



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

April 27, 2020

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April 27, 2020

COMMISSIONERS PRESENT: Jerry Fickes and George Kattermann (in person); and Marty Bowin, Jeanne Finney, and Nancy Sewell (via telephone)

COMMISSIONERS ABSENT: None

ALSO PRESENT: Chief Jay Ducote, Fire Marshal Chris Cavanaugh, and Administrative Manager Jennifer Jacobs; Rio Verde Fire District

I. CALL TO ORDER

The Monday, April 27, 2020, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9:03 a.m. in the RVFD Administrative Board Room, Rio Verde, Arizona 85263.

II. ROLL CALL OF BOARD MEMBERS

All commissioners were present, either in person or by telephone.

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

March 25, 2020, General Session

A motion was made to approve the March 25, 2020, General Session minutes. That motion was seconded by Commissioner Sewell and passed unanimously.

March 25, 2020, Executive Session

Commissioner Fickes moved that the March 25, 2020, Executive Session minutes be approved as submitted. That motion was seconded by Commissioner Sewell and passed unanimously.

VII. CLERK'S REPORT

Future Meetings

Commissioner Finney listed the following meeting dates:

- Monday, May 18, 2020 – 9 a.m.
- Monday, June 22, 2020 – 9 a.m.
- Monday, July 27, 2020 – 9 a.m.

VIII. FINANCIAL REPORTS

Commissioner Bowin reviewed the financial report for the March 2020 meeting:

Financial Report – March 2019	
Revenue	\$200,847.37
Expenses	\$227,824.11
Other Income (Expense)	\$1,281.20
Net Income (Loss)	(\$25,695.54)
Transfers to (from) Capital Fund	-0-
Adjusted Net Income	(\$25,695.54)
Monthly Budgeted Net Income (Loss)	\$29,962.98
YTD Actual Net Income (Loss)	\$459,131.06
Borrowing from Capital Fund	-0-
YTD Adjusted Net Income	\$459,131.06
YTD Budgeted Net Income	\$107,504.18
General Fund Operating Cash	\$521,876.19
Capital Fund Cash	\$1,187,526.15
Capital Fund Advances to General Fund	-0-
Capital Fund Equity	\$1,187,526.15

Commissioner Bowin advised the Board that both an additional contribution and a credited service payment were made to the AZ PSPRS this month (April). By June, he added, the PSPRS contribution number should match or exceed the budgeted amount.

Commissioner Bowin moved that the Board accept the March 2020 Financial Report. That motion was seconded by Commissioner Sewell and passed unanimously.

Commissioner Bowin moved that the Board accept the March 2020 Monthly Transaction Report. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Bowin moved that the Board accept the March 2020 bank reconciliations as submitted. That motion was seconded by Commissioner Sewell and passed unanimously.

Commissioner Bowin is authorized to automatically transfer an additional \$250,000 from the Capital Fund to the General Fund to cover upcoming expenses if needed, though no transfer is anticipated through fiscal year end.

Chairperson Kattermann asked how the County's extension of property taxes would affect the District's tax receipts. Commissioner Bowin responded that the County Treasurer is petitioning the legislature to waive all **penalties and interest** due to hardship, not to extend their property tax due dates.

IX. WORKERS' COMPENSATION BID

Since CopperPoint is no longer providing service to fire districts, Chief Ducote contacted other companies for bids – 7710 Insurance, Benchmark Insurance, and Brown & Brown Insurance.

Commissioner Bowin moved that the Board accept the Benchmark Insurance Company proposal through Cindy Elbert Insurance as the District's workers' compensation insurance carrier, at an annual premium of \$38,647, subject to approval of a satisfactory assessment of their assets and net worth. That motion was seconded by Commissioner Sewell and passed unanimously.

Chief Ducote will check with Cindy Elbert's office to see if the bid for Benchmark Insurance covers all employees – or simply fulltime employees.

X. FIRE BOARD VACANCY POSITION

Chairperson Kattermann asked for suggestions or revisions to the fire board vacancy posting that had been distributed. Commissioner Bowin suggested changing the first line from "We anticipate . . ." to "There is . . ."

So far, Chief Ducote indicated, there are no Trilogy residents who either qualify or are willing to take the Board position. Ducote will include information on this opening in the Community newsletters.

XI. BUDGET WORKSHEET (FY 2020/2021)

The preliminary budget was submitted to the Board for review, and discussion ensued.

Chief Ducote relayed the following highlights:

- Though there were four (4) employees on light duty during this year (none with injuries related to the workplace), overtime and reserve time have both been maintained.
- The FY 2020/2021 budget for payroll has increased due to the addition of three (3) new firefighters.
- The reserve pool was increased significantly to staff the trailer.
- A 1% COLA amount was assumed and included in the budget.
- Insurance costs had increased slightly.
- Utilities were increased to accommodate for the addition of the Station 442 trailer.
- The District's generator failed, so the overage of \$6,700 in "7220 Station Maintenance", is to cover the cost of a new mother board and A/C into the station.
- There is an overage of \$8,000 in "8215 Preventative Maintenance Rescue," mostly due to repairs to the old ambulance and new turnouts. (A grant will be received for the turnouts, but it still needed to be shown in the budget.)
- District reimbursements (land purchase, trailer improvements) will be received later in the year.
- The PSPRS 2020 contribution and credited service contribution were paid this month (April), and future FY 2019/2020 payments will meet the budgeted figure for PSPRS.

