



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

September 25, 2017

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September 25, 2017

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

COMMISSIONERS ABSENT: None

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

I. CALL TO ORDER

The Monday, September 25, 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. CAPTAIN PROMOTION CEREMONY – MATT ODEN

Firefighter Matt Oden was formally promoted to the position of "captain." Captain Oden's family was present to observe the promotion ceremony and partake in the accompanying photo session. Also present were all members of Captain Bullard's firefighter team of which Oden had been a member.

III. ROLL CALL OF BOARD MEMBERS

All commissioners were present.

IV. 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.

V. RESOURCE SPECIALISTS REPORT

Denny Meyers presented a short report on the Resource Specialists, announcing that there are currently 10 volunteers. He added that if the number of fulltime volunteers continues, it might be possible to serve the District throughout summer months.

VI. CALL TO THE PUBLIC

There was no response to the Call to the Public.

VII. APPROVAL OF MINUTES

August 28, 2017, General Session

Commissioner Fickes moved the approval of the August 28, 2017, General Session minutes as submitted. That motion was seconded by Commissioner Hayne and passed unanimously.

VIII. REPORTS AND CORRESPONDENCE

Clerk's Report

Future Meetings

Commissioner Fickes listed the following meeting dates, all meetings to be held at the Rio Verde Community Center Conference Room:

- Monday, October 23, 2017 – 9 a.m.
- Monday, November 20, 2017 – 1:30 p.m. (Note change in normal meeting time.)
- Monday, December 19, 2017 – 9 a.m.

Finance Report

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

Financial Report – August 2017	
Revenue	\$41,461.70
Expenses	\$299,947.47
Other Income (Expense)	\$139,594.09
Net Income (Loss)	(\$118,891.68)
Monthly Budgeted Net Income (Loss)	(\$276,710.55)
YTD Budgeted Net Income (Loss)	(\$507,255.92)
YTD Actual Net Income (Loss)	(\$469,376.47)
General Account Operating Cash	\$570,900.88
Capital Account Cash	\$209,252.63
Capital Account Advances to General Account	\$900,000.00
Capital Account Equity	\$1,109,252.63

Commissioner Bowin explained the following financial points:

- YTD expenses appear lower than anticipated. However, as soon as the AZ PSPRS is prepared to begin taking payments (end of September) the District will remit the \$97,317 for July and August contributions.
- Since tax bills were sent out late this year, September revenues are slower than normal.
- \$650,000 was borrowed from the Capital Account during the month of August.
- Ambulance revenue for the month is higher than anticipated.
- Fulltime payroll is high, partially due to wildland firefighting (reimbursable). Furthermore, additional firefighters are covering for two employees on light duty due to injuries.
- Some wildland revenues were received in September but are not reflected in the August reporting.

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

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

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

IX. RESERVE FIREFIGHTER MEMORANDUM OF UNDERSTANDING

Chief Ducote presented the Reserve Firefighter Memorandum of Understanding (MOU). Essentially, the MOU summarizes the scheduling terms of the reserve firefighter as an "as needed" suppression employee. The attorneys for the District have reviewed and approved the MOU.

The District is reviewing, and if needed is updating, the District's FMLA policies. The District is not required to subscribe to the FMLA but is doing so on a volunteer basis.

Commissioner Fickes moved that the District approve the Reserve Firefighter Memorandum of Understanding as submitted. That motion was seconded by Commissioner Hayne and passed unanimously.

X. CONTINUATION OF REPORTS AND CORRESPONDENCE

EMS Survey Report

Commissioner Finney indicated that six (6) survey responses had been received, all listing their service as "Outstanding." There were no negative comments.

Chief's Report

With the retirement of Captain Mike Roggenstein and the promotion of Matt Oden to that position, an engineer's position is currently open. The Virtual Incident Command Center (VICC) training is scheduled for November 2, and three or four individuals will take part in that training.

Also with Captain Roggenstein's retirement, one ALS firefighter position will need to be filled.

Deputy Chief's Report

Activity Report – District Response Times – August 2017

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

Call Type	Response Time	
In-District EMS (Average)	4:19	
Out-of-District EMS (Average)	11:30	
Out-of-District Corridor (Average)	10:03	
In-District Non-Emergency (Average)	4:33	
Call Type	# Occurrences	
Year	2017	2016
EMS In-District Calls (Including Trilogy)	12	13
EMS Out-of-District Calls	3	2
EMS Corridor Calls	3	5
Non-EMS In-District (primarily snake calls)	32	34
Transports	14	15
BP/Information Services	28	46
Station Tours/Walk-in First Aid	5	3
Child Seat Install	0	1
Outside Rescue Used Within District*	1	1
Fire-related Calls**	1	3

*District busy with another call

**Alarm malfunction

The annual ambulance inspection and recertification was held this past Friday with DHS, and there were no negative notations or repairs required – even on the old ambulance.

Administrative Manager's Report

Administrative Manager Jo Lewis provided Board members with the updated warrant-signing schedule. She also explained how to access those schedules online and requested that all Board members insert their anticipated vacation schedules.

When compiling the 2018 Board meetings, Lewis requested that when a Board meeting falls on the same date as payroll, that meeting either be delayed until afternoon or the following day.

An IT individual will go to Commissioner Hayne's home to restore her computer and iPad default settings.

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	\$13,791.62	
Orleans Complex San Bernardino National Forest, California July 29—August 12, 2017 Dave Bullard, Matt Oden, Josh Johnson	\$67,314.80	\$67,314.80*
Nevada Fires Winnemucca and Reno, Nevada 7/19/2017—8/12/2017 Jamie Hughes, Engine Boss Training	\$9,347.38 (total of 6 invoices)	
TOTALS	\$173,946.75	\$143,081.70
OUTSTANDING INVOICES (Approximate)		\$30,865.05

*Received in September.

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

FY 2017/2018 Budget Update

On September 19, the District received the Property Tax Oversight Commission's written confirmation that their review of the District's levy limit has been found to be in proper order.

Lewis will contact the AZ PSPRS to determine the premium tax amount to be received by the District.

XI. UNFINISHED BUSINESS

There was no Unfinished Business.

XII. BOARD COMMENTS

When the time is appropriate, Commissioner Fickes will schedule a PSPRS Local Board meeting in order to approve firefighter candidates from a medical perspective.

Chief Ducote will confirm whether overtime from live fire training was included in the budget's overall training figure.

Commissioner Hayne will speak with Kerrie Nolan about website updates. Hayne will also explore the possibilities of updating and improving the website photographs.

Commissioner Hayne also reported that some individuals talked with her about the District's renting space in nearby property. Chairman Kattermann pointed out that the District could use some additional space, but it was not something that was necessarily needed now, nor had funding been provided to pay for the leasing of such space as part of the 2017/2018 budget. He also stated that the latest discussion with the building owners' representative had focused on space that was incompatible with the District's needs and at a price per square foot that seemed out of line.

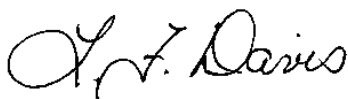
XIII. CHAIRPERSON COMMENTS

There were no addition chairperson comments.

XIV. ADJOURNMENT

Commissioner Fickes moved that the meeting adjourn at 9:52 a.m. That motion was seconded by Commissioner Finney and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)

lfd