



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**

August 28, 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	2
VI. APPROVAL OF MINUTES.....	3
VII. REPORTS AND CORRESPONDENCE	3
Clerk's Report	3
Finance Report.....	3
VIII. WILDLAND DEPLOYMENT EXPENDITURE LIMIT APPROVAL.....	4
IX. JOB DESCRIPTION APPROVAL – FIRE CHIEF AND DEPUTY CHIEF	5
X. CONTINUATION OF REPORTS AND CORRESPONDENCE	5
EMS Survey Report.....	5
Chief's Report	5
Deputy Chief's Report	5
Administrative Manager's Report	6
XI. UNFINISHED BUSINESS	7
XII. BOARD COMMENTS	7
XIII. CHAIRPERSON COMMENTS	7
XIV. ADJOURNMENT	7



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

August 28, 2017

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

COMMISSIONERS ABSENT: None

ALSO PRESENT: Deputy Chief Eric Merrill and Administrative Manager Jo Lewis, Rio Verde Fire District

I. CALL TO ORDER

The Monday, August 28, 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

July 24, 2017, General Session

Commissioner Fickes moved the approval of the July 24, 2017, General Session minutes as amended by Commissioner Bowin (see below). That motion was seconded by Commissioner Finney and passed unanimously.

Page 4, Financial Report:

- The Financial Report **for June 30, 2017, does not reflect** reflects payment of \$176,534.01 in PSPRS reimbursements to eligible firefighters due to the Hall pension decision (Hall-Parker Contribution Refund). Interest figures have not yet been determined.

Page 6, Shea Homes/Land Acquisitions

- The District should start the **planning process for the** station when Trilogy gets to 300 occupied homes. Once there is a 600-home occupancy, there ~~will~~ **should** be sufficient tax revenue to **support the operating costs of six firefighters** ~~justify the salaries of two beginning positions.~~

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, September 25, 2017 – 9 a.m.
- Monday, October 23, 2017 – 9 a.m.
- Monday, November 20, 2017 – 1:30 p.m. (Note change in meeting time.)

Fickes advised the Board that there would be a PSPRS Local Board meeting held at 10 a.m. on Tuesday, August 29, 2017, in the RVCC Conference Room.

Finance Report

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

Financial Report – July 2017	
Revenue	\$28,063.32
Expenses	\$333,364.36
Other Income (Expense)	(\$42,245.95)
Net Income (Loss)	(\$347,546.99)
Monthly Budgeted Net Income (Loss)	(\$230,545.37)
YTD Budgeted Net Income (Loss)	(\$230,545.37)
YTD Actual Net Income (Loss)	(\$347,546.99)
General Account Operating Cash	(\$43,087.82)
Capital Account Cash	\$925,320.08
Capital Account Advances to General Account	\$250,000.00
Capital Account Equity	\$1,175,320.08

Commissioner Bowin explained the following financial points:

- The negative General Account Operating Cash balance includes warrants written but not cleared, so the balance of that County account has never actually gone negative.
- Eligible firefighters were reimbursed \$176,534.01 due to the PSPRS Parker-Hall decision. This amount was reimbursed by the Capital Account in July.
- Expenses were higher due to reimbursable expenses - wildland overtime (government reimbursement) and the Engine 441 lease payment (reimbursable from Capital Account).
- Engine 441 capital lease payment was made in July but not reimbursed by the capital fund until the month of August. This is the main reason for actual income being much less than forecast for July. It will balance out after August business.

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

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

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

Commissioner Bowin moved that the Board approve the transfer of funds (loan) from the Capital Account to the General Account of \$350,000 to meet ongoing expenses. That motion was seconded by Commissioner Finney and passed unanimously.

VIII. WILDLAND DEPLOYMENT EXPENDITURE LIMIT APPROVAL

After the July Board meeting, Chairperson Kattermann provided Chief Ducote, in writing, with the authority to increase the wildland accounts receivable limit to \$150,000, a motion to be ratified at this meeting.

Commissioner Fickes moved that the District: (1) increase the future wildland accounts receivable limit to \$150,000, and (2) ratify the increase from the July meeting in order to provide wildfire aid to California. That motion was seconded by Commissioner Finney and passed unanimously.

IX. JOB DESCRIPTION APPROVAL – FIRE CHIEF AND DEPUTY CHIEF

Updated job descriptions for the positions of fire chief and deputy chief were discussed.

