



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

April 29, 2019

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COMMISSIONERS PRESENT: Jerry Fickes, Jeanne Finney, George Kattermann,
and Nancy Sewell

COMMISSIONERS ABSENT: Marty Bowin

ALSO PRESENT: Chief Jay Ducote, Deputy Chief Eric Merrill, and Fire Marshal Chris Cavanaugh;
Rio Verde Fire District

I. CALL TO ORDER

The Monday, April 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, with the exception of Marty Bowin.

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

March 25, 2019, General Session

Commissioner Fickes moved the approval of the March 25, 2019, General Session minutes as presented. That motion was seconded by Commissioner Finney and passed unanimously.

VII. CLERK'S REPORT

Future Meetings

Commissioner Fickes listed the following meeting dates:

- Tuesday, May 21, 2019 – 9 a.m. (Note change in date)
- Monday, June 24, 2019 – 9 a.m.
- Monday, July 29, 2019 – 9 a.m.

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

The May meeting had been originally planned for Monday, May 20, but was changed to Tuesday, May 21, due to multiple attendance complications.

VIII. FINANCIAL REPORTS

In the absence of Commissioner Bowin, Chairperson Kattermann provided the following financial report for the month of March, 2019:

Financial Report – March 2019	
Revenue	\$173,435.20
Expenses	\$235,952.66
Other Income (Expense)	\$1,600.00
Net Income (Loss)	(\$60,917.46)
Transfers to/from Capital Fund	-0-
Adjusted Net Income	(\$60,917.46)
Monthly Budgeted Net Income (Loss)	(\$43,787.48)
YTD Actual Net Income (Loss)	\$333,882.92
Borrowing from Capital Fund	-0-
YTD Adjusted Net Income	\$333,882.92
YTD Budgeted Net Income	\$261,202.29
General Fund Operating Cash	\$415,858.19
Capital Fund Cash	\$1,018,523.81
Capital Fund Advances to General Fund	-0-
Capital Fund Equity	\$1,018,523.81

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

Commissioner Sewell moved that the Board accept the March 2019 Monthly Transaction Report. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Sewell moved that the Board accept the March 2019 bank reconciliations as submitted. That motion was seconded by Commissioner Finney and passed unanimously.

At the date of the meeting, there was no need to transfer funds from the Capital Fund to the General Fund.

IX. DISCUSSION OF WORKERS' COMPENSATION BID

Chief Ducote had received two bids for workers compensation insurance.

Both Chairperson Kattermann and Commissioner Fickes voiced opinions that it was best in the area of workers' compensation insurance to work with a company with which you have a good business relationship, as well as with a company with vast experience and financial stability.

Commissioner Fickes moved that the Board approve the workers' compensation bid from CopperPoint. That motion was seconded by Commissioner Finney and passed unanimously.

X. DISCUSSION AND APPROVAL OF RVFD PSPRS LOCAL BOARD TIERS 1 & 2 PENSION FUNDING POLICY

The updated draft of the RVFD PSPRS Local Board Tiers 1 & 2 Pension Funding Policy was presented to the Board for approval.

Commissioner Finney moved that the updated RVFD PSPRS Local Board Tiers 1 & 2 Pension Funding Policy be approved as presented. That motion was seconded by Commissioner Sewell and passed unanimously.

XI. DISCUSSION ON FY 2019/2020 BUDGET WORKSHEET

The preliminary draft of the FY 2019/2020 budget was reviewed at the March meeting, and revisions were made to the proposed pension contribution figures. The final FY 2019/2020 budget is scheduled for approval at the May Board meeting.

Commissioner Fickes explained the different pension tiers and the need for accurate financial reporting for Tiers 1 and 2, separate from Tier 3. Fickes also expressed his concern that the manner in which the AZ PSPRS groups the tiers for monthly contributions actually causes the fire districts to underinvest. The actuarial report states the need for minimum contributions in the higher of dollars or a percentage of payroll for Tiers 1 and 2, separately from Tier 3. The reason is that active personnel in Tiers 1 and 2 is normally declining, while Tier 3 personnel is increasing. In order to properly fund Tiers 1 and 2, the fire districts must make quarterly special contributions to adjust for the shortage caused by the decreasing payroll in Tiers 1 and 2. Due to the ageing of the base information previously used, Tiers 1 and 2 will normally need to use the minimum dollar amount, while Tier 3 will normally use the payroll basis as a minimum. The proposed budget reflects the needs of the RVFD PSPRS Local Board minimum requirements. Fickes will plan a meeting with the AZ PSPRS to discuss what can be done to address these concerns.

XII: EMS SURVEY REPORT

Commissioner Finney indicated that 11 survey responses had been received, all noting “Outstanding Service” and positive attributes. There were no negative comments, and no one needed to be contacted. Surveys are sent to only in-district EMS callers.

XIII. CHIEF’S REPORT

Deputy Chief Eric Merrill’s Retirement

There will be a celebration to honor Deputy Chief Eric Merrill in his retirement from the RVFD on April 30, 2019, between 8:30 a.m. and 10:30 a.m., at the fire station.

Commissioner Fickes reviewed a portion of Merrill’s accomplishments while at the RVFD:

- Merrill was commended for over 40 years of fire service, including 20+ years of fire service on behalf of the RVFD.
- Merrill had designed the first two fire vehicles (2002 and 2003), one off-road vehicle which is still in service.
- Merrill was one of the first set of firefighters that came into the District through Rural Metro.
- Merrill was instrumental in building and staffing the current fire station.
- Merrill provided a superior medical arm for the District.
- Merrill served as acting chief for one year during the executive search for a new fire chief.
- Merrill filled the biggest need in the area, that of a District-owned ambulance.

