



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

**November 27, 2023**

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## MINUTES OF THE RIO VERDE FIRE DISTRICT BOARD OF DIRECTORS GENERAL SESSION

November 27, 2023

### I. CALL TO ORDER

The Monday, November 27, 2023, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9:00 a.m. in the RVFD Fire Station #442 Community Room, located at 17619 E. Rio Verde Dr., Rio Verde, AZ 85263.

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

**COMMISSIONERS ABSENT:** None

**ALSO PRESENT:** Chief Scott Krushak, Deputy Chief Chris Stewart, Fire Marshal Chris Cavanaugh, Administrative Manager Jennifer Jacobs, and Administrative Assistant Tatum Heinrich, Rio Verde Fire District; Drew Wendt, Atlas CPAs & Advisors (via telephone)

### 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

Commissioner Dennis Meyers reported that resource specialists will provide a car parking service at the upcoming pancake breakfast.

## V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

## VI. APPROVAL OF MINUTES

October 23, 2023 – General Session

**Commissioner Sewell moved to approve the October 23, 2023, General Session minutes as submitted. That motion was seconded by Commissioner Meyers and passed unanimously.**

## VII. APPROVAL OF AUDIT BY ATLAS CPA'S & ADVISORS (FY 2022/2023)

Drew Wendt was present via telephone to discuss the district's audit report for FY 2022/2023. In the opinion of Mr. Wendt, "The financial statements present fairly, in all material respects, the respective modified cash basis balance sheet of the district as of June 30, 2023, and the respective changes in revenues, expenditures, and fund balances, in accordance with the financial reporting provisions of ARS Title 48 § 251.A(1)."

He indicated that there were no major concerns for the district, that there were good checks and balances and internal controls.

**Commissioner Finney moved that the FY 2022/2023 audit report be accepted as submitted. That motion was seconded by Commissioner Sewell and passed unanimously.**

## VIII. APPROVAL OF MISSION/VALUES STATEMENT

The draft of the RVFD Organizational Values and Mission Statement was distributed to Board members.

1. Chairperson Kattermann recommended the following edit:

"Compassionate

- We are proud to be members of the Rio Verde Fire District and understand that service delivery is critical for our ~~customers~~ residents. We will be *empathetic* and demonstrate care of those we serve and each other."

2. Commissioner Finney noted that the descriptions under the headings "Credible" and "Competent" seemed repetitive in her review of the document. Chief Krushak will wordsmith the statement and write it specific to each definition.

Commissioner Bowin commented that the document was very well written.

**Commissioner Sewell moved that the Mission/Values Statement be accepted with the above edits. That motion was seconded by Commissioner Bowin and passed unanimously.**

## IX. CLERK’S REPORT

### Future Meetings

The following meeting dates were listed:

- Monday, December 18, 2023 – 9 a.m. (Commissioner Sewell will attend via telephone.)
- Monday, January 29, 2024 – 9 a.m. NOTE: This was changed from January 22.
- Monday, February 26, 2024, 9 a.m.

SPECIAL NOTE: December 18 is the third Monday of the month, as the fourth Monday is Christmas Day.

All meetings will be held in the Community Room at F/S #442, 17619 E. Rio Verde Drive, Rio Verde, AZ 85263.

## X. EMS REPORT

Commissioner Clerk Jeanne Finney reported that there were 9 surveys received all of which claimed “Outstanding” service. Only positive comments were provided.

## XI. FINANCIAL REPORTS

Commissioner Sewell reported on the October 2023 financials:

Financial Report	
Revenue	\$1,371,740.01
Expenses	\$390,507.61
Other Income (Expense)	\$5,510.00
Net Income (Loss)	\$986,742.40
Transfers to (from) Capital Fund	0.00
Adjusted Net Income	\$986,742.40
Monthly Budgeted Net Income (Loss)	\$980,169.57
YTD Actual Net Income (Loss)	\$1,971,446.09
Borrowing from Capital Fund	\$1,250,000.00
YTD Adjusted Net Income	\$721,446.09
YTD Budgeted Net Income	\$889,821.26
General Fund Operating Cash	\$1,943,828.65
Capital Fund Cash	\$515,349.51

Capital Fund Advances to General Fund	\$1,250,000.00
Capital Fund Equity	\$1,765,349.51
Total Bond Fund Authorization*	\$5,101,858.64
Total Expenditures to Date	\$5,146,992.48
Total Interest to Date (Interest Earned)	\$47,793.40
Current Month Expenditures	-0-
Remaining Bond Equity	\$57.13

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

**Commissioner Sewell moved that the Board accept the October 2023 Financial Report as submitted. That motion was seconded by Commissioner Bowin and passed unanimously.**

**Commissioner Sewell moved that the Board accept the October 2023 bank reconciliations as submitted. That motion was seconded by Commissioner Meyers and passed unanimously.**

**Commissioner Sewell moved that the Board accept the October 2023 Monthly Transaction Report as submitted. That motion was seconded by Commissioner Finney and passed unanimously.**

Checks in the amount of \$5,300, being held for the upcoming golf fundraiser, were provided to the district.

## **XII. CHIEF’S REPORT**

### ISO Rating

The district’s ISO (insurance) rating had dropped due to a data error, so it was recalculated and raised from a 4 back to a 2. This rating takes effect on February 1, 2024.

