



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

May 23, 2022

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May 23, 2022

I. CALL TO ORDER

The Monday, May 23, 2022, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9:00 a.m. in the RVCA Dance Room.

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

COMMISSIONERS ABSENT: None

ALSO PRESENT: Chief Jay Ducote, Fire Marshal Chris Cavanaugh, and Administrative Manager Jennifer Jacobe, 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 Meyers reported that the Resource Specialists were not in operation for the summer, though he and Terry would respond if needed.

V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

VI. APPROVAL OF MINUTES

April 28, 2022 – General Session

Commissioner Sewell moved to approve the April 28, 2022, 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, June 27, 2022 – 9 a.m. (RVCA Dance Room) (Commissioner Bowin will attend by telephone.)
- Monday, July 25, 2022 – 9 a.m. (RVCA Dance Room)
- Monday, August 22, 2022 – 9 a.m. (RVCA Dance Room) (Commissioner Finney will not be in attendance.)

It is estimated that the September Board meeting will be held at Station #442.

VIII. FINANCIAL REPORTS

Commissioner Bowin reported on the April 2022 financial reports:

Financial Report – April 2022	
Revenue	\$552,481.90
Expenses	\$284,662.71
Other Income (Expense)	\$12,603.20
Net Income (Loss)	\$280,422.39
Transfers to (from) Capital Fund	-0-
Adjusted Net Income	\$280,422.39
Monthly Budgeted Net Income (Loss)	\$185,766.96
YTD Actual Net Income (Loss)	\$879,633.47
Borrowing from Capital Fund	-0-
YTD Adjusted Net Income	\$879,633.47
YTD Budgeted Net Income	\$281,377.80
General Fund Operating Cash	\$800,486.46
Capital Fund Cash	\$1,838,536.56
Capital Fund Advances to General Fund	-0-
Capital Fund Equity	\$1,838,536.56

Total Bond Fund Authorization*	\$5,101,858.64
Total Expenditures to Date	\$2,480,381.91
Total Interest to Date (Interest Earned)	\$26,366.24
Current Month Expenditures	\$417,391.24
Remaining Bond Equity	\$2,647,842.97

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

Commissioner Bowin moved that the Board accept the April 2022 Financial Report as submitted. That motion was seconded by Commissioner Sewell and passed unanimously.

Commissioner Bowin moved that the Board accept the April 2022 Monthly Transaction Report. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Bowin moved that the Board accept the April 2022 bank reconciliations as submitted. That motion was seconded by Commissioner Meyers and passed unanimously.

There was no need to authorize an additional transfer of funds between the Capital and General Accounts for the month of May.

IX. DISCUSSION TO APPROVE QTEGO SILENT AUCTION SOFTWARE

It was noted in the April meeting that Resident Bob Peel will pay for a software agreement of \$1500 per year for a long-term silent auction for the district. The contract, however, must be with the district.

Commissioner Finney moved that the Board approve the software purchase from QTEGO for the silent auction in the amount of \$1500. This software will be paid for by Resident Bob Peel on an annual basis. The motion was seconded by Commissioner Sewell and passed unanimously.

X. DISCUSSION TO CONDUCT A PUBLIC HEARING AND ADOPT A MORE CURRENT FIRE CODE.

Public Hearing

Fire Marshal Chris Cavanaugh led discussion on the public hearing to be held on June 27, 2022, at 8:30 a.m. in the RVCC Dance Room. The purpose of the public hearing is to consider the adoption of the 2018 version of the International Fire Code with local amendments and specific appendices pertinent to the Rio Verde Fire District. The Code may be adopted after this hearing is held.

Adoption of a More Current Fire Code

Cavanaugh led discussion on changes in the 2018 fire code, noting that one major change was adding Chapter 12 regarding stored energy systems, designed to address the lithium-ion issue with battery storage. Another change addresses access roads and the need to provide fire personnel directions for those roads.

Discussion was held on further changes to the Code and appeals timelines.

No Board action is required at this time; June's agenda will consider a potential vote on making a Board resolution to adopt this new fire code.

