



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

**February 28, 2022**

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**I. CALL TO ORDER**

The Monday, February 28, 2022, 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 Board Room located at 18816 E. Four Peaks Blvd.; Rio Verde, Arizona.

**COMMISSIONERS PRESENT:** Jeanne Finney, George Kattermann, Dennis Meyers, and Nancy Sewell

**COMMISSIONERS ABSENT:** Marty Bowin

**ALSO PRESENT:** Chief Jay Ducote, Deputy Chief Scott Krushak, Fire Marshal Chris Cavanaugh, Administrative Manager Jennifer Jacobe, and Part-time Office Assistant Tatum Heinrich, Rio Verde Fire District

**II. ROLL CALL OF BOARD MEMBERS**

All commissioners were present with the exception of Marty Bowin.

**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 report of the Resource Specialists.

**V. CALL TO THE PUBLIC**

There was no response to the Call to the Public.

## VI. APPROVAL OF MINUTES

January 24, 2022 – General Session

**Commissioner Meyers moved to approve the January 24, 2022, General Session minutes as submitted. That motion was seconded by Commissioner Sewell and passed unanimously.**

## VII. CLERK'S REPORT

### Future Meetings

The following meeting dates were listed:

- Monday, March 28, 2022 – 9 a.m.
- Monday, April 25, 2022 – 9 a.m.
- Monday, May 23, 2022 – 9 a.m.

All meetings will be held at the Rio Verde Community Board Room.

## VIII. FINANCIAL REPORTS

In the absence of Commissioner Bowin, Chairperson Kattermann reported on the January 2022 financial reports:

<b>Financial Report – January 2022</b>	
Revenue	\$121,905.68
Expenses	\$290,342.46
Other Income (Expense)	(\$128,608.35)
Net Income (Loss)	(\$297,045.13)
Transfers to (from) Capital Fund	(\$250,000.00)
Adjusted Net Income	(\$47,045.13)
Monthly Budgeted Net Income (Loss)	(\$104,402.05)
YTD Actual Net Income (Loss)	\$918,408.14
Borrowing from Capital Fund	\$250,000.00
YTD Adjusted Net Income	\$668,408.14
YTD Budgeted Net Income	\$161,645.13
General Fund Operating Cash	\$873,928.21
Capital Fund Cash	\$1,587,522.68
Capital Fund Advances to General Fund	\$250,000.00
Capital Fund Equity	\$1,837,522.68
Total Bond Fund Authorization*	\$5,101,858.64
Total Expenditures to Date	\$870,662.35
Total Interest to Date (Interest Earned)	\$18,078.67

Current Month Expenditures	\$188,026.54
Remaining Bond Equity	\$4,249,274.96

\* The “Total Bond Fund Authorization” includes the \$5,000,000 bond, plus the cost of issuance.

**Chairperson Kattermann moved that the Board accept the January 2022 Financial Report as submitted. That motion was seconded by Commissioner Meyers and passed unanimously.**

**Commissioner Sewell moved that the Board accept the January 2022 Monthly Transaction Report. That motion was seconded by Commissioner Finney and passed unanimously.**

**Commissioner Sewell moved that the Board accept the January 2022 bank reconciliations as submitted. That motion was seconded by Commissioner Finney and passed unanimously.**

It was noted that two hundred fifty-thousand dollars (\$250,000) had been transferred from the General Fund back to the Capital Fund in the month of February.

Approval of Office Space Lease Agreement

In order to have space for the newest part-time office assistant (Tatum Heinrich), an amendment was made to the current commercial lease agreement. The additional space will be rented on a monthly basis in the district’s current building at 18934 E. Avenida del Ray, until the new fire station is available with additional administrative space for Ms. Heinrich. **Commissioner Sewell moved that the Board approve the amendment to the lease. Commissioner Finney seconded the motion, and it was unanimously approved.**

Update to Job Description – Captain

Board discussion had been held regarding changing the requirements for the “Captain’s test.” Previously, six years of experience with Rio Verde Fire District were required. We will still require six years’ experience; however, the most recent one year with Rio Verde Fire District. With the changes to the “Fire Captain” job description, Chief Ducote proposed that all employees could use their time with another department to count toward the time required to take the “Captain’s test.” Administrative Manager Jennifer Jacobe noted that this procedure is very common for career firefighters. Chief Ducote also explained that firefighter membership had given its approval for this requirement change. (This will help keep promotions to “Fire Captain” within the district.) **Commissioner Sewell moved that the Board adopt the new qualification for the position of “Fire Captain.” That motion was seconded by Commissioner Meyers and passed unanimously.**

Ambulance Back-up Agreement

The district now has need of a third mutual back-up ambulance, and an “Ambulance Back-up Agreement” was drafted with Maricopa County Ambulance to fill this need (as a choice behind currently-used Rural Metro and Fountain Hills). Laura Brooks, attorney for the district, has reviewed the agreement. A copy of this document will be given to dispatch operators. **Commissioner Sewell moved that the Board approved the “Ambulance Back-up Agreement” with Maricopa County Ambulance. That motion was seconded by Commissioner Meyers and passed unanimously.**

## IX. EMS REPORT

Commissioner Clerk Jeanne Finney advised that 13 surveys had been received, 12 of which were marked as “Outstanding.” One survey was marked as “Good.” There were no complaints – only enthusiastic comments.

