



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**

September 24, 2018

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September 24, 2018

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

COMMISSIONERS ABSENT: None

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

I. CALL TO ORDER

The Monday, September 24, 2018, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9 a.m. in the RVFD Administrative Building Board 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

August 27, 2018, General Session

Commissioner Fickes moved the approval of the August 27, 2018, General Session minutes as presented. That motion was seconded by Commissioner Sewell and passed unanimously.

June 25, 2018, General Session

Commissioner Fickes moved that the June 25, 2018, General Session minutes be approved to read as follows:

XI. APPROVAL OF 2017/2018 AUDIT PREPARATION BY ATLAS CPAs & ADVISORS PLLC

Commissioner Bowin moved that the District engage the firm of Atlas CPAs & Advisors PLLC to do the 2017/2018 audit as required by statute. That motion was seconded by Commissioner Finney and passed unanimously.

That motion was seconded by Commissioner Finney and passed unanimously.

The name was previously approved as Watson Coon & Associates PC.

VII. REPORTS AND CORRESPONDENCE

Clerk's Report

Future Meetings

Commissioner Fickes listed the following meeting dates:

- Monday, October 22, 2018 – 9 a.m.
- Monday, November 26, 2018 – 9 a.m.
- Monday, December 17, 2018 – 9 a.m.

Board meetings will be held in the RVFD Administrative Building Board Room.

PSPRS Local Pension Report

A meeting of the PSPRS Local Pension Board was held on September 18, 2018, where Chris Cavanaugh was welcomed to a new term as elected by firefighters via secret ballot.

One of the reasons for the pension meeting was to review the revised Uniform Rules of Local Board Procedure (having to do with hearings, re-hearings, hiring, retirement, and disabilities) to fit the needs of the RVFD. When the generic "Rules" were written by the PSPRS, they did not include the need for a review of the annual actuarial report, though that need is included in the law. Attorney Laura Brooks will incorporate the requirement for a financial review into the amended set of "Rules."

Additionally, the generic "Rules" require that approved minutes be forwarded to the AZ PSPRS within 20 days of the meeting. This can be done in the District if the minutes are approved electronically by each member of the Board and then forwarded to the AZ PSPRS. They could also be approved (if needed) at the next pension meeting, but that meeting could be months off. Attorney Brooks will determine if the electronic approval is permissible by statute - or if the "Rules" could be amended to only require approval at the next pension meeting.

H.B. 2097 requires website posting of: (1) how the governing body will maintain stability of its contributions, (2) how and when funding requirements will be met, (3) a funded ratio target and timeline for reaching that target, and (4) a formal acceptance of the employer's share of assets and liabilities based upon actuarial valuation reports. This basic information will be retrieved from the RVFD's fiscal year GASB statement #68 as prepared by the actuaries. By assuring that all contributions are considered by the actuary in the GASB #68 statement, the District can be basically assured that the asset and liability numbers are correct, as the actuary certifies the interest and other calculations.

The District is not in compliance with H.B 2097 at this time, though the AZ PSPRS understands that the RVFD (and all other districts) is moving forward to meet all requirements. The initial approval of the RVFD Uniform Rules of Local Board Procedure will most likely be held by the PSPRS Local Pension Board in October and approved thereafter by the RVFD Board of Directors.

Financial Report

Due to the problems continually challenging the Maricopa County Treasurer's Office, Commissioner Bowin was only able to report on the month of July 2018. He anticipated that two months of financials could be available for approval at the October meeting.

Financial Report – July 2018	
Revenue	\$27,267.26
Expenses	\$313,131.41
Other Income (Expense)*	(\$73,555.13)
Net Income (Loss)	(\$359,419.28)
Transfers to/from Capital Fund	-0-
Adjusted Net Income	(\$359,419.28)
Monthly Budgeted Net Income (Loss)	(\$124,739.87)
YTD Actual Net Income (Loss)	(\$359,419.28)
Borrowing from Capital Fund	-0-
YTD Adjusted Net Income	(\$359,419.28)
YTD Budgeted Net Income	(\$124,739.87)
General Fund Operating Cash	\$57,394.11
Capital Fund Cash	\$936,862.15
Capital Fund Advances to General Account*	\$50,000.00
Capital Fund Equity	\$986,862.15

*The payment for Engine 441 was made in July, and the General Fund has not yet been reimbursed by the Capital Fund.

Commissioner Bowin mentioned that not only was the Engine 441 payment made in July but there had been three (3) pay periods that month. Subsequent transfers have been made since July:

1. A permanent transfer of \$338,367.30 (actual net income from last fiscal year) was made into the Capital Fund in August.
2. A \$50,000 loan was repaid from the General Fund to the Capital Fund in August.
3. Two (2) additional capital loan transfers (totaling \$650,000) were made in August.
4. A transfer of \$250,000 was made in September.

Next month's financial report will reflect these transfers.

Commissioner Bowin moved that the Board accept the Financial Report for the month of July 2018. That motion was seconded by Commissioner Sewell and passed unanimously.