Commissioner Fickes moved that the District formally thank Deputy Chief Eric Merrill for his 20+ years of vast and exceptional service with the RVFD. That motion was seconded and passed unanimously.

Firewise Update

Chief Ducote explained that due to the wet winter, brush has grown to dangerous levels in the Tonto and Rio Verde areas. Since Matt Roggenstein’s retirement, Firefighter Josh Johnson has assumed activities for the Firewise Program. A grant was offered by Maricopa County for cleaning out brush, a bid was submitted, and if granted, Johnson will oversee the clearing of these potentially dangerous areas.

XIV. DEPUTY CHIEF’S REPORT

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

Call Type	Response Time
In-District EMS (Average)	3:06
Out-of-District EMS (Average)	15:22
Out-of-District Corridor (Average)	9:00
In-District Non-Emergency (Average)	4:30

Call Type	# Occurrences	
	2019	2018
EMS In-District Calls	21	27
EMS Out-of-District Calls	1	4
EMS Corridor Calls	2	1
Non-EMS In-District	44	42
Transports	21	19
Out of District Transports	3	2
Outside Rescue Used Within District	1	0
Fire-related Calls*	1	2
BP/Information Services	35	26
Station Tours/Walk-in First Aid	0	4
Child Seat Install	7	20

*1 Gas Odor

Exception Report: Chief Ducote indicated that there was one call response of over 5 minutes. The fire truck had been checking hydrants in Trilogy and then responded to an EMS call in Rio Verde.

Hydrant checks have been completed to date. Due to road servicing, hydrant markers (reflectors) in Rio Verde will not be replaced until later in May.

Fire Marshal Cavanaugh explained that whenever crews go out, they make note of how long it takes to fill hydrants, thus tracking water in the system. Water pressure variations have been noted, most likely caused by utility workers resetting pressure relief valves after maintenance.

Deputy Chief Merrill reported on the renewal of the Premier EMS Agency Certificate. Merrill also noted that the District was most likely the first Premier EMS Fire Agency in the state of Arizona. Additionally, the Department of Health Services holds the RVFD as a model for meeting the required criteria. Chairperson Kattermann asked that this information be placed in the community newsletters.

Deputy Chief Merrill reported on several highlights of his career with the Verdes communities:

- He has been serving the community of Rio Verde since 1992, prior to its being a fire district. At that time, it was called an Emergency Services Committee. He was able to watch the election and seating of the first board in 1993.
- He has watched the station grow from an 800 sq. ft. building with only a hot plate, an outside sink, and an open bay. (Firefighters slept in the back of the bay next to the fire truck.)
- At the onset of the RVFD, he felt that it was a great opportunity, a bar set high. He felt that although it was a small district, it was not an inferior district. It was instead, nimble. Changes could be introduced and implemented quickly.
- He acknowledged the medical direction he was given, and he has valued the continuing and improving EMS program, the only agency based at Mayo Hospital.

- He feels that the various District boards have been very responsible and supportive. He also stated that they had never withheld anything from a great program. They also have provided a high bar of leadership and treatment which will continue into the future.
- In closing, Merrill voiced his love for treating the residents of the communities.

XV. FIRE MARSHAL’S REPORT

Permits issued:

March	2019	2018
Sprinklers	3	0
Propane Tanks	6	0
Others	0	0
YTD (All Types)	68	62

Other Prevention Activity:

Sprinkler Plan Reviews	3
Propane Plan Reviews	6
Total Inspections (Fire Marshal and Inspectors)	66

Three inspectors attended the annual EduCode training in Las Vegas. The training provides yearly updates on different National Fire Protection Association codes or changes to international codes.

Fire Marshal Cavanaugh attended the Fire Alarm and Signaling Code (NFPA 72) Training in Nevada.

Starting next month, the Fire Marshal Report will include an EMS monthly activity report.

XVI. ADMINISTRATIVE MANAGER’S REPORT

Wildland Fire Expense Update

In the absence of Administrative Manager Jennifer Jacobe, Chief Ducote reported that the last reimbursement check had been received for last year’s wildland fire program.

	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	\$16,543.59	-0-
INVOICED TOTALS	\$125,135.13	\$125,135.13	-0-

Chairperson Kattermann reminded the Board that if the upcoming fire season becomes large, recovery of funds will most likely not occur until the next fiscal year. (Expenses are paid by the District in the current fiscal year, but they sometimes are not reimbursed until the next fiscal year.) This financial irregularity also affects the District's pension contribution timing, but the wildland fire training and experience benefits all fire personnel.

Discussion was held on setting an accounts receivable cap at \$100,000 for the rest of the fiscal year at the chief's discretion; however, it was agreed that at this time we maintain the current cap of \$150,000 in receivables.

Experience has shown that in-state wildfire fighting expense reimbursements is usually timely, but out-of-state revenues are delayed up to months, creating a fiscal year revenue shortfall.

An historic report on the activities and costs of the District's wildland truck will be presented at the next meeting.

XVII. UNFINISHED BUSINESS

There was no unfinished business.

XVIII. BOARD COMMENTS

There were no additional Board comments.

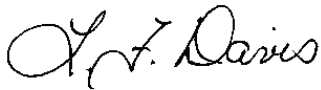
XIX. CHAIRPERSON COMMENTS

It was reported by Chairperson Kattermann that the AZ PSPRS Administrator Jared Smout was placed on administrative leave and that Assistant Administrator and Counsel Bret Parke was now acting administrator.

XX. ADJOURNMENT

Commissioner Fickes moved that the meeting 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)

lfd