Commissioner Fickes questioned whether the budget for PSPRS was sufficient. Chief Ducote responded that he had included \$120,000 to provide for the number of personnel changes from the actuarial report. Any additional payments received by the District (i.e., pandemic funds) will also go directly into the PSPRS fund. Commissioner Bowin added that any District funds remaining at the end of the fiscal year should be contributed to the PSPRS. He added that \$1 million would need to be earmarked in the Capital Fund for lending purposes to the General Fund over the course of the summer and early fall.

The next draft of the 2020/2021 budget (for the newspapers) will be up for approval at the May Board meeting. An Executive Session will need to be held at that meeting as well, in order to discuss employee salaries.

Administrative Manager Jennifer Jacobs advised that there had been no change in the cost of disability insurance.

EMS Reports

Commissioner Finney noted that there were nine (9) surveys returned, all rating service as "Outstanding." There were no negative comments, and no one needed to be contacted by fire

personnel. One resident was disappointed that due to the rules surrounding Covid-19, she was not allowed to offer baked goods to the firefighters.

Chief's Report

Fire Station 442 Conceptual Design

A preliminary 3D design of Station #442 was presented to the Board. The fire station committee will meet to approve the design **prior** to the bond election, so that RFPs may be issued immediately after the bond is approved.

Covid-19 Update

Approximately 750 masks have been distributed to District residents.

Maricopa County shows the following Covid-19 totals to date:

Maricopa County Only	
Total Cases	3,445
Total Deaths	121
Hospital Admissions	497
Intensive Care	178

Community informational meetings are held each Wednesday, including the Tonto and Rio Verdes, Trilogy, and the church. Several Board members attended the meetings and provided favorable comments. Unfortunately, it is the policy of Trilogy to prohibit sending community-wide communications. Chief Ducote has been working with them to revise that policy during states of emergency. There have been no Covid-19 cases reported in zip code 85263.

Commissioner Bowin suggested a larger conference room for Board meetings after the ban has been lifted. Chief Ducote suggested returning to the RVCA conference room.

Fire Marshal Report

Fire Marshal Chris Cavanaugh reported the following for the month of March 2020:

Permits issued:

March	2020	2019
Sprinklers	10	3
Propane Tanks	9	6
Others	0	0
YTD (All Types)	92	68

Other Prevention Activity (February)	
Sprinkler Plan Review	2
Propane Plan Review	9
Total Inspections (Fire Marshal and Inspectors)	61

Fire Marshal Cavanaugh attended the International Code Council Conference in Las Vegas in March.

Shea Homes has 425 homes closed as of the end of March, but there have been cancellations. Over 500 are anticipated to be closed by the end of the year, for the Shea development alone.

Cavanaugh also reviewed the District's activity and average response times for March 2020:

Call Type	Response Time
In-District EMS	6:12
South District/North District EMS Response Time (Avg)	6:12 - N/A
Out-of-District EMS Non-Corridor (Fountain Hills, Fort McDowell)	12:50
Out-of-District EMS Corridor	N/A
In-District Non-Emergency	7:01

Call Type	# Occurrences	
	March 2020	March 2019
EMS In-District Calls	32	21
EMS Out-of-District Calls (Non-corridor)	1	1
EMS Out-of-District Calls (Corridor)	0	2
Non-EMS In-District	55	44
Transports	25	21
• Out of District Transports	1	3
Outside Rescue Used Within District	3	1
Fire-related Calls	2	1
BP/Information Services	33	35
Station Tours/Walk-in First Aid	3	0
Child Seat Install	2	7

Response times are now reported from the time a **9-1-1 call is received** to when the firefighters arrive on the scene. In the past, reporting was from the time the station **received the dispatch**. One call took five (5) minutes from the time they received the call and the time of dispatch. (Firefighters were on another call, and they couldn't be dispatched until they were

finished with the first scene.) The District is still meeting required times. Proper time adjustments will be made for next year's ISO visit.

The following policy changes have been temporarily made due to the Covid-19 pandemic:

- Blood pressure checks are now done outside.
- There are no station tours, walk-in first aid, or car seat installations.
- If a person is ill, then can be taken inside the station to be treated.
- No homemade food is accepted.

XII. ADMINISTRATIVE MANAGER'S REPORT

Administrative Manager Jennifer Jacobs noted that there were no new changes to the wildland report. Due to the high temperatures, she anticipated that the fire season would begin early.

A check in the amount of \$4,470.61 was received by the District as a Medicare provider. This check must be used for Covid-19 supplies, and all purchases are being tracked in the event of an audit. (Cavanaugh purchased one UVC bag and one UVC box for N-95 masks, telephones, and car keys. UVC rays will kill most viruses in a matter of minutes).

XIII. UNFINISHED BUSINESS

There was no unfinished business.

XIV. BOARD COMMENTS

There were no additional comments from the Board.

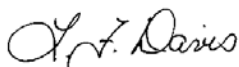
XV. CHAIRPERSON COMMENTS

Chairperson Kattermann presented a plaque to Commissioner Jerry Fickes, as this meeting was his last meeting as a Board member. Kattermann thanked Fickes for the many years (over 20) of service that he had provided the Rio Verde Fire District Board of Directors. Commissioner Fickes voiced his appreciation for the firefighters and their assistance, as well as the Board members and the Community as a whole.

XVI. ADJOURNMENT

Commissioner Fickes moved that the meeting adjourn at 10:15 a.m. That motion was seconded by Commissioner Sewell and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary (From Voice Recording)