finance Report	4
Chief's Report.....	5
Deputy Chief's Report	5
Administrative Manager's Report	7
X. HUMAN RESOURCE COMMISSIONER APPOINTMENT	7
XI. BOARD PERSON COMMENTS	7
XII. CHAIRPERSON COMMENTS	8
XIII. ADJOURNMENT	8



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

July 25, 2016

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

COMMISSIONERS ABSENT: None

ALSO PRESENT: Chief Jay Ducote, Assistant Chief Eric Merrill, Administrative Manager Jo Lewis; Rio Verde Fire District

I. CALL TO ORDER

The Monday, July 25, 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.

Administrative Manager Jo Lewis noted that a secondary notice (with a certificate of posting) was posted. This posting indicated that there would be a quorum for a Tuesday, July 26, training session on government accounting. No business was to be conducted.

IV. RESOURCE SPECIALIST REPORT

There was no report of the Resource Specialists.

V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

VI. APPROVAL OF MINUTES

June 27, 2016, General Session

Commissioner Fickes moved the approval of the June 27, 2016, General Session minutes as submitted. That motion was seconded and passed unanimously.

June 27, 2016, Executive Session

Commissioner Fickes moved the approval of the June 27, 2016, Executive Session minutes as submitted. That motion was seconded by Commissioner Finney and passed unanimously.

VII. ACCEPTANCE OF RESIGNATION FROM COMMISSIONER KATTERMANN AS TREASURER AND ELECTION OF NEW TREASURER

Commissioner Fickes moved that the Board accept the resignation of Commissioner Kattermann as treasurer. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Fickes moved that Commissioner Bowin be elected as the District's treasurer. That motion was seconded by Commissioner Hayne and passed unanimously.

VIII. CLOSING OF CHASE SMALL BUSINESS ACCOUNTS

Commissioner Bowin moved that the District authorize Administrative Manager Jo Lewis to close the three Chase small business bank accounts to be replaced by Chase government accounts. That motion was seconded by Commissioner Finney and passed unanimously.

IX. REPORTS AND CORRESPONDENCE

Clerk's Report

Future Meetings

Commissioner Fickes noted the following meeting dates:

- Monday, August 22, 2016 (note change of date from June meeting)
- Monday, September 26, 2016 (Commissioner Fickes will attend by telephone. Commissioner Bowin will be unable to attend.)
- Monday, October 24, 2016

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

Finance Report

Financial Report – June 30, 2016	
Revenue	\$55,230.62
Expenses	\$196,476.32
Other Income (Expense)	(\$100,216.69)
Net Income (Loss)	(\$241,462.39)
Monthly Budgeted Net Income (Loss)	(\$233,548.12)
YTD Budgeted Net Income (Loss)	-0-
YTD Actual Net Income (Loss)	\$202,433.64
General Fund Operating Cash	\$147,893.41
Capital Fund Cash	\$1,285,401.64
Capital Fund Advances to General Fund	-0-
Capital Fund Equity	\$1,285,401.64

Commissioner Kattermann noted that the June 30, 2016, financial statements reflect that 2015/2016 tax collection revenues were better than planned.

Commissioner Bowin commended staff for their control of expenses throughout the last fiscal year.

The final YTD Actual Net Income will be transferred to the Capital Fund, per action approved at the June 27, 2016, Board meeting.

Commissioner Bowin moved that the Board accept the June 30, 2016, Financial Report as presented. That motion was seconded by Commissioner Fickes and passed unanimously.

Commissioner Bowin moved that the Board accept the June 30, 2016, Cleared Warrant Report as submitted. Commissioner Finney seconded the motion, and it passed unanimously.

Commissioner Bowin moved that the Board accept the June 30, 2016, bank reconciliations as submitted. That motion was seconded by Commissioner Fickes and passed unanimously.

Commissioner Bowin moved that the District approve the transfer of up to \$300,000 (between this date and the date of the next meeting) from the Capital Fund to the General Fund to cover major upcoming expenses (ambulance, fire

engine). That motion was seconded by Commissioner Fickes and passed unanimously.

EMS Survey Report

Commissioner Finney indicated that six (6) 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

Chief Ducote provided a Board update for the possible Station 441 land purchase/swap. Ducote stated that the goal of acquiring additional land is for general expansion, as well as for adding a multi-purpose room for classes and training. The architect has walked the property to familiarize himself with its nuances and will provide the District with a site plan.

Several costly challenges are apparent for expansion at the current site:

- Level of property
- Drainage
- Quality of soil
- Fill and excavation
- Parking area

The potential Station 442 site remains spatially limited, so expansion possibilities will continue to be researched for the land surrounding Station 441.

