



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

July 29, 2019

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July 29, 2019

COMMISSIONERS PRESENT: Marty Bowin, Jerry Fickes, Jeanne Finney (via telephone), George Kattermann, 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; RVFD Resource Specialist Denny Myers

I. CALL TO ORDER

The Monday, July 29, 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

Denny Myers reported that the Resource Specialists are on an emergency basis during the summer. If they are needed, they are called. There have been no calls this summer.

V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

VI. APPROVAL OF MINUTES

June 24, 2019, General Session

Commissioner Fickes moved the approval of the June 24, 2019, General Session minutes as submitted. Commissioner Bowin seconded the motion, and the minutes were approved unanimously.

VII. CLERK'S REPORT

Future Meetings

Commissioner Fickes listed the following meeting dates:

- Monday, August 26, 2019 – 9 a.m.
- Monday, September 23, 2019 – 9 a.m.
- Monday, October 28, 2019 – 9 a.m.

Board meetings are scheduled for the Alexander Building Board Room. However, Commissioner Fickes asked that all Board members confirm the location before the August 26 meeting.

Commissioner Bowin will not be in attendance at the August 26, 2019, Board meeting.

VIII. FINANCIAL REPORTS

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

| Financial Report – June 2019 | |
|---------------------------------------|----------------|
| Revenue | \$70,415.93 |
| Expenses | (\$228,397.75) |
| Other Income (Expense)* | (\$325,620.79) |
| Net Income (Loss) | (\$483,602.61) |
| Transfers to/from Capital Fund | -0- |
| Adjusted Net Income | (\$483,602.61) |
| Monthly Budgeted Net Income (Loss) | (\$399,456.96) |
| | |
| YTD Actual Net Income (Loss) | \$53,026.98 |
| Borrowing from Capital Fund | -0- |
| YTD Adjusted Net Income | \$53,026.98 |
| YTD Budgeted Net Income | -0- |
| | |
| General Fund Operating Cash | \$142,167.80 |
| Capital Fund Cash | \$1,353,602.84 |
| Capital Fund Advances to General Fund | -0- |
| Capital Fund Equity | \$1,353,602.84 |

*Includes expense of permanent transfer to capital of \$325,000

Commissioner Bowin reviewed several highlights for the past fiscal year:

- Most budgeted taxes were collected, as well as approximately \$23,000 in back taxes.
- SRP's unbudgeted apportionment was received in the amount of \$38,000.
- Permit plan revenues were higher than expected by approximately \$11,000.
- Ambulance revenue was higher than expected by approximately \$40,000.
- The District was \$100,000 over expected revenues for the year.
- Personnel costs and administrative expenses have both been well managed.
- An additional payment of \$26,000 was made to the local PSPRS.
- Approximately \$62,000 had been reimbursed to two DROP employees (Eric Merrill and Dave Bullard) for payroll/interest as dictated by the Hall-Parker lawsuit.
- Capital assets of \$291,000 were purchased.

Commissioner Bowin commented that the YTD actual net income of \$53,026.98 demonstrates that it had been a very positive year for the District.

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

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

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

IX. MESA FIRE REGIONAL DISPATCH IGA

Chief Ducote informed the Board that he had sent the yearly IGA for the Mesa Fire and Medical Department Regional Dispatch System to the attorney for the District, Laura Brooks, for review. Attorney Brooks noted that it was a very traditional agreement with little increase in fees. (The dispatch fee was dropped, and the general maintenance fee was increased.)

Commissioner Fickes moved that the Mesa Fire Regional Dispatch IGA be approved. That motion was seconded by Commissioner Sewell and passed unanimously.

X. BALLARD SPAHR AS RVFD BOND COUNSEL

Chairperson Kattermann discussed the importance of a bond issue in order to purchase additional equipment and build the upcoming second fire station. He informed the Board that a meeting had been held with Hilltop Investments, a company who specializes in small placement bond issues.

