



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

February 25, 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, and Administrative Manager Jennifer Jacobs, Rio Verde Fire District

I. CALL TO ORDER

The Monday, February 25, 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

January 28, 2019, General Session

Commissioner Fickes moved the approval of the January 28, 2019, General Session minutes as presented. That motion was seconded by Commissioner Sewell and passed unanimously.

VII. CLERK'S REPORT

Future Meetings

Commissioner Fickes listed the following meeting dates:

- Monday, March 25, 2019 – 9 a.m.
- Monday, April 29, 2019 – 9 a.m.
- Monday, May 20, 2019 – 9 a.m.

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

Commissioner Bowin will not be in attendance for the April 29, 2019, meeting.

VIII. Financial Report

Commissioner Bowin advised the Board that the December financials were now available from the Maricopa County Treasurer's Department:

Financial Report – December 2018	
Revenue	\$222,446.68
Expenses	\$224,627.60
Other Income (Expense)	\$100.00
Net Income (Loss)	(\$2,080.92)
Transfers to/from Capital Fund	0.00
Adjusted Net Income	(\$2,080.92)
Monthly Budgeted Net Income (Loss)	(\$110,607.60)
YTD Actual Net Income (Loss)	\$937,710.86
Borrowing from Capital Fund	\$275,000.00
YTD Adjusted Net Income	\$662,710.86
YTD Budgeted Net Income	\$591,397.18
General Fund Operating Cash	\$958,536.62
Capital Fund Cash	\$896,466.38
Capital Fund Advances to General Account	\$275,000.00
Capital Fund Equity	\$1,171,466.38

Highlights were as follows:

- Progress is being made with the County with regard to timely reporting of account transactions. It is anticipated that they may be caught up possibly by next month. Reconciliations will continue to be completed by the accountant prior to each Board meeting.
- In January business, \$10,000 was transferred from the Capital Fund to the Operating Fund to pay the deposit for the two-acre land parcel. At closing in January, the District paid the balance of the \$75,000, which will be shown in the January financial report. Yearly payments of \$75,000 plus interest will commence in January of 2020.
- Regarding the Monthly Transaction Report, warrant numbers 16500 to 17501 were accidentally shredded when the District changed account numbers last year. There will be a gap in numbers, but per our accountants there is no need to show those voided transactions in QuickBooks.
- Commissioner Finney asked about the number of payroll events in December because the Monthly Transaction Report showed a payroll warrant late in the month. It was noted that the payroll due at the beginning of January was run at the end of December due to the holidays but was actually electronically processed in January.

Commissioner Bowin moved that the Board accept the Financial Report for the month of December 2018. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Bowin moved that the Board accept the December 2018 Monthly Transaction Report. That motion was seconded by Commissioner Sewell and passed unanimously.

Commissioner Bowin moved that the Board accept the December 2018 bank reconciliations as submitted. That motion was seconded by Commissioner Finney and passed unanimously.

In January, the General Fund transferred the outstanding amount of the loan back to the Capital Fund. Thus, there was no recommendation to authorize the transfer of funds between the Capital and General Funds. Sufficient funds are available for operations.

IX. DISCUSSION TO APPROVE/DENY ACCESS TO RVFD PROPERTY

Chairperson Kattermann explained that the District had denied a 2018 request to provide access to RVFD property for construction and maintenance of a new cell tower. Once again, the District has been approached to provide access for this 60-foot cell tower planned near the back parking lot of the station.

A microwave unit was previously installed to improve transmission power from the District to Mesa Dispatch. Chief Ducote asked Mesa Dispatch how this tower would affect the District's fire communications. The response was follows: "Any physical structure that is in the microwave path Fresnel zone will be detrimental to your communications over the microwave."

Commissioner Fickes commented that the safety and security of the District's communication was of paramount importance.

Commissioner Bowin moved that the Board deny any cell tower on District property (or any easements), including any cell tower that might be anywhere in the vicinity of the District microwave, or that could in any way compromise the communications of the District. Commissioner Fickes seconded the motion, and it was passed unanimously.

