



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 26, 2016

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September 26, 2016

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

COMMISSIONERS ABSENT: Marty Bowin

ALSO PRESENT: Chief Jay Ducote, Assistant Chief Eric Merrill, Administrative Manager Jo Lewis, and Engineer Matthew Oden; Rio Verde Fire District

I. CALL TO ORDER

The Monday, September 26, 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, with the exception of Commissioner Bowin, were present either in person or by telephone (Commissioner Fickes).

III. MOMENT OF SILENCE

Chairperson George Kattermann called for a moment of silence in memory of Jerry (Jay) Fickes, the son of Commissioner Jerry Fickes. Commissioner Fickes's son passed away heroically while fighting a house fire in Delaware on September 24, 2016.

IV. CERTIFICATE OF POSTING

The District's Certificate of Posting, signed by Acting Captain Chris Cavanaugh 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. APPROVAL OF MINUTES

August 22, 2016, Executive Session

Commissioner Finney moved the approval of the August 22, 2016, General Session minutes as submitted. That motion was seconded by Commissioner Hayne and passed unanimously.

August 22, 2016, General Session

Commissioner Hayne moved the approval of the August 22, 2016, General Session minutes as submitted. That motion was seconded by Commissioner Finney and passed unanimously.

VI. MANAGEMENT POLICY 101.04 – EMPLOYMENT LISTS – DRAFT REVISION

Chief Ducote presented a draft revision to Policy 101.04 – Employment Lists. The proposed revision extended the time period for promotional lists.

Commissioners Hayne and Fickes questioned the proposed revisions to the policy, questioning whether the Board could approve management policies committing beyond its term. In order to meet Chief Ducote's objective, Commissioner Fickes recommended that the Board simply extend/reaffirm promotional lists on a yearly basis. Chairperson Kattermann suggested an "up to" time period rather than a flat time period to provide more flexibility.

At Commissioner Hayne's request, staff will review the draft to ensure it is titled correctly, i.e., employment, promotional, or eligibility lists.

Chief Ducote will provide the Board with an updated draft revision to Policy 101.04 at its November meeting.

VII. UPDATE ON INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE CITY OF MESA REGARDING FLEET MAINTENANCE

Regarding last month's IGA revision on fleet maintenance, Chief Ducote advised the Board that the attorney for the District (Laura Brooks) had reviewed the proposed IGA and met with the City of Mesa attorney to confer upon possible revisions. The IGA revision had been approved at the August 22, 2016, meeting, subject to review by the District's attorney and insurance company's approval. In view of the positive outcomes from the attorney and insurance company review, Ducote presented the document to the Board for signature.

VIII. DISCUSSION ON INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE CITY OF MESA REGARDING RADIO COMMUNICATION SYSTEMS

On behalf of the City of Mesa (Communications), Chief Ducote requested permission to position two (2) VHF antennas on top of the new fire station building. The antennas would provide better reception to the Mesa alarm room and would post no cost to the District (other than electricity). These antennas are 23 feet in length, but only 20 feet would be visible. Chief Ducote disclosed

that the request had been reviewed and approved by the Architectural Committee of the Rio Verde Community Association.

Commissioner Finney moved that the IGA with the City of Mesa regarding reliable radio system communications and related equipment be approved. The motion was seconded by Commissioner Hayne. The motion was passed unanimously.

IX. REPORTS AND CORRESPONDENCE

Clerk's Report

Future Meetings

Commissioner Fickes noted the following meeting dates:

- Monday, October 24, 2016
- Monday, November 14, 2016
- Monday, December 12, 2016

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

Finance Report

In Commissioner Bowin's absence, Chairperson Kattermann submitted the following financial report for the month of August 2016:

Financial Report – August 31, 2016	
Revenue	\$19,623.87
Expenses	\$297,868.89
Other Income (Expense)	\$12,572.48
Net Income (Loss)*	(\$265,672.54)
Monthly Budgeted Net Income (Loss)	(\$225,040.98)
YTD Budgeted Net Income (Loss)**	(\$452.76)
YTD Actual Net Income (Loss)	(\$429,059.73)
General Fund Operating Cash	\$98,116.64
Capital Fund Cash	\$581,008.78
Capital Fund Advances to General Fund	\$600,000.00
Capital Fund Equity	\$581,008.78

*Wildfire expenses, which are non-budgeted items, explain the difference between the Monthly Budgeted Net Income (Loss) and the Actual Net Income (Loss).

**The difference between the YTD Budgeted Net Income (Loss) and the YTD Actual Net Income (Loss) was primarily caused by a series of funds transfers in/out of the capital fund to allow continuing operations due to low tax revenue.

Regarding the P & L report, Commissioner Fickes voiced concern about the continued negative effect of unbudgeted wildland expenses on payroll/maintenance figures. Administrative Manager Jo Lewis indicated that the situation was discussed with the District's auditor Kay Green and the District's general accountant who both agreed that wildland expenses would eventually balance with wildland income. Lewis will look into ways of showing comments/footnotes on this report to avoid unnecessary misperception.

Commissioner Finney moved that the Board accept the August 31, 2016, Financial Report as presented. That motion was seconded and passed unanimously.

Commissioner Fickes moved that the Board accept the August 31, 2016, Profit & Loss Performance Report as presented. That motion was seconded by Commissioner Hayne and passed unanimously.

Administrative Manager Jo Lewis detailed the various new bank accounts noted on the General Account Balance Sheet.

