



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

**October 23, 2023**

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

October 23, 2023

### I. CALL TO ORDER

The Monday, October 23, 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 (via telephone), Administrative Manager Jennifer Jacobe, Administrative Assistant Tatum Heinrich, and Firefighters Nicki Gatlin, Kerrie Nolan-Proctor, and Matt Oden, Rio Verde Fire District

### 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 the resource specialists were back in operation (11 people); certification training will be held next month.

## V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

## VI. APPROVAL OF MINUTES

September 25, 2023 – General Session

**Commissioner Sewell moved to approve the September 25, 2023, General Session minutes as submitted. That motion was seconded by Commissioner Meyers and passed unanimously.**

## VII. CLERK'S REPORT

### Future Meetings

The following meeting dates were listed:

- Monday, November 27, 2023 – 9 a.m.
- Monday, December 18, 2023 – 9 a.m.
- Monday, January 22, 2023 – 9 a.m.

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

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

## VIII. EMS REPORT

Commissioner Clerk Jeanne Finney reported that there were 8 surveys received, seven claiming “Outstanding” service, one with no service rating. Only positive comments were provided. (Coincidentally, this is a duplicate of last month’s activity.)

## IX. ADJOURNMENT TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION

**Pursuant to ARS §38-431.03(1), at 9:03 a.m. Commissioner Sewell moved that the Board move to Executive Session for the purpose of discussing a human resource issue. Commissioner Meyers seconded the motion, and it passed unanimously.**

At 9:18 a.m. the Board reconvened to General Session.

**Commissioner Bowin moved that the RVFD Board DOES NOT grant approval of the extension of the deferred retirement option plan (DROP) for any employee who entered DROP prior to 7-6-2022, which is the effective date of Arizona SB1268. That motion was seconded by Commissioner Sewell and passed unanimously.**

## X. HIRING OF TWO CIVILIAN EMT POSITIONS FOR MEDIC #441

Chief Scott Krushak and Deputy Chief Chris Stewart reviewed the fact that the district continues to be understaffed. Two (2) firefighters just graduated from the Phoenix Regional Academy, with five (5) firefighters in the Academy at this time. Current minimum staffing goal is ten (10) with no relief rate.

Within a year, the RVFD will need to fill two (2) more positions. Two (2) civilians have already gone through the hiring process up until their medical exam and could be hired and start within two (2) weeks. They would start as civilian EMTs for Medic 441. After graduating from the Academy training, they will enter the field as firefighters. Adding these two additional individuals will lower overtime expenditures.

The goal is to alleviate the overtime we are presently paying to manage staffing.

The district applied for a SAFER grant for six (6) additional personnel and is awaiting a decision on that grant.

**Commissioner Bowin moved that the district hire the two (2) civilian EMT positions for Medic #441 as soon as possible. That motion was seconded by Commissioner Finney and passed unanimously.**

## XI. FINANCIAL REPORTS

Commissioner Sewell reported on the September 2023 financials:

Financial Report	
Revenue	\$981,007.73
Expenses	\$430,550.50
Other Income (Expense)	\$249,992.00
Net Income (Loss)	\$800,449.23
Transfers to (from) Capital Fund	\$250,000.00
Adjusted Net Income	\$550,449.23
Monthly Budgeted Net Income (Loss)	\$602,403.04
YTD Actual Net Income (Loss)	\$984,703.69
Borrowing from Capital Fund	\$1,250,000.00
YTD Adjusted Net Income	(\$265,296.31)
YTD Budgeted Net Income	(\$90,348.31)
General Fund Operating Cash	\$965,281.92
Capital Fund Cash	\$513,606.03
Capital Fund Advances to General Fund	\$1,250,000.00

Capital Fund Equity	\$1,763,606.03
Total Bond Fund Authorization*	\$5,101,858.64
Total Expenditures to Date	\$5,146,992.48
Total Interest to Date (Interest Earned)	\$47,785.41
Current Month Expenditures	-0-
Remaining Bond Equity	\$49.14

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

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

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

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

There will be no transfer of funds between the Capital and General Accounts for October.

