



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

December 19, 2022

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I. CALL TO ORDER

The Monday, December 19, 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, George Kattermann, Dennis Meyers, and Nancy Sewell

COMMISSIONERS ABSENT: None

ALSO PRESENT: Outgoing Chief Jay Ducote, Incoming Chief Scott Krushak, Incoming Deputy Chief Chris Stewart, Fire Marshal Chris Cavanaugh, Captain Matt Oden, and Administrative Manager Jennifer Jacobe, Rio Verde Fire District; John Campbell, Resident

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 one additional volunteer had returned to the Community, and the return of others is anticipated.

V. CALL TO THE PUBLIC

Resident John Campbell was present for the meeting.

VI. APPROVAL OF MINUTES

November 28, 2022 – General Session

Commissioner Sewell moved to approve the November 28, 2022, General Session minutes as submitted. That motion was seconded by Commissioner Meyers and passed unanimously.

VII. ELECTION OF OFFICERS

Commissioner Finney moved that the following retain their leadership positions:

Chairperson – Commissioner George Kattermann

Treasurer – Commissioner Marty Bowin

Clerk of the Board – Commissioner Jeanne Finney

That motion was seconded by Commissioner Meyers and passed unanimously.

VIII. SWEARING IN FIRE CHIEF KRUSHAK

Board Clerk Jeannie Finney administered the oath of office to Incoming Fire Chief Scott Krushak.

IX. CLERK’S REPORT

Future Meetings

The following meeting dates were listed:

- Monday, January 23, 2023 – 9 a.m.
- Monday, February 27, 2023 – 9 a.m.
- Monday, March 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).

X. FINANCIAL REPORTS

Commissioner Bowin reported on the November 2022 financial reports:

Financial Report – September 2022	
Revenue	\$244,992.32
Expenses	\$451,366.51
Other Income (Expense)	(\$77,649.25)

Net Income (Loss)	(\$284,023.44)
Transfers to (from) Capital Fund	(\$250,000.00)
Adjusted Net Income	(\$34,023.44)
Monthly Budgeted Net Income (Loss)	(\$32,968.73)
YTD Actual Net Income (Loss)	\$1,751,643.10
Borrowing from Capital Fund	\$1,000,000.00
YTD Adjusted Net Income	\$751,643.10
YTD Budgeted Net Income	\$836,232.35
General Fund Operating Cash	\$1,784,575.53
Capital Fund Cash	\$1,051,518.91
Capital Fund Advances to General Fund	\$1,000,000.00
Capital Fund Equity	\$2,051,518.91
Total Bond Fund Authorization*	\$5,101,858.64
Total Expenditures to Date	\$4,857,947.61
Total Interest to Date (Interest Earned)	\$40,978.44
Current Month Expenditures	\$267,414.19
Remaining Bond Equity	\$284,889.47

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

Commissioner Bowin noted the following for November:

1. There was an extra payroll.
2. Wildland reimbursements were received.

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

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

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

XI. DISCUSSION TO UPDATE MANAGEMENT POLICIES 105.01 AND 105.02

Administrative Manager Jennifer Jacobs submitted revisions to Management Policy 105.01 (Purchasing Procedures) and Management Policy 105.02 (Accounting Procedures).

Commissioner Bowin moved that the district approve the changes to both Management Policies 105.01 and 105.02. That motion was seconded by Commissioner Sewell and passed unanimously.

XII. CHIEF'S REPORT

Golf Fundraiser

Fire Chief Scott Krushak reported that the First Annual Golf Tournament was a huge success, with 250 golfers participating. An "After Action Report (AAR)" will be compiled in the near future, which will identify best practices for any future activities. A total of \$78,539 was collected, and after expenditures the district netted a \$47,504 contribution.

Deputy Chief Chris Stewart reported on the organizational value of the golf tournament, i.e., opportunities to train and build the skills set of the members. It also offered an opportunity for he and Chief Krushak to measure culture, skill set, and how well people worked together. It was an overwhelming success in the eyes of the district.

Phoenix Fire Tour

District reps toured the Phoenix Fire Dispatch Center's training facility, providing a good representation of the automatic aid system. The Rio Verde Fire District will most likely be served by the Scottsdale and Phoenix Fire Departments, and Rio Verde will provide automatic aid to cover the eastern border of Scottsdale.

An automatic aid presentation will be held at a future Board meeting, i.e., what it means for Rio Verde.

SAFER Grant

The "SAFER Grant (Staffing for Adequate Fire and Emergency Response)" applied for was not received, but the district will reapply for a future SAFER Grant, and a grant for turnouts is in process.

Commissioner Sewell reminded the Board that a Tonto Verde resident who is well-versed in writing grants could provide an additional set of eyes in initiating our future grant applications.

XIII. DEPUTY CHIEF'S REPORT

Chris Stewart presented the November Deputy Chief's Report:

Activity Report

Call Type	Response Time
In-District EMS	4:02
In-District Non-Emergency	5:47

Call Type	# Occurrences	
	November 2022	November 2021
Total EMS Calls	36	32
Total Transports	24	22
Total Non-emergency Response Calls	45	36
Fire-related Calls	4	4
Total Responses	85	72
Community Contacts	37	23

A fire incident occurred on November 8, 2022, caused by a fireplace filling a house with smoke. The fire was contained inside the fireplace. This was the first opportunity for the district to experience the participation and benefits of the automatic aid system, with Scottsdale Fire immediately providing a pump truck and ladder truck to assist as needed.

Golf Tournament

The firefighters have been commenting that the entire district worked together as a unit on the golf tournament.

Departmental Training Plan

Deputy Chief Chris Stewart has been charged with building an updated departmental training plan, i.e., how it will be organized and executed. This involves incident command, emergency medical response, and customer service.

XIV. FIRE MARSHAL REPORT

Fire Marshal Chris Cavanaugh reported on the following:

Permits issued:

September	2022	2021
Sprinklers	13	25
Propane	13	28
Others	0	0
YTD (All Types)	265	300

Other Prevention Activity (September)	
Propane Plan Review	13
Sprinkler Plan Review	2
Total Inspections	37

Shea Homes has closed now 754 homes through November of 2022.

XV. ADMINISTRATIVE MANAGER’S REPORT

Administrative Manager Jennifer Jacobs noted no change on wildland billing.

The final audit will be presented to the Board at its January meeting. The draft audit is located in DropBox and can be reviewed in preparation for meeting questions. Those questions can be directed to Jacobs who will forward them to the auditor.

XVI. UNFINISHED BUSINESS

Clerk of the Board Jeanne Finney advised that there were eight (8) surveys received in the month of November, all claiming “Outstanding” service. There were no negative comments and nothing unusual. Six (6) surveys were returned by mail, and two (2) were returned electronically.

XVII. BOARD COMMENTS

Commissioner Bowin reflected on the years that Chief Ducote had served the district. He noted that Ducote had taken his position to a whole new level and thanked him for his service. In return, Ducote stated that the Community was fortunate to have such a professional Board of Directors.

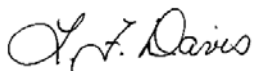
XVIII. CHAIRPERSON COMMENTS

There were no further comments from the Chair.

XIX. ADJOURNMENT

Commissioner Bowin moved that the Board adjourn at 9:47 a.m. That motion was seconded by Commissioner Sewell and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
 My Personal Secretary
 (From Voice Recording)