



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

August 23, 2023

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

August 23, 2023

I. CALL TO ORDER

The Wednesday, August 23, 2023, General Session of the Board of Directors was called to order by Commissioner/Treasurer Nancy Sewell 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: Jeanne Finney (via telephone), George Kattermann (via telephone), Marty Bowin, Dennis Meyers, and Nancy Sewell

COMMISSIONERS ABSENT: None

ALSO PRESENT: Chief Scott Krushak, Deputy Chief Chris Stewart, Fire Marshal Chris Cavanaugh, Engineer Dean Donaldson, Captain Matt Oden, Administrative Manager Jennifer Jacobs, and Administrative Assistant Tatum Heinrich, Rio Verde Fire District, Resident Scott Scherschligt.

II. ROLL CALL OF BOARD MEMBERS

All commissioners were present, with Commissioners Finney and Kattermann present via 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 Dennis Meyers reported only one call requiring resource specialists in the month of July.

V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

VI. APPROVAL OF MINUTES

July 24, 2023 – General Session

Commissioner Meyers moved to approve the July 24, 2023, General Session minutes as submitted. That motion was seconded by Commissioner Finney and passed by a vote of 4-0-1, with Commissioner Bowin abstaining due to his absence at that meeting.

VII. CLERK'S REPORT

Future Meetings

The following meeting dates were listed:

- Monday, September 25, 2023 – 9 a.m.
- Monday, October 23, 2023 – 9 a.m.
- Monday, November 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. EMS REPORT

Commissioner Clerk Jeanne Finney reported that there were 12 surveys received (out of 21 sent) in the month of July, 11 claiming “Outstanding” service and 1 claiming “Good” service. Only positive comments were provided, and a \$500 donation was received for firefighters removing a rattlesnake from one resident’s property.

IX. ADJOURNMENT TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION

Pursuant to ARS §38-431.03(1), at 9:05 a.m. Commissioner Bowin moved that the Board move to Executive Session for the purpose of discussing employee promotion and personnel matters. Commissioner Meyers seconded the motion, and it passed unanimously.

Members of the public were excused from the meeting room for the Executive Session.

At 9:22 a.m. the Board reconvened to General Session, and the members of the public reentered the conference room.

Commissioner Bowin moved that the district extend the Captain’s Promotion List created in June of 2022 by six months or through December of 2023. That motion was seconded by Commissioner Meyers and passed unanimously.

X. APPROVAL OF HR CONSULTANT CONTRACT

Kelvin Bartee will aid the district in human resources matters on an “as needed” basis, filling in where required. Bartee has a background in fire service management.

Commissioner Bowin moved that the contract between the district and Kelvin Bartee be approved by the Board. That motion was seconded by Commissioner Meyer and passed unanimously.

XI. FINANCIAL REPORTS

Commissioner Sewell reported on the July 2023 financials:

Financial Report	
Revenue	\$40,111.74
Expenses	\$503,050.42
Other Income (Expense)	\$500,683.80
Net Income (Loss)	\$37,745.12
Transfers to (from) Capital Fund	\$500,000.00
Adjusted Net Income	(\$462,254.88)
Monthly Budgeted Net Income (Loss)	(\$354,924.31)
YTD Actual Net Income (Loss)	\$37,745.12
Borrowing from Capital Fund	\$500,000.00
YTD Adjusted Net Income	(\$462,254.88)
YTD Budgeted Net Income	(\$354,924.31)
General Fund Operating Cash	\$35,858.47
Capital Fund Cash	\$1,266,627.24
Capital Fund Advances to General Fund	(\$500,000.00)
Capital Fund Equity	\$766,627.24
Total Bond Fund Authorization*	\$5,101,858.64
Total Expenditures to Date	\$5,146,992.48
Total Interest to Date (Interest Earned)	\$47,736.27
Current Month Expenditures	-0-

Remaining Bond Equity	\$2,602.43
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*The “Total Bond Fund Authorization” includes the \$5,000,000 bond, plus the cost of issuance.

Commissioner Bowin congratulated the team for the lowest prior-year carryover of \$2,000+.

Additional personnel line items have been added to the budget in order to ascertain exactly what the district pays for overtime, sick time, etc.

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

Commissioner Meyers moved that the Board accept the July 2023 Monthly Transaction Report as submitted and based on the findings of Administrative Manager Jennifer Jacobe. That motion was seconded by Commissioner Bowin and passed unanimously.