Commissioner Bowin moved that the Board accept the July 2018 Monthly Transaction Report. That motion was seconded by Commissioner Finney and passed unanimously.

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

Commissioner Bowin moved that the Board approve the transfer of up to \$350,000 from the Capital Account to the General Account to cover expenses for the month of October 2018. That motion was seconded by Commissioner Sewell and passed unanimously.

TRWC Dispatch IGA

Chief Jay Ducote sits on the governing board for dispatch communications, Topaz Regional Wireless Cooperative (TRWC). That Board recently adopted a new IGA and Governance Adoption, effective December 1, 2018. The major improvements are as follows:

1. Simplified and streamlined governance language and document organization.
2. Allowed for adoption of policies & procedures for improved adaptability over time.
3. Updated voting provisions to include super-majority voting on high-impact items.
4. Improved member admission provisions and streamlined the admission process.

Upon TRWC Board approval, each agency was to carry the new governance material to their respective governing body for approval and official execution.

The IGA was approved by the District's attorney Laura Brooks and signed by all RVFD Board members.

Commissioner Fickes moved that the Board approve the amended TRWC Dispatch IGA. That motion was seconded by Commissioner Finney and passed unanimously.

VIII. ADJOURNMENT TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION

At 9:40 a.m. Commissioner Fickes moved that the Board go into Executive Session for the purpose of discussing the future fire station land acquisition. That motion was seconded by Commissioner Finney and passed unanimously.

At 10:28 a.m. the Board reconvened to General Session.

There was no need for action on discussion in the Executive Session.

IX. REPORTS AND CORRESPONDENCE (Continued)

EMS Survey Report

Commissioner Finney indicated that seven (7) survey responses had been received, all noting "Outstanding Service." There were no negative comments or complaints, and one individual asked to be contacted only to relay a positive experience.

Chief's Report

Firefighter List

Oral interviews will begin the first week of October for the firefighter position that will start in January. This is the position to be filled as Captain Chris Cavanaugh moves into the administrative position to be vacated upon Deputy Chief Merrill's retirement.

Deputy Chief's Report

Activity Report – District Response Times – August 2018

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

Call Type	Response Time
In-District EMS (Average)	4:02
Out-of-District EMS (Average)	19:00
Out-of-District Corridor (Average)	0:00
In-District Non-Emergency (Average)	4:18

Call Type	# Occurrences	
	2018	2017
Year		
EMS In-District Calls	19	12
EMS Out-of-District Calls	2	3
EMS Corridor Calls	0	3
Non-EMS In-District	32	32
Transports	13	14
Outside Rescue Used Within District*	2	1
Fire-related Calls**	3	1
BP/Information Services	2	28
Station Tours/Walk-in First Aid	0	5
Child Seat Install	0	0

*District was transporting other residents

** 1 Small Brush Fire (Tree Stump Smoldering), 2 Alarm Malfunctions

Chief Ducote mentioned that the District's average response time is 4:18, which is good for a rural community. The national standard is under 4 minutes.

Both ambulances were inspected by DHS for the year; the old unit required a radio repair which has been completed and recognized by DHS.

Administrative Manager's Report

Wildland Fire Expense Update

	Invoiced Amount	Paid Amount
Southern LNU Complex Napa Valley, California 10/11/2017 – 10/24/2017 Joshua Johnson with Mayer FD	\$9,206.66	
CNF Cover 2018 Fire California 7/6/18 & 7/9/18 – 7/14/18	\$38,554.36	
West Fire California 7/7/18 – 7/8/18	\$12,286.71	
Ferguson Fire California 7/16/18 – 7/22/18	\$34,774.98	
STF July Lightning Fire California 7/15/18 – 7/16/18	\$10,530.57	
Ranch Fire – Mendocino Complex California J. Johnson – Strike Team Leader 8/15/18 (2 weeks)	\$17,045.00	
INVOICED TOTALS	\$122,398.28	\$12,444.92*

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

*Lewis explained that she had been reimbursed for \$12,444.92 with no corresponding information as to which fire it should be credited. She will update the Board when more information is received.

Election Designation and Cancellation

Because there were no other candidates for the two open Board seats, the District received the Maricopa County Designation and Cancellation of Fire District Elections and Appointment to Office. Commissioners Bowin and Sewell will be sworn in during the November meeting, though no election is required.

2019 Meeting Schedules

Jo Lewis had provided copies of the first draft of the 2019 meeting schedules. The only change in that schedule is for the November meeting, moving the date from the 25th to the 18th.

X. UNFINISHED BUSINESS

There was no Unfinished Business.

XI. BOARD COMMENTS

There were no additional Board comments.

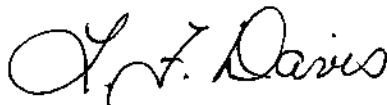
XII. CHAIRPERSON COMMENTS

Chairperson Kattermann thanked those in attendance for their input on the future fire station property.

XIII. ADJOURNMENT

Commissioner Bowin moved that the meeting adjourn at 10:36 a.m. That motion was seconded by Commissioner Finney and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)