



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

**August 22, 2016**

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

**August 22, 2016**

**COMMISSIONERS PRESENT:** Marty Bowin (via telephone), Jerry Fickes (via telephone), Jeanne Finney, Cate Hayne, and George Kattermann

**COMMISSIONERS ABSENT:** None

**ALSO PRESENT:** Chief Jay Ducote, Assistant Chief Eric Merrill, Administrative Manager Jo Lewis, and Dennis Meyers, Resource Specialists; Rio Verde Fire District

### I. CALL TO ORDER

The Monday, August 22, 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; Commissioners Bowin and Fickes both via telephone.

### 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 SPECIALIST REPORT

Dennis Meyers had no formal report of the Resource Specialists.

### V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

## VI. APPROVAL OF MINUTES

July 25, 2016, General Session

**Commissioner Fickes moved the approval of the July 25, 2016, General Session minutes as submitted. That motion was seconded by Commissioner Finney and passed unanimously.**

## VII. APPOINTMENT OF LOCAL PSPRS FIRE BOARD CHAIR

Pursuant to a revision of Arizona statutes (effective 7/1/2016) regarding leadership of the Local PSPRS boards of directors, Chairperson Kattermann appointed Jerry Fickes as the chairperson of the RVFD Local PSPRS Board of Directors, to serve at the chairman's pleasure. Kattermann also confirmed the following appointments:

Name	Local PSPRS Board Position	Term Ending
George Kattermann	District Resident Director	June 30, 2020
Alan Nelsen	Director at Large	June 30, 2018
Matt Oden	Member Director	June 30, 2020
Ed Price	Member Director	June 30, 2018

All directors have taken their oaths of offices.

## VIII. APPROVAL OF REVISED INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF MESA

**Commissioner Fickes moved that the "Revised Intergovernmental Agreement Between the City of Mesa and the Rio Verde Fire District Relating to Fire Apparatus Maintenance and Repair Services, Dated 9/1/2016" be approved, subject to the attorney and insurance company's approval. Commissioner Fickes's motion was seconded and passed unanimously.**

Chief Ducote reiterated that due to the District's size, vehicle maintenance/repair is contracted through the City of Mesa. Per the proposed IGA, that cost has increased to \$1,200 annually, still a reasonable figure. Laura Brooks, the attorney who represents the RVFD, will meet with the City of Mesa's attorney to discuss her concerns relative to some of the contract provisions contained in the proposed agreement. Commissioner Fickes requested that Chief Ducote review the IGA with Cindy Elbert Insurance Services and solicit a written endorsement or letter confirming coverage, with a copy for the City of Mesa.

Chief Ducote recommended approval of the IGA but indicated that he would research other options if the City of Mesa chose not to renew the IGA in the future.

## IX. REPORTS AND CORRESPONDENCE

### *Clerk's Report*

#### Future Meetings

Commissioner Fickes noted the following meeting dates:

- Monday, September 26, 2016 (Commissioner Fickes will attend by telephone, but Commissioner Bowin will be unable to attend.)
- Monday, October 24, 2016
- Monday, November 14, 2016

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

### *Finance Report*

Commissioner Bowin commended Administrative Manager Jo Lewis for remaining the District's calm anchor during a time when the District is experiencing:

- A New Chairperson
- A New Fire Chief
- A New Treasurer
- A New Accountant
- A New Fiscal Year
- A New Audit
- New Government Accounts
- New Exchange from Debit to Credit Card

<b>Financial Report – July 30, 2016</b>	
Revenue	\$6,713.30
Expenses	\$224,669.37
Other Income (Expense)	(\$116,824.15)
Net Income (Loss)*	(\$334,780.22)
Monthly Budgeted Net Income (Loss)	(\$204,018.75)
YTD Budgeted Net Income (Loss)	(\$204,018.75)
YTD Actual Net Income (Loss)	(\$334,780.22)
General Fund Operating Cash	\$385,290.48
Capital Fund Cash	\$817,129.50
Capital Fund Advances to General Fund	\$600,000.00
Capital Fund Equity	\$817,129.50

\*Net Income (Loss): As part of Bowin's discussion of the monthly financial synopsis, he undertook an explanation of the impact resulting from cash basis fund accounting on this month's results as reported in the P&L statements, particularly as it related to the impact on Net Income, resulting from a series of transactions between the operations fund and the capital fund. Although July's reported Net Income from operations was a loss of (\$217,956.07) versus a budget of (\$204,018.75), the impact of the following transfers and grant receipts reflected in Other Income/Expense inflates the reported monthly Net Income by a sum of \$483,175.85, thus resulting in Total Income of \$265,219.78 for the month.

