



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

**July 30, 2018**

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

July 30, 2018

**COMMISSIONERS PRESENT:** Marty Bowin, Jerry Fickes, Jeanne Finney, George Kattermann, and Nancy Sewell (via telephone at 9:05 a.m.)

**COMMISSIONERS ABSENT:** None

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

### I. CALL TO ORDER

The Monday, July 30, 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

There was no response to the Call to the Public.

## VI. APPROVAL OF MINUTES

June 25, 2018, General Session

**Commissioner Bowin moved the approval of the June 25, 2018, General Session minutes as presented. That motion was seconded by Commissioner Fickes and passed unanimously.**

June 25, 2018, Executive Session

**Commissioner Fickes moved the approval of the June 25, 2018, Executive Session minutes as presented. That motion was seconded by Commissioner Finney and passed unanimously.**

## VII. AMBULANCE COLLECTION WRITEOFFS

Administrative Manager Jo Lewis presented the Board with an Intermedix collection report covering a period between DOS 4/4/2016 and 12/1/2017. The balance of collections was \$32,442.60 after hardship allowances in the amount of \$1,351.62. Intermedix has done its due diligence in collections, as the District has collected over 70% of its ambulance billings; the industry average is only 46%. The Board was asked to authorize the write-off of these collections.

**Commissioner Bowin moved that the Board approve the write-off of \$32,442.60 in collections from the Intermedix report dated June 21, 2018. That motion was seconded by Commissioner Finney and discussion ensued (see below). The motion was passed unanimously.**

Twenty separate billings were determined to be from out of district. Chairperson Kattermann voiced his concern that the number of corridor collectables was too high. Deputy Chief Merrill noted that there is a collections problem with individuals who are transported by the District who refuse to pay due to their subscription payment with Rural Metro for services.

Fewer and fewer ambulance calls are being made to the corridor since the corridor's Rural Metro station now houses an ambulance. Given that fact, Chief Ducote suggested that the current collections process be re-evaluated in another six months.

## VIII. AIR CONDITIONING REPLACEMENT

Jo Lewis advised the Board that the sleeping quarters' ten-year-old A/C unit recently stopped cooling. JMAC Heating & Cooling (the current A/C service provider) determined that the District must minimally replace evaporative coils and coolant at a cost of \$2,634.78. This would be a stop-gap measure. Ultimately, JMAC recommended that the District replace the current three-ton heat pump package unit with a 15-Seer, three-ton American Standard unit at a cost of \$5,908.94. This capital expense includes ten years' parts and labor.

Deputy Chief Merrill requested bids from other companies, but the JMAC quote was the only one received at the time of the meeting. The Board discussed the fact that it would be beneficial to maintain a heating and cooling relationship with one company for all heating and cooling needs, as opposed to different vendors (through different quotes) for different units. Also, with our current heat wave we should not wait any longer.

**A motion was made to approve the quote of \$5,908.94 for a 15-Seer, three-ton American Standard unit from JMAC Heating & Cooling. That motion was seconded and passed unanimously.**

## IX. REPORTS AND CORRESPONDENCE

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

#### Future Meetings

Commissioner Fickes listed the following meeting dates:

- Monday, August 27, 2018 – 9 a.m.
- Tuesday, September 25, 2018 – 9 a.m.
- Monday, October 22, 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.

### ***Financial Report***

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

<b>Financial Report – June 2018</b>	
Revenue	\$79,934.95
Expenses	\$224,372.78
Other Income (Expense)	\$91,257.39
Net Income (Loss)	(\$53,180.44)
Transfers to/from Capital Fund*	\$50,000.00
Adjusted Net Income	(\$103,180.44)
Monthly Budgeted Net Income (Loss)	(\$252,876.20)
YTD Actual Net Income (Loss)	\$341,890.63
Borrowing from Capital Fund*	\$50,000.00
YTD Adjusted Net Income	\$291,890.63
YTD Budgeted Net Income	
General Fund Operating Cash	\$470,350.88
Capital Fund Cash	\$964,130.38
Capital Fund Advances to General Account*	\$50,000.00
Capital Fund Equity	\$1,014,130.38

\*\$50,000 is a net figure. \$300,000 was transferred from the General Fund to the Capital Fund in late June. \$350,000 was then transferred back from the Capital Fund to the General Fund on July 2 for July expenses; however, the Maricopa County Treasurer's Office posted it as June 28. Additionally, deposits do not appear as cleared on the District's financial reports, as Maricopa County did not recognize any cleared deposits.

Monthly financial reports for June were received from the Maricopa County Treasurer's Office late on Wednesday, July 25. Jo Lewis was commended for her after-hours work in order to provide accurate reports for the fiscal year ending June 30, 2018, for this meeting.

#### FY 2017/2018 Highlights:

1. The District showed a FY 2017/2018 net of \$291,890.63.
2. Higher than expected ambulance revenues were experienced.
3. The contingency of \$112,000 was not used.
4. Expenses were higher (new building space, phones, and increased IT support), but wildland reimbursement carryover compensated for a portion of those expenses.
5. The Parker-Hall lawsuit reimbursements were paid during the fiscal year and reimbursed by the Capital Fund.

