



Rio Verde Fire District  
17619 E. Rio Verde Drive  
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**MINUTES OF THE  
RIO VERDE FIRE DISTRICT  
BOARD OF DIRECTORS GENERAL SESSION**

**November 28, 2022**

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

**November 28, 2022**

### **I. CALL TO ORDER**

The Monday, November 28, 2022, 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 (by telephone), George Kattermann, Dennis Meyers, and Nancy Sewell

**COMMISSIONERS ABSENT:** None

**ALSO PRESENT:** Chief Jay Ducote, Deputy Chief Scott Krushak, Fire Marshal Chris Cavanaugh, and Administrative Manager Jennifer Jacobe, Chris Stewart (new Deputy Chief), Rio Verde Fire District

### **II. ROLL CALL OF BOARD MEMBERS**

All commissioners were present, Commissioner Finney by telephone.

### **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 seven (7) volunteers to date, more awaiting the fingerprinting process.

**V. CALL TO THE PUBLIC**

There was no response to the Call to the Public.

**VI. APPROVAL OF MINUTES**

October 24, 2022 – General Session

**Commissioner Sewell moved to approve the October 24, 2022, General Session minutes as submitted. That motion was seconded by Commissioner Meyers and passed unanimously.**

Swearing in of Board Members

Commissioner Clerk Jeanne Finney swore in Commissioners Nancy Sewell and Marty Bowin as RVFD Board members for a new term of four (4) years.

Administrative Manager Jennifer Jacobs notarized the document and will forward it to Maricopa County.

Badge Presentation – Deputy Chief Chris Stewart

Chief Jay Ducote announced Chris Stewart as the District’s new Deputy Chief. The current Deputy Chief, Scott Krushak, was promoted to take Ducote’s position as Chief upon Ducote’s retirement on December 23, 2022.

**VII. CLERK’S REPORT**

Future Meetings

The following meeting dates were listed:

- Monday, December 19, 2022 – 9 a.m.
- Monday, January 23, 2023 – 9 a.m.
- Monday, February 27, 2023 – 9 a.m.

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

**VIII. FINANCIAL REPORTS**

Commissioner Bowin reported on the October 2022 financial reports:

Revenue	\$1,216,478.93
Expenses	\$368,892.84

Other Income (Expense)	\$262,273.50
Net Income (Loss)	\$1,109,859.59
Transfers to (from) Capital Fund	\$250,000.00
Adjusted Net Income	\$859,859.59
Monthly Budgeted Net Income (Loss)	\$912,886.27
YTD Actual Net Income (Loss)	\$2,035,666.54
Borrowing from Capital Fund	\$1,250,000.00
YTD Adjusted Net Income	\$785,666.54
YTD Budgeted Net Income	\$869,201.08
General Fund Operating Cash	\$2,003,132.17
Capital Fund Cash	\$801,518.91
Capital Fund Advances to General Fund	\$1,250,000.00
Capital Fund Equity	\$2,051,518.91
Total Bond Fund Authorization*	\$5,101,858.64
Total Expenditures to Date	\$4,590,533.42
Total Interest to Date (Interest Earned)	\$40,978.44
Current Month Expenditures	\$232,394.54
Remaining Bond Equity	\$552,303.66

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

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

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

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

Scott Krushak noted that the ambulance engine underwent extensive repairs this past month relating to the braking and exhaust systems.

**Commissioner Bowin moved that the Board transfer \$500,000 in the month of December and \$500,000 in the month of January from the General Fund to the Capital Fund. The motion was seconded by Commissioner Sewell and passed unanimously.**

#### **IX. DISCUSSION TO APPROVE THE MESA FIRE FLEET IGA**

Notice had been given to Chief Jay Ducote that the Mesa Fire and Medical Department (Fire Administration) will increase Apparatus Maintenance Service Fees to \$103.04 per hour for

services performed between the hours of 6 a.m. and 2:30 p.m., Monday through Friday, and \$118.21 per hour for services performed on weekends, holidays, and outside of the weekday hours as stated in Section 2.2b(i). This increase is in accordance with paragraph 2.2b(vii) of the Fire Apparatus Maintenance and Repair Services IGA. This increase shall go into effect on December 1, 2022.