X. DISCUSSION ON MUTUAL AID AGREEMENT WITH THE FORT MCDOWELL INDIAN COMMUNITY FIRE DEPARTMENT

A new three-year Mutual Aid Agreement was received from the Fort McDowell Indian Community by Chief Ducote.

Chairperson Kattermann noted that the new agreement did not include the requirement to use the tribal courts in case of resolving any differences relative to the terms of this agreement.

Commissioner Sewell moved that the District approve the newest Mutual Aid Agreement with the Fort McDowell Indian Community Fire Department. That motion was seconded by Commissioner Finney and passed unanimously.

XI. DISCUSSION OF STRATEGIC PLAN PRIOR TO POTENTIAL MARCH APPROVAL

Commissioner Bowin informed the Board that he, Chief Ducote, and Commissioner Sewell created (with public input) an initial strategic plan. After approval from the Board, this strategic plan would provide Chief Ducote and his staff with an action guideline and aid in budget planning.

Commissioner Bowin urged staff and Board members to provide comments or suggestions to Chief Ducote to the upcoming strategic plan prior to seeking approval at the March Board meeting.

Commissioner Fickes commended Commissioners Bowin and Sewell, plus Chief Ducote for their work creating this strategic plan.

XII. EMS SURVEY REPORT

Commissioner Finney indicated that six (6) survey responses had been received, all noting "Outstanding Service." There were no unusual or negative comments, except there was one report of a "bumpy ride." Because there was one outside transport used during January, it is unknown whether the "bumpy ride" was due to the District ambulance or an outside ambulance.

XIII. CHIEF'S REPORT

2019 Levy

Discussion was held on the 2019 Levy Limit Worksheet from the Maricopa County Assessor's office.

Commissioner Fickes suggested that the District voice its concerns to the County regarding the mandated revenue cap. The addition of new homes in the area is increasing, but revenues paying for those needing service may continue to be too limited.

2018/2019 Budget Timeline

Chief Ducote and his staff will meet with Commissioner Bowin to discuss the upcoming budget, and that budget will be brought to the Board for review at its March, April, and May meetings – with final approval scheduled for the June meeting.

Firefighter of the Year – Captain Dave Bullard

Captain Dave Bullard has been nominated for the RVFD's Firefighter of the Year by the Fountain Hills Rotary Club. The ceremony will be held on March 12, 2019.

XIV. DEPUTY CHIEF'S REPORT

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

Call Type		Response Time	
In-District EMS (Average)		3:00	
Out-of-District EMS (Average)		15:00	
Out-of-District Corridor (Average)		N/A	
In-District Non-Emergency (Average)		4:11	
Call Type		# Occurrences	
Year		2019	2018
EMS In-District Calls		18	28
EMS Out-of-District Calls		1	1
EMS Corridor Calls		0	8
Non-EMS In-District		11	12
Transports		18	22
Out of District Transports		1	
Outside Rescue Used Within District		0	1
Fire-related Calls*		1	4
BP/Information Services		35	42
Station Tours/Walk-in First Aid		8	2
Child Seat Install		2	4

*1 Smoke Detector Battery

XV. FIRE MARSHAL'S REPORT

Fire Marshal Chris Cavanaugh reviewed the following:

- Taylor Morrison is in the process of construction on Blue Sky Drive. The company will offer two different models according to their representative. They have been made aware of the fire code process.

- The Rio Verde Country Club remodel is moving forward as planned. The kitchen is now open and has been sectioned off so they can serve in the banquet room. Fire sprinkler inspection will be held on Tuesday, February 26.
- Two hundred ninety-eight (298) permits were issued in 2018.
- Due to spring building, it is common for Shea Homes to request large amounts of permits in the month of February for sprinklers, propane tanks, etc.
- Static water pressure issues have been experienced in Trilogy, and pipe heads and sizes, pumps, etc. are being reviewed.
- Commissioner Bowin requested that the Fire Marshal's Report track standard plan reviews and fees on a monthly and YTD basis.