In order for the District to reimburse itself out of the bond issue proceeds for the purchase of the land for the fire station, it needs to be guided by bond counsel familiar with the issuance of general obligation bonds by fire districts. On the basis of that discussion, Ballard Spahr LLP's bond counsel was contacted. Ballard Spahr's bond counsel indicated that the District should adopt a resolution regarding reimbursement by December 2019. The resolution would allow the District to recoup all but the first \$75,000 payment out of the bond proceeds, as well as payment of bond counsel expenses.

Ballard Spahr's proposal was provided to all Board members for consideration.

Commissioner Bowin moved that the Board retain Ballard Spahr as the RVFD Bond Counsel. That motion was seconded by Commissioner Fickes and passed unanimously.

District costs were discussed briefly:

- A line item will be placed in the budget to account for expenses related to the bond issue.
- In order to obtain a ballpark figure of what the District cost would be, Chief Ducote will contact his associates to determine the cost of their work with Ballard Spahr.

Chairperson Kattermann will ask representatives from Hilltop Investments to make another presentation, as well as answer questions, at the next Board meeting, so that all Board members understand and are comfortable with the bond process. Chief Ducote will provide Board members with the Hilltop Investment booklet prior to the August Board meeting.

XI. NFIRS & EMS REPORTING IT PROGRAMS

RVFD's current IT program is not adequately meeting the District's needs. Fire Marshal Chris Cavanaugh recommended updating the National Fire Incident Reporting System (NFIRS) and Emergency Medical Services (EMS) programs, plus adding mobile fire inspections to improve customer service, allow program/Computer Aided Dispatch (CAD) integration, and improve data mining and reporting capabilities.

Three providers were chosen to compare products and obtain pricing: ESO (our current NFIRS provider), Emergency Reporting, and ImageTrend. ESO was eliminated after determining that their platform did not support Apple-based products. After careful consideration, it has been determined that the program that would best meet the District's current and future needs would be cloud-based ImageTrend.

The current contract with ESO expires in August; implementation of the new program could be fairly expedient. The anticipated start-up cost is between \$7,000 and \$10,000. This year's budget was increased to \$13,000 to allow for this expense.

Commissioner Fickes moved that the quote from ImageTrend be approved. That motion was seconded by Commissioner Bowin and passed unanimously.

XII. MARICOPA COUNTY FUEL REDUCTION PROJECT

Maricopa County has offered a grant for a fuel reduction project. The District's wildland representative Josh Johnson and the Rio Verde Firewise team located areas to be mitigated due to high brush content. Johnson then sent a presentation to Mike Winters at Maricopa County, who came to Rio Verde to walk the land. Mike Winters explained that some of the areas were granted funding some years ago and could not be requested again, cutting down half the grant by 50%.

Chief Ducote wrote Winters, indicating that the District was surrounded by wildland, and brush grows very quickly. Winters met with his superiors and advised Chief Ducote that the District has been approved for all locations. The work (completed by the prison system team) must be finished by November 30, 2019.

The grant itself will be approximately \$7,000+. The District would pay for the work upfront and then be reimbursed by the County. The District's attorney, Laura Brooks, reviewed the grant and indicated that as long as the County has the money, the District would be reimbursed. If the County did not have the money, Chief Ducote indicated that funds might be reimbursed by Firewise.

Commissioner Finney moved that the Maricopa County Fuel Reduction Project grant be accepted by the District. That motion was seconded by Commissioner Sewell and passed unanimously.

XIII. EMS REPORT

Commissioner Finney indicated that five (5) survey responses had been received, all noting “Outstanding Service.” There were no negative comments or remarks.

One individual questioned why the “big truck” had been dispatched. It was suggested that the answer to that question be placed in the Community newsletters.

XIV. CHIEF’S REPORT

Wildland Update

Crews were sent to the Woodbury Fire for 14 days. Reimbursement has already been completed.