The sale of the ambulance was discussed; a manufacturing facility will be visiting in November and is interested in using it in their EMS and fire brigade. The price of the ambulance is \$60,000.

## **XII. CHIEF’S REPORT**

### Legislative Update

Chief Krushak noted that there were be little or no activity in the legislative session until it begins again January 8, 2024. All bills that were passed in the first session will take effect on October 30, 2023, unless they were passed with an emergency clause.

### Rio Verde Homeowners Association

Chief Krushak and Deputy Chief Stewart made an extensive presentation at the Rio Verde Homeowners Association about the changes in the district. Response to the Diamond Fire was also discussed, as were notifications and notification systems. The staff is willing to speak with any community organization on fire district services and issues.

### Strategic Plan Update

Statements defining the organization’s mission, vision, and values drive the strategic planning process; draft statements were created and distributed to Board members. The strategic

planning process will begin within the next month, providing the district with measurable objectives and goals – an organizational pathway. The Strategic Planning Committee is being formed now.

**XIII. DEPUTY CHIEF’S REPORT**

Training Update

Staff has initiated the Blue Card command training and certification system, with members completing online training and then certification. After certification is complete, instructors will be trained inside the organization.

Last week members of the Phoenix Fire Department were present to do search and rescue training with our firefighters. A framed home in Trilogy was used for the training of victim location. Two-thirds of the firefighters were trained.

Engine #442 will be participating in live fire training at the Phoenix Fire Academy with a recruit class. Live fire training is expensive and limited in its training times, so the district feels fortunate to be involved. (There is no cost to the district.)

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 location, destination, etc. Total response times in September were E#441, 5 minutes, 17 seconds for 49 calls, E#442 four minutes forty-eight seconds for 29 calls, M#441, four minutes 27 seconds with 20 transports.

**XIV. FIRE MARSHAL’S REPORT**

Fire Marshal Chris Cavanaugh reported the following:

*Permits issued:*

<b>September</b>	<b>2023</b>	<b>2022</b>
Sprinklers	1	25
Propane	2	14
Others	0	0
YTD (All Types)	140	214
<b>Other Prevention Activity</b>		
Sprinkler Plan Review		1
Propane Plan Review		2

Fire Alarm Plan Review	0
Total Inspections	40

Portable Fuel-filled Tank

Blue Star Landscaping, the company who had placed a potentially hazardous portable fuel-filled tank in the community, has agreed to remove it. They will also not stay in the trailer which was set up as an office but will move into the old F/S #442 temporary station, a building with safety features already installed.

Upcoming Gatherings

The district is working with a tent company for a November wedding in Trilogy and with Rio Verde Country Club for its 50<sup>th</sup> anniversary celebration. Occupancy limits will be determined for each gathering.

**XV. ADMINISTRATIVE MANAGER’S REPORT**

Wildland Expense Update

Administrative Manager Jennifer Jacobs advised the Board that the \$15,678.49 billed for the Diamond fire has been reimbursed.

Ambulance Reconciliations

Aged-out ambulance invoicing will be brought to the Board for informational purposes only, as it represents money that is not able to be collected. The process used by the outside billing service has been working well.

Audit Update

The draft of the audit of the financial statements for this past fiscal year was received from Atlas and briefly reviewed by Board members. Jacobs welcomed any questions on the draft, so that Atlas’s representative can respond when presenting his report at a future Board meeting.

Commissioner Finney questioned the wording on Page 20, Item 1, as the wording was awkward. The structure of the wording will be discussed with the auditor in conjunction with his future presentation.

**XVI. UNFINISHED BUSINESS**

There was no unfinished business.

## **XVII. BOARD COMMENTS**

Commissioner Nancy Sewell indicated that as of next summer, she will be operating from North Carolina as a snow bird, participating in meetings via telephone during times when she is in that location.

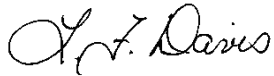
## **XVIII. CHAIRPERSON COMMENTS**

There has been no news about the cell tower.

## **XIX. ADJOURNMENT**

**Commissioner Bowin moved that the Board adjourn at 10:30 a.m. That motion was seconded by Commissioner Sewell and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary (From Voice Recording)