**Commissioner Bowin moved that the district approve the Mesa Fire Fleet IGA. That motion was seconded by Commissioner Sewell and passed unanimously.**

#### **X. DISCUSSION TO APPROVE REGIONAL AUTOMATIC AID IGA**

The Intergovernmental Agreement for the Regional Metropolitan Phoenix Fire Service Automatic Aid was reviewed by the district’s attorney, Laura Brooks. This agreement provides automatic assistance for fires and other types of emergency incidents throughout the Phoenix area. Existing mutual aid agreements will continue to remain in effect.

**Commissioner Finney moved that the Board approve the Automatic Aid IGA. The motion was seconded by Commissioner Meyers and passed unanimously.**

The IGA was signed by Chief Ducote and Chairperson Kattermann.

#### **XI. APPROVAL OF GOLF FUNDRAISER EXPENDITURES**

The event vendor budget for the Rio Verde/Trilogy Golf Event in the amount of \$19,049.19 was submitted to the Board for approval.

**Commissioner Sewell moved that the Board approve the event vendor budget of \$19,049.19. That motion was seconded by Commissioner Meyers and passed unanimously.**

#### **XII. EMS REPORT**

Commissioner Clerk Jeanne Finney advised that there were nine (9) surveys received in the month of October, eight (8) marked as “Outstanding” service and one (1) marked as “Good” service. Seven (7) surveys were returned by mail, and two (2) were returned electronically. We continue to receive positive comments and expressions of gratitude. Chief Ducote has tried to contact one resident regarding a situation with her husband. Another resident expressed appreciation for making her feel safe and taken care of during her emergency.

#### **XIII. CHIEF’S REPORT**

The pancake breakfast will be held on Saturday, December 3, at 8:30 a.m. The fundraiser will support Verde Cares and Operation Santa Claus. Resource Specialists will arrive at 8:00 a.m.

#### **XIV. DEPUTY CHIEF’S REPORT**

Deputy Chief Scott Krushak presented the October Deputy Chief’s Report:

## Activity Report

In-District EMS	4:14
In-District Non-Emergency	4:40

	October 2022	October 2021
Total EMS Calls	30	24
Total Transports	20	18
Total Non-emergency Response Calls	56	57
Fire-related Calls	15	9
Total Responses	101	90
Community Contacts	32	22

## Legislative Update

Prop 310, the retail sales tax legislation, did not pass the vote on November 8, 2022.

## Golf Tournament Fundraiser

Deputy Chief Scott Krushak noted that the upcoming golf tournament fundraiser is an excellent means to raise money outside of the normal revenue streams. Emphasis is being placed on the safety and sustainability of the tournament. After the costs associated with the tournament, he anticipated a return of approximately \$50,000 - \$100,000.

It was suggested that the Board members wear a RVFD tee-shirt or hat to identify themselves to others.

## **XV. FIRE MARSHAL REPORT**

*Permits issued:*

Sprinklers	13	3
Propane	12	2
Others	0	0
YTD (All Types)	239	247
Propane Plan Review		12
Sprinkler Plan Review		3
Total Inspections		42

**XVI. ADMINISTRATIVE MANAGER'S REPORT**

Administrative Manager Jennifer Jacobs invoiced a total of \$180,001.11, for out-of-state wildland fire-fighting expense for the period between 7-30-22 and 8-26-22. All monies have been received.

Management Policy #105.02 entitled "Accounting Procedures" was provided to the Board for their purusal. Discussion was held. Further discussion of this procedure will be placed on the December agenda.

The Christmas party, hosted by the district, will be held on Saturday, December 17, 2022, from noon to 4 p.m.

Jacobs reviewed Microsoft charges and asked the Board for permission to change the Board's status to a "Basic" account, saving up to \$1,000 per year. The Board approved the status change.

**XVII. UNFINISHED BUSINESS**

There was no unfinished business.

**XVIII. BOARD COMMENTS**

There were no further comments from the Board.

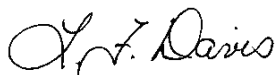
**XIX. CHAIRPERSON COMMENTS**

There were no further comments from the Chair.

**XX. ADJOURNMENT**

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

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)