



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**

May 21, 2019

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

COMMISSIONERS ABSENT: None

ALSO PRESENT: Chief Jay Ducote, Fire Marshal Chris Cavanaugh, Captain Matt Oden, and Administrative Manager Jennifer Jacobe; Rio Verde Fire District

I. CALL TO ORDER

The Tuesday, May 21, 2019, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9:00 a.m. in the Alexander 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

April 29, 2019, General Session

Commissioner Fickes moved the approval of the April 29, 2019, General Session minutes as presented. That motion was seconded by Commissioner Sewell and passed with a vote of 4-0-1. Commissioner Bowin abstained due to his absence at that meeting.

VII. CLERK'S REPORT

Future Meetings

Commissioner Fickes listed the following meeting dates:

- Monday, June 24, 2019 – 9 a.m.
- Monday, July 29, 2019 – 9 a.m.
- Monday, August 26, 2019 – 9 a.m.

Board meetings will be held in the Alexander Building Board Room.

VIII. FINANCIAL REPORTS

Commissioner Bowin provided the following financial report for the month of April 2019:

Financial Report – April 2019	
Revenue	\$509,058.11
Expenses	\$217,397.18
Other Income (Expense)	\$15,371.58
Net Income (Loss)	\$307,032.51
Transfers to/from Capital Fund	-0-
Adjusted Net Income	\$307,032.51
Monthly Budgeted Net Income (Loss)	\$164,203.52
YTD Actual Net Income (Loss)	\$640,915.43
Borrowing from Capital Fund	-0-
YTD Adjusted Net Income	\$640,915.43
YTD Budgeted Net Income	\$425,405.81
General Fund Operating Cash	\$682,041.37
Capital Fund Cash	\$1,021,659.44
Capital Fund Advances to General Fund	-0-
Capital Fund Equity	\$1,021,659.44

Commissioner Bowin moved that the Board accept the April 2019 Financial Report. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Bowin moved that the Board accept the April 2019 Monthly Transaction Report. That motion was seconded by Commissioner Sewell and passed unanimously.

Commissioner Bowin moved that the Board accept the April 2019 bank reconciliations as submitted. That motion was seconded by Commissioner Finney and passed unanimously.

At the date of the meeting, there was no need to transfer funds from the Capital Fund to the General Fund; however, Commissioner Bowin requested that discussion of a possible year-end transfer be placed on the June Board meeting's agenda.

IX. DISCUSSION OF OPTIONAL 401(a) PLAN

Chief Ducote explained that at the present time employees could only defer pre-tax dollars into a 457(b) plan. With an 401(a) plan (Nationwide), employees could contribute more pre-tax dollars than are offered by the 457(b) plan alone. (Employees may participate in neither, either or both plans.) The 401(a) plan is for employee contributions only, and there are no additional costs to the District for this plan. There is also no additional burden from an administrative standpoint.

Commissioner Sewell moved that the District approve an optional 401(a) plan for its employees, in addition to the 457(b) plan already in use. Commissioner Fickes seconded the motion, and it passed unanimously.

X. ADJOURNMENT TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION

Pursuant to ARS §38-431.03(1), at 9:12 a.m. Commissioner Bowin moved that the Board go into Executive Session for the purpose of discussing employee compensation. That motion was seconded by Commissioner Finney and passed unanimously.

At 10:19 a.m. the Board reconvened to General Session.

Commissioner Sewell moved that the Board: (1) approve the starting salary for the position of Fire Marshal as proposed, effective July 1, 2019, and (2) approve the job description for that position. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Sewell moved that for the other exempt positions of Administrative Manager and Fire Chief, the Board approve a 5% increase, effective July 1, 2019. She reminded the Board that exempt positions do not typically receive COLA increases. The motion was seconded by Commissioner Bowin and passed unanimously.

Commissioner Sewell moved that for the non-exempt positions (firefighters and reserves), the Board approve a 2% COLA, effective July 1, 2019, less the .6 previously allocated, and that it adopt the salary scales provided by the chief for that date, also effective July 1, 2019. That motion was seconded by Commissioner Bowin and passed unanimously.

XI. DISCUSSION OF BUDGET WORKSHEET F/Y 2019/2020 and F/Y 2020/2021

Hall-Parker Lawsuit

Chief Ducote noted that the interest due Eric Merrill and Dave Bullard from the Hall-Parker lawsuit amounted to approximately \$7,000 and would be paid this week. A \$60,000 credit (less \$7,000 interest payment) provided by the AZ PSPRS for the Hall-Parker lawsuit will be held until the June Board meeting when it will be discussed further.