Permits issued:

January	2019	2018
Sprinkler	4	9
Propane Tanks	1	10
Fireworks	0	1

The cost of permit fees was just increased, and its accuracy will be reassessed from time to time.

Commissioners Finney and Bowin asked that Cavanaugh and his inspectors keep track of the various requests for services. Chief Ducote will review the easiest way to track these activities. He suggested tracking first inspection, final inspection, propane, and plan reviews for both Fire Marshal Cavanaugh and his inspectors.

Commissioner Fickes voiced his concerns with water pressure and the District's ISO ratings. Fire Marshal Cavanaugh assured him that fire pumps would prevent any problems with fire flows – fire flow and static pressures are two different things.

XVI. ADMINISTRATIVE MANAGER'S REPORT

Wildland Fire Expense Update

Administrative Manager Jennifer Jacobs reported that no change had been made to the wildland fire expense receivables.

	Invoiced Amount	Paid Amount	Outstanding
Southern LNU Complex Napa Valley, California 10/11/2017 – 10/24/2017 Joshua Johnson with Mayer FD Invoiced 11/29/17 – Rec'd 9/12/18	\$12,444.92	\$12,444.92	-0-
CNF Cover 2018 Fire California 7/6/18 & 7/9/18 – 7/14/18	\$38,554.36	\$38,554.36	-0-

West Fire California 7/7/18 – 7/8/18	\$12,286.71	\$12,286.71	-0-
Ferguson Fire California 7/16/18 – 7/22/18	\$34,774.98	\$34,774.98	-0-
STF July Lightning Fire California 7/15/18 – 7/16/18	\$10,530.57	\$10,530.57	-0-
Ranch Fire – Mendocino Complex California J. Johnson – Strike Team Leader 8/15/18 (2 weeks). Approved 10/30/18	\$16,543.59	-0-	\$16,543.59
INVOICED TOTALS	\$125,135.13	\$108,591.54	\$16,543.59*

*This amount was approved in December, but payment has been delayed.

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

CopperPoint

After careful review, all credits have been accounted for by CopperPoint. The District did not come out under budget last year as anticipated, as last year's budget estimate was low. That estimate was based on the assumption that Deputy Chief Eric Merrill's classification was going to be changed to clerical. That assumption was proven inaccurate.

Two workers' compensation insurance bids are being considered.

New Website

Administrative Manager Jennifer Jacobs provided the Board with a tour of the updated website. Pension information will be on the site next month and updated as information becomes available. Jacobs requested that Board members let her know if they find any problems with specific browsers or inaccurate information.

XVII. UNFINISHED BUSINESS

There was no Unfinished Business.

XVIII. BOARD COMMENTS

Chief Ducote will provide all Board members with a copy of the corrections made by CPA Kay Green to the District's 2017/2018 audit.

An AZ PSPRS report on DROP interest rates and repayments has not yet been completed per Commissioner Fickes. He has calculated the refund amount exclusive of interest. The interest rates to be used have not yet been provided.

Fickes asked for specifics on how the Hall payment had been coded in the District's QuickBooks. He also noted that there are many expenses that are not visibly seen on the surface of the actuarial report for future years' cost – interest rate smoothing, reduction of amortizing from 18 years to 17 years for the actuarial required liability, or loss of interest on the unpaid actuarial liability. He voiced his opinion that the District should ask the AFDA to aid in changing the law in order to allow all Arizona districts to use an additional quarter percent levy solely for pension funding.

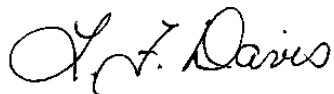
XIX. CHAIRPERSON COMMENTS

There were no further Chairperson comments.

XX. ADJOURNMENT

Commissioner Fickes moved that the meeting adjourn at 10:32 a.m. That motion was seconded by Commissioner Finney and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)

lfd