Part of the ISO improvement was due to prevention training, i.e., prevention captains getting more information out to the community.

### Firewise Day

Firewise Day was a success, with Captain Josh Johnson present to discuss the Diamond Fire and how it affected the community.

### Verde River Communications Committee

Staff outlined the district’s presentation to the Verde River Communications Committee (150 – 200 attendees). The Verde River Communications Committee will become active when the homeowners’ association takes over for the management company.

## Trilogy/Verde River

The lifestyle director for Trilogy/Verde River asked the district to provide their area with a presentation of the Diamond Fire, similar to the presentation on Firewise Day. Approximately 300 people are expected at that meeting.

## Board of Supervisors Meeting

Tom Galvin of the Board of Supervisors asked Chief Krushak to provide the invocation and lead the Pledge of Allegiance at the formal Board of Supervisor's meeting.

## CPR Training

Staff received its annual CPR update, and it was noted that the district completed 16 classes this year, training 213 people. It was the view of Deputy Chief Chris Stewart that the community is safer and better when the community residents can respond in the interim between an event and the arrival of the firefighters.

## Current Events

A pancake breakfast will be held on Saturday, December 2, at F/S #441.

The Verde River fundraising golf tournament will be held on Monday, December 4, 2023. All golfing slots were sold in 30 minutes. The event was actually oversold, so Board members were invited to attend the event – but those golf spaces will be filled by non-Board residents. The lunch and fundraising activities will be conducted at Verde River this year, not at the fire station.

This year's Christmas party will be held on Saturday, December 9, at F/S #442, at noon. Santa will arrive to entertain staff and their children.

## Strategic Plan Update

The first strategic planning meeting will be held on Wednesday, November 29, 2023. A final plan should be available in four or five months.

Commissioner Bowin indicated that one of the Tonto Verde Strategic Planning Committee members indicated that the Tonto Verde HOA Board would like to meet with the fire district on an annual basis as part of their strategic plan.

### XIII. DEPUTY CHIEF'S REPORT

#### Training Activity

Five (5) recruits in Recruit Class #23-3 are in the second half of their training and due to graduate on January 5, 2024. They will begin work with the district immediately thereafter. With those five recruits, the district will be at full staffing in all firefighting positions.

After hiring the two (2) civilian EMTs, we have only two (2) open positions in the district daily. These EMTs will start Recruit Class #24-1, beginning on January 22, 2024, graduating in mid-May. Overtime costs will show improvement.

While plans are under way for known retirements, additional plans are being made to manage any unforeseen retirements.

#### Ambulance

An individual from an oil refinery in Minnesota is interested in purchasing the district's ambulance. We are awaiting final details on maintenance records he has requested from Mesa Fire. The ambulance is listed for \$70,000.

#### Data Access/Response Times

Deputy Chief Chris Stewart reviewed response/turnout times with the aid of a visual presentation tool which showed a map of response locations for both medical and fire-related calls, as well as examples of other data that can now be collected, and tracked by shift, by type of response, etc., such as the example below:

Average Performance Summary by Unit  
Oct 01, 2023 to Oct 31, 2023

Unit	Count	Turnout	Travel	Total Response	Scene	Total Time to Clear	Total Time on Task
E441	80	00:01:20	00:03:34	00:04:30	00:28:22	00:27:17	00:54:44
E442	37	00:01:15	00:04:14	00:05:29	00:12:02	00:14:05	(blank)
M441	19	00:01:39	00:09:02	00:12:26	01:11:53	01:15:28	(blank)
M442	1	00:04:07	00:00:00	00:04:07	00:00:22	00:04:30	(blank)

Deputy Chief Stewart is working with the crews to get recording data processes more uniform.

### XIV. FIRE MARSHAL'S REPORT

Fire Marshal Chris Cavanaugh reported the following:

*Permits issued:*

	October	2023	2022
Sprinklers		16	13
Propane		14	12

Others	1	0
YTD (All Types)	171	239
<b>Other Prevention Activity</b>		
Sprinkler Plan Review		1
Propane Plan Review		14
Tent Plan Review		2
Total Inspections		43

At least eighty percent (80%) of all permits are driven from Shea Homes. When Shea Homes is running sparingly, the district’s permits are likewise affected. Shea Homes has now closed 876 homes.

**XV. ADMINISTRATIVE MANAGER’S REPORT**

Wildland Expense Update

Administrative Manager Jennifer Jacobs advised the Board that the \$15,600.49 billed for the Diamond fire has been reimbursed. The additional \$78 was an administrative cost.

**XVI. UNFINISHED BUSINESS**

Commissioner Sewell will represent the Board on the Strategic Planning Committee.

**XVII. BOARD COMMENTS**

Commissioner Sewell provided a video of a little child and his mother riding in a fire engine. Commissioner Sewell was impressed by the attention to the child.

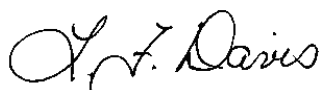
**XVIII. CHAIRPERSON COMMENTS**

There has been discussion regarding further attempts to proceed with a cell tower. The original architectural plans have expired, but the Architectural Committee of the Rio Verde Community Association has not approved any new plans at this time.

**XIX. ADJOURNMENT**

**Commissioner Bowin moved that the Board adjourn at 10:14 a.m. That motion was seconded by Commissioner Sewell and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary (From Voice Recording)