Commissioner Hayne moved that the Board accept the August 31, 2016, General Account Balance Sheet as presented. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Fickes moved that the Board accept the August 31, 2016, Cleared Warrant Report as submitted. Commissioner Hayne seconded the motion, and it passed unanimously.

Commissioner Hayne moved that the Board accept the August 31, 2016, bank reconciliations as submitted. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Fickes 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 Finney and passed unanimously.

EMS Survey Report

Commissioner Finney indicated that eight (8) survey responses had been received, seven (7) listing their service as "Outstanding" and one (1) as "Very Good." No negative attributes were identified, and no requests were made for follow-up contacts.

Chief's Report

Wildland Deployments

No further wildland deployments have been made since the August Board meeting. Rio Verde fire staff had been fighting California wildfires for two weeks.

Staff Promotional Process

The District's promotional process (to "Engineer" and "Captain") will be held on Friday, September 30, 2016, at the Virtual Incident Command Center (VICC) in Mesa. Chief Ducote and Deputy Chief Eric Merrill will be present.

Retirement Party

A retirement party (pancake breakfast) will be held for Captain John Heinz at 10 a.m. on Friday, October 28, 2016, his last day of service. All members of the Board and community are invited. Chief Ducote will send out an email in this regard.

Training IGA with City of Scottsdale

Chief Ducote will present a Training IGA (City of Scottsdale) at the October Board meeting.

Deputy Chief's Report

Activity Report – District Response Times – August 2016

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

Call Type	Response Time
In-District EMS (Average)	3:37
Out-of-District EMS (Average) (Fountain Hills)	10:00
Out-of-District Corridor (Average)	16:20
In-District Non-Emergency (Average)	4:20

Call Type	# Occurrences	
Year	2016	2015
EMS In-District Calls	13	12
EMS Out-of-District Calls	2	4
EMS Corridor Calls	5	6
Non-EMS In-District	34	29
Transports	15	10
BP/Information Services	46	63
Station Tours/Walk-in First Aid	3	0
Child Seat Install	1	2

Outside Rescue Used Within District	1	0
Fire-related Calls*	3	4

*2 False Alarms, 1 Fire - Outside Structure (Corridor)

Rescue Billing Update

Deputy Chief Merrill reported on a meeting that was held with Intermedix, the District's Medicare billing provider, on report generation for account reconciliations.

New Rescue 441 Report

The new Rescue 441 has been delivered to the District and registered with DHS. The DHS inspector has indicated that he should be available to inspect and approve the use of the new ambulance in early October.

Automated CPR Device

Deputy Chief Merrill informed the Board that the current automated CPR device being used by the District (Zoll Autopulse) has outlived its warranties and should be replaced. This unit has been in operation for seven (7) years, and its replacement had been delayed due to the other recent capital expenses incurred by the District.

It was noted that the average transport time to an emergency room is 45 minutes, a long time to perform CPR. In the event of a cardiac arrest, the EMTs must be standing in the moving ambulance to perform CPR in the absence of an automated CPR device. This device performs CPR indefinitely and allows for the safety of the EMTs during transportation.

Chief Ducote and Deputy Chief Merrill recommended the capital purchase of a Defibtech ARM automated chest compression device at a cost of \$11,853.47, \$3,000 less than the original cost of the current unit. Unlike our current unit, the Defibtech unit will incur no additional expenses in conjunction with its use. Life expectancy for the new unit is five (5) to seven (7) years. The old device may be used for backup.

Commissioner Finney moved that the Board approve the purchase of the Defibtech ARM device at a cost of \$11,853.47. That motion was seconded by Commissioner Fickes and passed unanimously.

Administrative Manager's Report

Wildfire Billing

Administrative Manager Jo Lewis reported that she and Firefighter Jeff Staples are in the process of billing for the recent wildfire activity. The District is given 30 days to submit the billings, and reimbursement is expected to be made within the next 30 days.

Administrative Manager Lewis will provide Chairperson Kattermann with a wildland billing total, so that a decision can be quickly made as to whether to deploy new crews if requested. It is District policy that a maximum of \$75,000 in wildfire billings be held at one time. This policy, which has been in existence for some time, was deemed necessary to ensure the cash flow stability of the District.

Election Update

The November 8, 2016, Board election has been cancelled, as Commissioners Fickes, Finney, and Kattermann are running unopposed. These three commissioners must provide Lewis with documents showing that they had not spent more than \$500 on their campaigns. Since these Board members are currently under oath, their oaths may be renewed at the last portion of the October meeting to allow them to be active members at the November meeting. Officer elections will be held in conjunction with the December meeting.

X. BOARD PERSON COMMENTS

Deputy Chief Merrill thanked Commissioner Fickes for attending the meeting under such trying circumstances (the recent death of his son Jay). Fickes replied that he was certain his son would have wanted him to be present at the meeting. The 100 Club was discussed as a memorial, which is an organization for fallen heroes to help their dependents by paying off debts and ensuring that their children have the needed funds for a college education. Chief Ducote will provide Fickes with the contact information in his son's area.

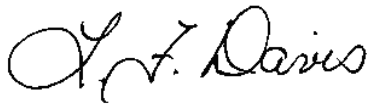
XI. CHAIRPERSON COMMENTS

Chairperson Kattermann reviewed a meeting with Jim Thomson regarding the District's search for property to support future expansion of Station 441. Thomson indicated that they would give the District every consideration, including assistance in financing the transaction or some aspect of the improvement. More details will be provided when they are available.

XII. ADJOURNMENT

Commissioner Finney moved that the meeting adjourn at 9:40 a.m. That motion was seconded and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)

lfd