Surveys can now be submitted online, though hard copies are also accepted at the station.

## X. CHIEF’S REPORT

### Fire Station Update

Chief Ducote displayed photos of the new station’s progress. Deputy Chief Scott Krushak noted that the sprinkler plans had been approved by Scottsdale (outside review, similar ordinance), and those have been given to CORE and the sprinkler company.

### Levy Limit Worksheet

The Levy Limit Worksheet had been distributed, and Chief Ducote reviewed that the district had moved from \$3.25 to \$3.375 allowable tax rate for the current year, a 2.6% increase, with a 9.9% increase in net assessed value, and a net increase of 12.4%.

### Budget Timeline

A proposed budget timeline was presented. Staff will meet with Commissioner Treasurer Marty Bowin on the proposed budget. More information will be provided to the Board at its March meeting.

## XI. DEPUTY CHIEF’S REPORT

Deputy Chief Scott Krushak presented the Deputy Chief’s Report:

### Activity Report

Call Type	Response Time
In-District EMS	4:44
In-District Non-Emergency	5:29

Call Type	# Occurrences	
	January 2022	January 2021
Total EMS Calls	34	29
Total Transports	20	21
Total Non-emergency Response Calls	10	12
Fire-related Calls*	6	1
Total Responses	50	42
Community Contacts	21	21

\*Five false fire alarms, and one sprinkler-suppressed house fire

When residents deal with sprinkler damage, the district aids residents in cleaning up the damage. Staff will be gathering supplies needed for cleanup in one place so they are more readily available.

A brochure will be provided to those in the community who need more information on what to do when they have a sprinkler activation.

Deputy Chief Krushak advised that with Trilogy's size increase, it is increasingly more complex to drive in that area. Navigation is difficult due to small street configuration and construction areas.

### Legislative Update

The retail sales tax initiative which would fund fire districts did not make it through legislative committee, and that initiative has been withdrawn. It most likely will not have another sponsor.

Legislative discussion is being held on smaller communities, i.e., Yavapai County, using vans in lieu of ambulances without the required Certificate of Necessity.

### Telestroke Call

The district recently participated in another successful Telestroke call with Mayo Clinic Scottsdale. The Telestroke procedure was followed by the responders and doctors at Mayo, and the patient's data was sent directly to Mayo during transport, allowing immediate and appropriate treatment upon arrival at the hospital.

### Wildland Meeting

Captain Jamie Hughes set up and managed a recent wildland meeting with all cooperative partners (Tonto, tribal governments, Rural Metro, Scottsdale, State forester). Discussion was held regarding urban interface issues, dispatches, communication, and how these things are accurately achieved.

## **XII. FIRE MARSHAL REPORT**

*Permits issued:*

<b>January</b>	<b>2022</b>	<b>2021</b>
Sprinklers	12	1
Propane	13	1
Others	0	0
YTD (All Types)	25	2

<b>Other Prevention Activity (January)</b>	
Propane Plan Review	13
Total Inspections	44
Commercial Annual Inspections have been initiated.	

Mayo Clinic held a neurology symposium in January, and the district participated in a practice run with the Telestroke procedure. In February they participated in a similar symposium at which there

was a technical issue, but that issue was rectified, showing that in real life obstacles occur, but they can be overcome.

The Highlands project has been submitting plan proposals, and staff members will meet with them on their code requirements and other needs.

Shea Homes has produced and sold 655 homes through January.

### **XIII. ADMINISTRATIVE MANAGER'S REPORT**

#### Wildland Expense Report

The wildland expense report was provided to Board members (see attached). There are no current receivables.

#### American Rescue Plan Act

Chief Ducote had submitted data to Maricopa County on additional salary expense due to staff Covid illnesses. The district received reimbursement of \$121,191.65 from the American Rescue Plan Act.

#### Ambulance Write-offs

A list of ambulance write-offs had been distributed, and staff recommended a write-off of a total of \$9,129.67, excluding two calls in August and September of 2021. (Staff felt that further insurance remittances could be received for August and September.) **Commissioner Sewell moved that the district write off the recommended amount of \$9,129.67. That motion was seconded by Commission Finney and passed unanimously.**

#### Ambulance Billing

The district's current ambulance billing service will change to a monthly rate of \$4,200, a sharp increase in EMS billing expense. Another billing service will be sought as a replacement.

### **XIV. UNFINISHED BUSINESS**

There was no unfinished business.

### **XV. BOARD COMMENTS**

Commissioner Sewell mentioned that AT&T is seeking an emergency cell service that would be available on Dynamite, a major thoroughfare. They are discussing erecting a tower on the corner of Forest and Rio Verde Drives. Dennis Meyers will contact Bob Edwards and get further information on this subject.

The Board has \$2,400 budgeted each year for its own use. It has been recommended by staff that iPads be replaced for any Board member having technical difficulties.

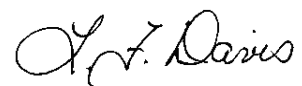
### **XVI. CHAIRPERSON COMMENTS**

There were no further chairperson comments.

**XVII. ADJOURNMENT**

**Commissioner Sewell moved that the Board adjourn at 10:11 a.m. That motion was seconded by Commissioner Finney and passed unanimously.**

Respectfully submitted,

A handwritten signature in cursive script that reads "L. F. Davis".

Libby Floyd Davis  
My Personal Secretary (From Voice Recording)