Health Insurance

Fickes discussed the fact that the employees' current health insurance, UnitedHealthcare (UHC), had increased considerably in the deductible, the stop loss, and the charges for doctors. Fickes compared the current health insurance with that of Blue Cross/Blue Shield (BC/BS) and found that by the District's investment of an additional \$7,000 total per year for the employees, the family cost increase could be avoided.

Chief Ducote explained that both the plans were more costly than this past year. Discussions with his staff showed that they had no difficulties with UHC and would like to keep the continuity of the same plan.

Commissioner Fickes moved that the District continue with UnitedHealthcare for its health insurance coverage for the year 2019/2020. That motion was seconded by Commissioner Sewell and passed unanimously.

COLA Increase

The budget will be revised to reflect a 1.4% COLA increase, as opposed to the 2% increase originally submitted.

Capital Plan Funds

Commissioner Bowin noted that yearly transfers of \$174,137 are required to be transferred to the Capital Fund in order to meet the needs of the 20-Year Capital Plan. This amount has been placed into the budget and is earmarked to cover the last payment for Engine 441 in July of 2019 and the lot payment in January of 2020. This resulting low balance in the Capital Fund must be considered when determining a possible June transfer to the Operating Fund.

Commissioner Bowin moved that the District accept the proposed 2019/2020 Budget as revised. The difference between the current and revised payroll numbers will be placed into the PSPRS "Additional Contributions" category. Commissioner Sewell seconded the motion, and it passed unanimously.

XII. EMS SURVEY REPORT

Commissioner Finney indicated that 15 survey responses had been received, 14 noting "Outstanding Service." There was one survey response noted "Good Service." There were no negative comments, and no one needed to be contacted.

XIII. CHIEF'S REPORT

There was no further report from Chief Ducote.

XIV. FIRE MARSHAL REPORT

Permits issued:

April	2019	2018
Sprinklers	20	31
Propane Tanks	14	32
Others	0	0
YTD (All Types)	102	125

Other Prevention Activity (April):

Sprinkler Plan Reviews	12*
Propane Plan Reviews	14
Total Inspections (Fire Marshal and Inspectors)	67

*Fluctuating water pressure issues drove up the number of sprinkler plan reviews. EPCOR has since increased the water pressure level.

One fire inspector was sent to fire investigator training and received the Arizona Arson I certification.

Fire Marshal Chris Cavanaugh reviewed the District's activity and average response times for April 2019:

Call Type	Response Time	
In-District EMS	3:01	
Out-of-District EMS Non-Corridor (Fountain Hills, Fort McDowell)	10:42	
Out-of-District EMS Corridor	11:51	
In-District Non-Emergency	4:27	
Call Type	# Occurrences	
Year	2019	2018
EMS In-District Calls	32	36
EMS Out-of-District Calls (Non-corridor)	1	1
EMS Out-of-District Calls (Corridor)	2	1
Non-EMS In-District	98	110
Transports	29	25
• Out of District Transports	3	1
Outside Rescue Used Within District	1	1
Fire-related Calls (Alarm Malfunction)	1	2

BP/Information Services	41	32
Station Tours/Walk-in First Aid	2	2
Child Seat Install	9	4

XV. ADMINISTRATIVE MANAGER’S REPORT

Administrative Manager Jennifer Jacobe noted that all previous wildland invoices had been paid.

Jacobe explained that she would like to write warrants every other week (payroll weeks) on Tuesdays and Thursdays. She provided a calendar for signature scheduling, and she will have checks prepared by 10 a.m. on those mornings.

XVI. BOARD COMMENTS

There were no additional Board comments.

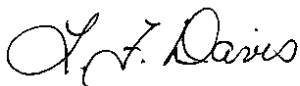
XVII. CHAIRPERSON COMMENTS

Chairperson Kattermann commended both staff and commissioners on their preparation of the F/Y 2019/2020 budget. Chief Ducote also acknowledged Jennifer Jacobe and Marty Bowin for their efforts in preparing the budget documents.

XVIII. ADJOURNMENT

Commissioner Sewell moved that the meeting adjourn at 11:03 a.m. That motion was seconded by Commissioner Finney and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)

lfd