The transactions in question include temporary transfers from capital to operations of \$600,000 to fund continuing operations; \$70,705.78 for the down payment on the new fire engine; plus receipt of \$86,602.00 in grants. The positive impacts on reported income were offset by the transfer to capital of \$202,433.64 representing the excess of revenues over expenses for FY 2015/2016 and the actual payment of \$70,705.78 to Pierce Mfg., which is reflected as a non-operating expense.

Commissioner Bowin also reminded the Board that in the course of this fiscal year, the District will be transferring from capital to operations \$240,000 to pay for the new ambulance, as well as \$269,000 to make the two semi-annual payments required by the lease/purchase agreement for the new fire truck. The payment of these expenses was made possible and represents a culmination of the District's long-term capital planning efforts.

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

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

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

Commissioner Bowin remarked that because September's revenues are always received in October, a transfer from the Capital Fund would most likely be necessary to cover September's net expenses projected at \$225,000.

**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 upcoming expenses. That motion was seconded by Commissioner Fickes and passed unanimously.**

## X. ADJOURN TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION

**At 9:05 a.m., Commissioner Finney moved that the Board adjourn to Executive Session to discuss future staffing. That motion was seconded by Commissioner Hayne and passed unanimously.**

The Board reconvened to General Session at 9:15 a.m.

**Commissioner Finney moved that Chief Ducote's August 22, 2016, recommendation for future staffing, including salary and benefit expense impact on the current fiscal year budget, be approved by the Board. That motion was seconded by Commissioner Hayne and passed unanimously.**

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## REPORTS AND CORRESPONDENCE (CONTINUED)

### ***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***

#### **Wildland Deployments**

The District firefighters and brush truck were deployed to two California wildland fires, aiding in the protection of California homes.

#### **Staff Promotional Process**

Chief Ducote and Deputy Chief Merrill visited the Virtual Incident Command Center (VICC) in Mesa. VICC provides incident command training programs through simulations, and parts of the virtual process are filmed in Rio Verde and used in VICC's promotional testing.

Both captain and engineer's tests will be held on September 30, 2016, with the assistance of chief officers and captains from around the Valley.

#### **Station Update**

Chairperson Kattermann reviewed a meeting with Jim Thomson and Mike Kleminsky (Rio Verde Utilities) regarding the District's search for property to support future expansion of Station 441.

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

### Activity Report – District Response Times – July 2016

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

<b>Call Type</b>	<b>Response Time</b>
In-District EMS (Average)	3:44
Out-of-District EMS (Average) (Fountain Hills)	18:00
Out-of-District Corridor (Average)	13:50
In-District Non-Emergency (Average)	4:22

<b>Call Type</b>	<b># Occurrences</b>	
	<b>2016</b>	<b>2015</b>
<b>Year</b>		
EMS In-District Calls	19	11
EMS Out-of-District Calls	1	4
EMS Corridor Calls	6	3
Non-EMS In-District	35	21
Transports	15	18
BP/Information Services	39	24
Station Tours/Walk-in First Aid	0	9
Child Seat Install	1	0
Outside Rescue Used Within District	1	0
Fire-related Calls*	1	2

\*Fire alarm (false)

### Rescue Billing Update

The ambulance billing process has begun, and minor problems are being rectified.

### New Rescue 441 Report

The new Rescue 441 has been delivered to the City of Mesa for radio and computer installation. After the unit is inspected, specially licensed, insured, and added to the CoN, it can be operational, most likely by the beginning of September.

### Tax Assessor's Update

Merrill reported that 59 new homes are being added to the District tax revenue rosters; 25 new homes had been projected for this year's budget. Four additional properties are being investigated to see if they are actually occupied and overlooked in the tax revenue figures.

## **Administrative Manager's Report**

Jo Lewis reported that all outstanding wildfire invoices (\$15,919.74) had been paid:

- Tenderfoot (Yarnell) \$9,543.06
- Cedar (Show Low) \$6,376.68

Lewis either has or will send out updated signature and board schedules.

## **XI. BOARD PERSON COMMENTS**

Commissioner Fickes asked for approval to proof the preliminary draft of the minutes next week when he returns to the community. Chairperson Kattermann approved.

Commissioner Bowin asked Chairperson Kattermann to manage the September financials for him while he is out of the country. Chairperson Kattermann agreed.

Bowin also indicated that drafts of the 20-year capital plan and an accounting procedure policy could be provided to Board members as early as the October Board meeting.

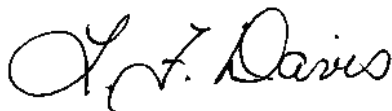
## **XII. CHAIRPERSON COMMENTS**

There were no further comments from Chairperson Kattermann.

## **XIII. ADJOURNMENT**

**Commissioner Bowin moved that the meeting adjourn at 9:34 a.m. That motion was seconded by Commissioner Finney and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)

lfd