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

XII. CHIEF’S REPORT

UTVs

Captain Scott Krushak indicated that both the sliding units on both UTVs had been received, and the UTVs can be seen operating in the community.

Golf Charity Fundraiser

The golf charity fundraiser sponsored by Trilogy resident Bob Peel will open for donations on September 1, 2023. The event itself will take place at the Verde River Golf Club who will also provide tables, food, and refreshments, lessening the fundraiser costs to the district.

Personnel Study

An extensive personnel position study will take place with the assistance of staff members and Commissioner Bowin. This study will compile monthly data on the amount of “leave” the district undergoes – vacation or unscheduled. The study will determine how many positions the district currently has and how those positions play out in the future to avoid personnel overtime. Overtime will continue at the current rate until January of 2024, when the district will be at full staffing (not including sick time, vacation time, etc.) as new hires complete their fire academy training. This will be discussed at the September Board meeting.

SAFER Grant

The district should learn by October whether or not it has been approved for a SAFER grant (Staffing for Adequate Fire and Emergency Response). The grant is for the recruitment and retention of sworn firefighters.

Strategic Planning Committee

Captain Krushak asked all Board members to consider which community residents would be a good fit for the Strategic Planning Committee, which ties back to the capital improvement plan and the vision/values/mission statement.

XIII. DEPUTY CHIEF'S REPORT

Recruit Progress

The district's two latest recruits will graduate from the Phoenix Regional Academy this Friday, and they will start work on their corresponding shifts the week after. The next class of five recruits will begin on September 11, 2023, graduating on January 5, 2024. When they are complete, the district will essentially reach a one-to-one staffing ratio - one fulltime firefighter position to one fulltime personnel.

Swift-Water Training

The swift-water training with the Phoenix Regional System has been completed at Saguaro Lake Ranch on the Salt River. Training was well-received; however, two injuries were sustained, both causing medical time loss.

Ageing Hoses

Staff has been examining all firefighting equipment. It was identified that the hoses are ageing for both engines, and two brands of hose are being considered. They are somewhat heavier with less reaction force in the flow of water, because we have reduced the pressure. In the end, it will be easier to use. Hardware for the hoses now unfortunately has a six-month lead time. Further information will be provided at the September Board meeting.

Data Access/Response Times

In the past, the district's ability to access and aggregate data in an efficient way had not been available. Software has been purchased from a company called Continuum making it easier to retrieve and to be able to interact with our collected data in a more meaningful way, as well as to be able to share that data.

Deputy Chief Chris Stewart reviewed response/turnout times with the aid of a visual presentation tool.

XIV. FIRE MARSHAL'S REPORT

Fire Marshal Chris Cavanaugh reported the following:

Permits issued:

July	2023	2022
Sprinklers	12	24
Propane	12	26
Others	0	0
YTD (All Types)	111	172
Other Prevention Activity		
Sprinkler Plan Review		0
Propane Plan Review		12
Fire Alarm Plan Review		0
Total Inspections		45

Shea Trilogy has closed 837 out of a total of 1215 planned homes.

Fire Marshal Cavanaugh attended the AFDA conference and the Arizona Arson Investigators Conference in Prescott, both in July.

Energy storage is a subject being reviewed, i.e., Tesla battery systems.

XV. ADMINISTRATIVE MANAGER'S REPORT

An outside party is now doing the billing for the wildfires. Firefighters went out on the Diamond Fire (Rio Verde Foothills/Scottsdale), and \$15,600.49 (plus \$78 admin costs) was billed. The \$78 was for the outside party doing that wildfire billing.

XVI. UNFINISHED BUSINESS

There was no unfinished business.

XVII. BOARD COMMENTS

Staff was recognized by the Board for the professional job they are doing.

The commercial property next to F/S #442 has been rezoned, and plans are being made by ADOT to widen Rio Verde Drive.

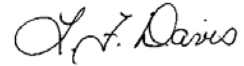
XVIII. CHAIRPERSON COMMENTS

There were no further chairperson comments.

XIX. ADJOURNMENT

Commissioner Bowin moved that the Board adjourn at 10:32 a.m. That motion was seconded by Commissioner Meyers and passed unanimously.

Respectfully submitted,



Libby Floyd Davis

My Personal Secretary (From Voice Recording)