Effects of the upcoming monsoon season are yet unknown.

Memorial Recognition

The late Deputy Chief Eric Merrill will be memorialized with a special decal to be placed on the ambulance and trucks. An additional decal will be given to Eric’s wife Deana.

XV. FIRE MARSHAL REPORT

Fire Marshall Chris Cavanaugh reported the following for the month of June 2019:

Permits issued:

| June | 2019 | 2018 |
|-----------------|-------------|-------------|
| Sprinklers | 14 | 0 |
| Propane Tanks | 8 | 1 |
| Others | 0 | 0 |
| YTD (All Types) | 182 | 128 |

| Other Prevention Activity (June) | |
|--|----|
| Sprinkler Plan Reviews | 1 |
| Propane Plan Reviews | 8 |
| Total Inspections (Fire Marshal and Inspectors) | 54 |

Cavanaugh noted that normally at the end of July, two-thirds of the permits have been issued. Building is moving forward rapidly, and the program is going very well.

Cavanaugh attended the Annual National Fire Protection Association Conference in San Antonio. This year’s focus was on “situational awareness.”

In the strategic plan, the District is currently correct in its 2012 building code amendments. Cavanaugh would like the District to proceed to the 2018 building code, if possible. As new devices and products are released, new chapters to the code must be added.

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

| Call Type | Response Time | |
|--|---------------|-----------|
| In-District EMS | 4:30 | |
| Out-of-District EMS Non-Corridor (Fountain Hills, Fort McDowell) | 15:00 | |
| Out-of-District EMS Corridor | 12:59 | |
| In-District Non-Emergency | 4:58 | |
| Call Type | # Occurrences | |
| | June 2019 | June 2018 |
| EMS In-District Calls | 16 | 20 |
| EMS Out-of-District Calls (Non-corridor) | 1 | 0 |
| EMS Out-of-District Calls (Corridor) | 1 | 2 |
| Non-EMS In-District | 36 | 48 |
| Transports | 9 | 15 |
| • Out of District Transports | 1 | |
| Outside Rescue Used Within District | 1 | 2 |
| Fire-related Calls* | 2 | 3 |
| BP/Information Services | 34 | 29 |
| Station Tours/Walk-in First Aid | 0 | 0 |
| Child Seat Install | 0 | 2 |

*2 Garbage Truck Trash Fires (The same trash burned twice.)

Cavanaugh informed the Board that in a month where there is minimal emergency call activity, responses to Trilogly drive up the average response time of the District. Due to distance alone, Trilogly calls require approximately seven (7) to eight (8) minutes.

Trilogly's water pressure has been increased, actually causing a problem for Trilogly, as they had reworked their plans to account for lower water pressure.

XVI. ADMINISTRATIVE MANAGER'S REPORT

Firefighters Staples, Redish, and Donaldson were sent out to the Woodbury Fire from June 12, through June 25, 2019. By July 16, 2019, the entire amount billed (\$61,104.71) had been reimbursed. The speedy payment was most likely due to the fact that it was an Arizona fire.

Commissioner Fickes suggested that, with the extra margin in this year's budget, the Board adjust it's wildfire receivables amount to \$200,000 from the current \$150,000. He also added that there could be an exception for Arizona fires, as their reimbursement is so quick. The subject will be placed on the August meeting agenda.

XVII. BOARD COMMENTS

Commissioner Fickes indicated that the PSPRS policy and numbers are now on the District's website.

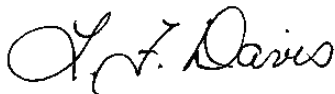
XVIII. CHAIRPERSON COMMENTS

Chairperson Kattermann thanked everyone for their efforts regarding the potential 2020 bond issue.

XIX. ADJOURNMENT

Commissioner Bowin moved that the meeting adjourn at 10:18 a.m. That motion was seconded by Commissioner Fickes and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)

lfd