Chairperson Kattermann moved that the Board approve the job description (as it applies today) for the position of fire chief as submitted. The motion was seconded by Commissioner Fickes and passed unanimously.

Chairperson Kattermann moved that the Board approve the job description (as it applies today) for the position of deputy chief as submitted. The motion was seconded by Commissioner Bowin and passed unanimously.

In the process of renewing the workers compensation insurance policy (CopperPoint), Chief Ducote was able to decrease that premium by \$10,800 annually by transferring the chief and deputy chief's salaries from the firefighter category (Scopes 7710) to the clerical category (Scopes 8810). The District chief and deputy chief positions no longer function in the firefighter category, but unfortunately, there is no workers compensation scope offered specifically for management. Commissioner Fickes suggested meeting sometime in the future with the Arizona Director of Insurance regarding this unequitable challenge.

X. CONTINUATION OF REPORTS AND CORRESPONDENCE

EMS Survey Report

Commissioner Finney indicated that three (3) survey responses had been received, all listing their service as "Outstanding." There were no negative comments or contact requests.

Chief's Report

Due to the absence of Chief Ducote, there was no Chief's Report.

Deputy Chief's Report

Activity Report – District Response Times – July 2017

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

Call Type	Response Time
In-District EMS (Average)	3:02
Out-of-District EMS (Average)	11:46
Out-of-District Corridor (Average)	13:00
In-District Non-Emergency (Average)	4:58

Call Type	# Occurrences	
	2017	2016
EMS In-District Calls (Including Trilogy)	6	19
EMS Out-of-District Calls	4	1
EMS Corridor Calls	8	6
Non-EMS In-District	29	35
Transports	13	15
BP/Information Services	34	39
Station Tours/Walk-in First Aid	10	0
Child Seat Install	1	1
Outside Rescue Used Within District	0	1
Fire-related Calls*	3	1

*2 alarm malfunctions and 1 smoke detector battery problem

Deputy Chief Merrill tracks calls from Trilogy and will keep Board members advised of these figures.

Administrative Manager's Report

Wildland Fire Expense Update

	Invoiced Amount	Paid Amount
Encino Fire (Southeastern Arizona) June 21—22, 2017 Jeff Staples, Jamie Hughes, Josh Johnson	\$7,726.05	
Frye Fire (Southeastern Arizona) June 26—July 10, 2017 Jeff Staples, Jamie Hughes, Josh Johnson	\$75,766.90	\$75,766.90
FY 2017 BDF Support San Bernardino National Forest, California July 26—29, 2017 Dave Bullard, Matt Oden, Josh Johnson	Approximate Not Yet Billed \$14,500.00	
Orleans Complex San Bernardino National Forest, California July 29—August 12, 2017 Dave Bullard, Matt Oden, Josh Johnson	Approximate Not Yet Billed \$67,000.00	
TOTALS	\$164,992.95	\$75,766.90
OUTSTANDING INVOICES (Approximate)		\$89,226.05

Engineer Jamie Hughes has been sent out (with Christopher Kohl's Fire Department) to Winnemucca and Reno, Nevada, from August 14—30, 2017. There is currently no billing estimate.

Administrative Manager Jo Lewis announced that the 2016/2017 District audit with Kay Green of Assurance Professionals would begin with a short meeting on Tuesday, August 29, 2017, at 10:30 a.m.

XI. UNFINISHED BUSINESS

There was no Unfinished Business.

XII. BOARD COMMENTS

Commissioner Hayne suggested that the RVFD website be updated to delete old information and reflect more timely issues facing the community, and on a more regular basis. She also suggested current professional photos of Board Members be included at minimal cost.

Commissioner Fickes noted that he has received complaints from foothills residents that are not part of the Rio Verde Fire District. The RVFD provides mutual aid to those areas, but they are not a part of the District. A copy of the District map is available on the website.

XIII. CHAIRPERSON COMMENTS

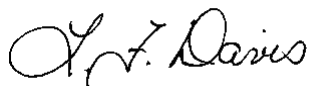
Chairperson Kattermann remarked that it was imperative that all Board members follow the impact of the underfunding of the Arizona PSPRS, particularly in terms of investment return and DROP.

Commissioner Fickes weighed in that similar PSPRS issues are seen globally.

XIV. ADJOURNMENT

Commissioner Fickes moved that the meeting adjourn at 10:02 a.m. That motion was seconded by Commissioner Bowin and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)

lfd