XI. DISCUSSION ON AMBULANCE BILLING COMPANY CHANGE

Administrative Manager Jennifer Jacobe explained that the current ambulance billing company has instituted a \$4,200 monthly minimum, which would drive the cost to approximately \$50,400 per year. Two other companies provided bids – Image Trend and Action Ambulance Billing. An additional company proved unresponsive to the request for bid.

Commissioner Sewell moved that the Board switch ambulance billing from Digitech to Action Ambulance Billing, with a July 1, 2022, start date. Commissioner Bowin seconded the motion, and it was passed unanimously.

XII. ADJOURNMENT TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION

Pursuant to ARS §38-431.03(1), at 9:53 a.m. Commissioner Finney moved that the Board move to Executive Session for the purpose of discussing employee compensation and a fire code appeal by a Rio Verde resident. Commissioner Sewell seconded the motion, and it passed unanimously.

At 11:20 a.m. the Board reconvened to General Session.

Commissioner Sewell moved that the District deny the fire code appeal discussed in the Executive Session and ask the attorney for our district to write a “hold harmless” agreement with requirements. The motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Sewell moved that the Board approve the healthcare benefit options discussed in the Executive Session. That motion was seconded by Commissioner Meyers and passed unanimously.

Commissioner Finney moved that the District promote the part-time administrative assistant position to a full-time position. That motion was seconded by Commissioner Sewell and passed unanimously.

XIII. DISCUSSION ON BUDGET WORKSHEET FY 2021/2022 AND FY 2022/2023

Commissioner Sewell moved that the Board approve and post the amended budget worksheet for FY 2022/23. That motion was seconded by Commissioner Meyers and passed unanimously.

XIV. EMS REPORT

Commissioner Clerk Jeanne Finney advised that 12 surveys (3 via Internet) had been received, all of which were marked as “Outstanding.” No one needed to be contacted.

XV. CHIEF'S REPORT

Fire Station Update

Chief Ducote advised that the living quarters in the administrative side and community room were all drywalled and insulated. The turnout room, cleaning room, and the apparatus bay will now be drywalled. Taping and texturing, plus electrical will begin shortly. The sandbags are still on the roof, and the tiles are still awaited.

XVI. DEPUTY CHIEF'S REPORT

In the absence of Deputy Chief Scott Krushak, Fire Marshal Chris Cavanaugh presented the Deputy Chief's Report:

Activity Report

Call Type	Response Time
In-District EMS	4:02
In-District Non-Emergency	5:35

Call Type	# Occurrences	
	April 2022	April 2021
Total EMS Calls	41	31
Total Transports	24	23
Total Non-emergency Response Calls	99	86
Fire-related Calls*	4	6
Total Responses	144	123
Community Contacts	29	22

XVII. FIRE MARSHAL REPORT

Permits issued:

April	2022	2021
Sprinklers	1	24
Propane	4	12
Others	0	1
YTD (All Types)	81	83

Other Prevention Activity (April)	
Propane Plan Review	4
Sprinkler Plan Review	1
Total Inspections	38

Shea Homes has produced and sold 685 homes through April.

XVIII. ADMINISTRATIVE MANAGER'S REPORT

Wildland Expense Report

The wildland expense report was provided to Board members (see attached). The crew is back from the Crooks fire, but it has not yet been invoiced.

Elections

Commissioners Bowin and Sewell are up for reelection this year. "Maricopa County 2022 Election Information" was provided in Board folders that outlines dates and times for the upcoming general election on November 8, 2022.

Donations

Two "hole sponsors" for the golf tournament have been received, as well as a \$25 check included with a survey. Additionally, a \$10,000 check was received from Bob Parsons.

XIX. UNFINISHED BUSINESS

There was no unfinished business.

XX. BOARD COMMENTS

It is anticipated that staff will move into Station #442 on September 1, 2022.

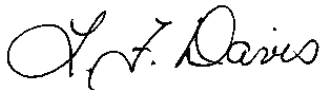
XXI. CHAIRPERSON COMMENTS

Staff members were commended for their efforts regarding the budget.

XXII. ADJOURNMENT

Commissioner Bowin moved that the Board adjourn at 11:33 a.m. That motion was seconded by Commissioner Sewell and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary (From Voice Recording)