**Commissioner Bowin moved that the Board accept the June 2018 Financial Reports as presented. That motion was seconded by Commissioner Finney and passed unanimously.**

Transaction reports for June 2018 were circulated to the Directors present for review.

**Commissioner Bowin moved that the Board accept the June 2018 Monthly Transaction Report. That motion was seconded by Commissioner Fickes and passed with a vote of 4-0-1 (Commissioner Sewell abstaining).**

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

**Commissioner Bowin moved that the Board approve the permanent transfer of \$291,890.63 from the General Account to the Capital Account as the FY 2017/2018 year-end adjustment. The motion was seconded by Commissioner Sewell and passed unanimously.**

**Commissioner Bowin moved that the Board approve the transfer of \$300,000 from the Capital Account to the General Account to cover expenses for the month of August 2018. That motion was seconded by Commissioner Finney and passed unanimously.**

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

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

Commissioner Finney indicated that six (6) survey responses had been received, all noting "Outstanding Service." No one needed to be contacted with any issues, though there was one comment about response time (when mutual aid ambulance was required). Even that transport was noted as "Outstanding."

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

#### Wildland Deployment

Chief Ducote informed the Board that three firefighters were initially deployed for wildfire fighting. Josh Johnson was then sent out as a strike team leader, a position above an engine boss. The District was proud of Johnson's leadership abilities.

#### New Admin Building

Chief Ducote thanked the Board for approving the new administrative office expenditures. He added that the atmosphere of the new offices is more conducive to focused efforts.

## Deputy Chief's Report

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

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

Call Type	Response Time
In-District EMS (Average)	3:53
Out-of-District EMS (Average)	0:00
Out-of-District Corridor (Average)	9:30
In-District Non-Emergency (Average)	4:32

Call Type	# Occurrences	
	2018	2017
Year	2018	2017
EMS In-District Calls	20	16
EMS Out-of-District Calls	0	1
EMS Corridor Calls	2	5
Non-EMS In-District	48	26
Transports	15	13
Outside Rescue Used Within District*	2	0
Fire-related Calls**	3	3
<b>BP/Information Services</b>		
	29	45
Station Tours/Walk-in First Aid	0	5
Child Seat Install	2	5

\*Ambulance on another call

\*\*Alarm Malfunctions

## **Administrative Manager's Report**

### Wildland Fire Expense Update

	<b>Invoiced Amount</b>	<b>Paid Amount</b>
Southern LNU Complex Napa Valley, California 10/11/2017 – 10/24/2017 Joshua Johnson with Mayer FD	\$9,206.66	
Lilac Fire & Thomas Fire Southern California 12/6/2017 – 12/22/2017 Dave Bullard, Jeff Staples, Craig Dimerling Thomas Fire Reimburse on 6/5/2018 Reimbursed on 7/27/2018	\$24,275.90	\$24,275.90
July 2018 Wildland Deployment (estimate)	\$95,846.02	
<b>TOTALS</b>	<b>\$129,328.58</b>	<b>\$24,275.90</b>
<b>OUTSTANDING INVOICES</b>		<b>\$105,052.68</b>

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

#### **XI. UNFINISHED BUSINESS**

There was no Unfinished Business.

#### **XII. BOARD COMMENTS**

Commissioner Fickes reviewed the July 10 meeting held at the AZ PSPRS offices and advised the Board that he had met with AZ PSPRS Administrator Jarod Smout to discuss a recent bill. This bill requires local PSPRS boards to certify and post on the districts websites: (1) the amount of funds the actuary gave the District credit for in the actuarial report, as well as (2) stating the current funding ratio and (3) the plan for moving toward a funding goal.

Commissioner Fickes explained to Mr. Smout that it would be impossible for the RVFD to certify the amount of money that is paid to the actuary, because that amount is never acknowledged to the Local PSPRS Board. Mr. Smout responded that they were attempting to change that rule to eliminate the AZ PSPRS from some of the requirements.



Commissioner Fickes asked Mr. Smout to develop a procedure so that the actuary could show exactly how much has been credited to the District's account each and every year, even if it is late. As it stands, there is no evidence in the actuarial report that an adjustment (for alternate contributions, credited service, extra payments, and timing adjustments, etc.) has ever been made.

A local pension meeting will be held around the end of August (quorum required) to swear in Captain Chris Cavanaugh.

Jo Lewis told the Board that she had learned that there were more duties in her position as secretary of the local pension board that she had been aware of. She will work to assure compliance in every manner (i.e., posting possible quorums).

Deputy Chief Eric Merrill indicated that staff is currently reviewing the Maricopa County Assessor's website for newly occupied buildings in the District to assure tax compliance. It was noted that there have been 216 new home sales at Trilogy to date.

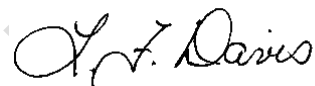
### **XIII. CHAIRPERSON COMMENTS**

There were no additional chairperson comments.

### **XIV. ADJOURNMENT**

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

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)