Engine 441 Lease/Purchase Update

Chief Ducote reported that the lease/purchase agreement with PNC Bank to provide \$520,000 toward the purchase of the new engine had been completed (and signed). The District has also issued a check to Pierce Manufacturing for the \$70,705.78, covering its portion of the purchase price. As approved earlier by the RVFD Board, the lease/purchase agreement has a term of three (3) years and calls for semi-annual payments starting in November of 2016. Current estimates on the delivery of the new truck are nine (9) to ten (10) months from July of 2016.

Deputy Chief's Report

Activity Report – District Response Times – June 2016

Deputy Chief Eric Merrill noted the following response times for the month of June 2016:

Call Type	Response Time
In-District EMS (Average)	3:26
Out-of-District EMS (Average) (Fountain Hills)	16:00
Out-of-District Corridor (Average)	14:00
In-District Non-Emergency (Average)	4:12

Call Type	# Occurrences	
	2016	2015
Year		
EMS In-District Calls	16	16
EMS Out-of-District Calls	1	2
EMS Corridor Calls	4	3
Non-EMS In-District	30	34
Transports	12	16
BP/Information Services	35	70
Station Tours/Walk-in First Aid	0	5
Child Seat Install	0	0
Outside Rescue Used Within District	0	1
Fire-related Calls*	1	1

*False alarm

CoN Report

The CoN application will begin again after its first trial year. The next application period will be for three (3) years.

Merrill announced that ambulance billing should commence soon, retroactive as of April 12, 2016.

Chief Ducote will prepare an article for Community newsletters explaining the District's ambulance billing process. This information should reduce resident billing questions.

New Rescue 441 Report

Deputy Chief Merrill and the head of Equipment Maintenance for the Mesa Fire Department visited the Horton Ambulance Factory in Grove City, Ohio, for an ambulance walk-through, identifying several modifications to be made. This coming Wednesday or Friday the ambulance will leave the factory for installation of additional equipment in Salt Lake City, and then it will travel to Chandler for striping, lettering, and logo. In Mesa, the radios and computer system will be installed before being delivered to Rio Verde. The power gurney will be installed in Rio Verde prior to operation.

Merrill will then add the vehicle to the CoN, and factory training will be completed for each shift. The existing ambulance will be stored in Mesa, so when service on the new unit is required, the units can simply be exchanged at that location.

Administrative Manager's Report

Jo Lewis reported that a total of \$15,437.67 had been invoiced for the two (2) wildland fires fought by the RVFD in June:

- Tenderfoot (Yarnell) \$9,019.04
- Cedar (Show Low) \$6,418.63

Lewis anticipated that with the new billing system, the amount invoiced should be paid 30 days after approval.

X. HUMAN RESOURCE COMMISSIONER APPOINTMENT

Commissioner Cate Hayne was appointed by Chairperson Kattermann as the Human Resource Commissioner.

XI. BOARD PERSON COMMENTS

Reports were heard on the Arizona Fire District Association (AFDA) conference held July 14 – 16, 2016, in Glendale.

Commissioner Bowin reported on the long-range planning meeting and suggested:

- More emphasis on long-range planning
- A 20- or 25-year capital replacement plan (not including Station 442)
- A 10-year net assessed value study to better understand the impact of Trilogy home sales on tax collection revenues to help in future budgeting and planning

Commissioner Bowin will direct the planning sessions.

Commissioner Fickes commented that the first day's sessions were lacking, especially the meeting on legislative plans, but the second day's sessions were good. He added that the expo exhibit location was not up to par to handle the conference, i.e., meals, directions, vendor locations, audio equipment problems.

Jared Smout (AZ PSPRS Administrator) spoke at the conference and advised the boards that per AZ PSPRS new legislation, the fire district chairperson is automatically the chairperson of the Local PSPRS Board, not its clerk, as has been the case under the prior statute. However, the fire board chairperson may choose to appoint another person, including the clerk, to the position of chairperson of the Local PSPRS Board. All legislative changes must be checked for their effective dates.

Commissioner Fickes reviewed the new AZ PSPRS legislation with Board members and encouraged the Board to continue additional pension funding (beyond requirements). Fickes added that the high assumed investment return (7.4% for F/Y 2016/2017) has a substantial positive impact on the District's unfunded accrued actuarial liability (UAAL) and thus helps reduce future required funding payments

XII. CHAIRPERSON COMMENTS

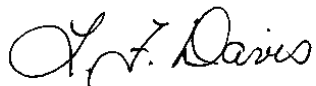
Commissioners Fickes and Kattermann (on behalf of the Local PSPRS Board) had been invited to meet with the consultants of the AZ PSPRS earlier this month and felt that their input was well received. They volunteered to meet again with the AZ PSPRS (or their consultants) to provide additional input.

Kattermann also noted that the investment return (for the AZ PSPRS) at the end of the May was 1.5% gross (before deduction of investment expenses), while the defined benefit rate of return of 7.5% was assumed for Tier 1 employees. Commissioner Bowin clarified that new contribution rates were calculated using the 7.4% rate in effect for 2016/2017.

XIII. ADJOURNMENT

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

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary

lfd