



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

**September 28, 2020**

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

September 28, 2020

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

**COMMISSIONERS ABSENT:** Marty Bowin

**ALSO PRESENT:** Chief Jay Ducote, Fire Marshal Chris Cavanaugh, and Administrative Manager Jennifer Jacobs; Rio Verde Fire District

### I. CALL TO ORDER

The Monday, September 28, 2020, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9:00 a.m. in the Rio Verde Community Board Room located at 18816 E. Four Peaks Blvd.; Rio Verde, Arizona.

### 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

Commissioner Dennis Meyers reported that it had been another quiet month.

### V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

### VI. APPROVAL OF MINUTES

*August 24, 2020, General Session*

**Commissioner Nancy Sewell moved to approve the August 24, 2020, General Session minutes. That motion was seconded by Commissioner Dennis Meyers and passed unanimously.**

**Commissioner Sewell moved to approve the September 2, 2020, Special Session minutes. That motion was seconded by Commissioner Finney and passed unanimously.**

## VII. CLERK'S REPORT

### Future Meetings

Clerk Commissioner Jeanne Finney listed the following meeting dates:

- Monday, October 26, 2020 – 9 a.m.
- Monday, November 23, 2020 – 9 a.m.
- Monday, December 28, 2020 – 9 a.m.

All meetings will be held at the Rio Verde Community Board Room.

## VIII. FINANCIAL REPORTS

Chairperson Kattermann reviewed the financial reports for August of 2020:

<b>Financial Report – August 2020</b>	
Revenue	\$28,532.55
Expenses	\$333,796.75
Other Income (Expense)	\$279,862.67
Net Income (Loss)	(\$25,401.53)
Transfers to (from) Capital Fund	\$250,000.00
Adjusted Net Income	(\$275,401.53)
Monthly Budgeted Net Income (Loss)	(\$229,073.64)
YTD Actual Net Income (Loss)	\$246,238.85
Borrowing from Capital Fund	\$750,000.00
YTD Adjusted Net Income	(\$503,761.15)
YTD Budgeted Net Income	(\$581,388.43)
General Fund Operating Cash	\$325,799.20
Capital Fund Cash	\$593,415.10
Capital Fund Advances to General Fund	\$750,000.00
Capital Fund Equity	\$1,343,415.10

Chairperson Kattermann noted that the year-to-date payroll overtime figure of \$106,450.49 includes \$80,231.43 for wildland firefighting. This amount will be reimbursed to the District.

**Chairperson Kattermann moved that the Board accept the August 2020 Financial Report as submitted. That motion was seconded and passed unanimously.**

**Commissioner Meyers moved that the Board accept the August 2020 Monthly Transaction Report. That motion was seconded by Commissioner Sewell and passed unanimously.**

**Commissioner Sewell moved that the Board accept the August 2020 bank reconciliations as submitted. That motion was seconded by Commissioner Meyers and passed unanimously.**

Administrative Manager Jennifer Jacobs indicated that, in the past week, an additional \$250,000 had been moved from the Capital Fund to the General Fund.

#### **IX. ADJOURNMENT TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION**

**Pursuant to ARS §38-431.03(1), at 9:09 a.m. Commissioner Sewell moved that the Board move to Executive Session for the purpose of discussing personnel performance. That motion was seconded by Commissioner Meyers and passed unanimously.**

At 9:52 a.m. the Board reconvened to General Session.

**Commissioner Sewell moved that the Board approve the request of Chief Ducote to adjust the salary of one of the District's firefighters. That motion was seconded by Commissioner Meyers and passed unanimously.**

#### **X. EMS REPORT**

Commissioner Finney noted that there were no service surveys returned.

#### **XI. CHIEF'S REPORT**

##### *FS442 Trailer*

Chief Ducote reported that the FS442 trailer is now fully operational.

##### *RFQ Design Built Update*

Attorney approval was received for the Station 442 Design Build RFQ. That RFQ has been sent to the *Fountain Hills Times* and uploaded to the District's website. Two contractors' bids will be brought to the Board for a vote at its October 27, 2020, meeting.

##### *Wildland Deployment*

Firefighters are currently fighting the Bartlett Fire (Arizona). The Board's direction to limit out-of-state firefighting receivables to \$120,000 prevents any further out-of-state firefighting above that figure. Out-of-state firefighting can resume after reimbursements have been made by the federal government.

##### *Firewise/Bond Zoom Meeting*

Advertising for this Zoom meeting to be held on October 14, 2020, at 3 p.m. regarding Firewise protection and the upcoming bond issue has been placed on all the required news outlets.

#### **XII. FIRE MARSHAL REPORT**

Fire Marshal Chris Cavanaugh reported the following for the month of August 2020:

Permits issued:

August	2020	2019
Sprinklers	11	39
Propane Tanks	12	13
Others	0	2
YTD (All Types)	180	268

Other Prevention Activity (August)	
Sprinkler Plan Review	1
Propane Plan Review	12
Total Inspections (Fire Marshal and Inspectors)	58

The number of inspections is rising again; 471 new homes have closed by Shea Homes through August.

Cavanaugh also reviewed the District's activity and average response times for August 2020:

Call Type	Response Time
In-District EMS	4:49
South District/North District EMS Response Time (Avg)	4:49 N/A
Out-of-District EMS Non-Corridor (Fountain Hills, Fort McDowell)	N/A
Out-of-District EMS Corridor	8:08
In-District Non-Emergency	7:25

Call Type	# Occurrences	
	August 2020	August 2019
EMS In-District Calls	24	14
EMS Out-of-District Calls (Non-corridor)	0	0
EMS Out-of-District Calls (Corridor)	3	0
Non-EMS In-District	37	26
Transports	18	10
• Out of District Transports	2	0
Outside Rescue Used Within District	0	0
Fire-related Calls*	5	4
BP/Information Services	15	28
Station Tours/Walk-in First Aid	0	6
Child Seat Install	0	0

\*One attic fire (extinguished by resident), two burn fires, one smoke check, and one smoke detector

The two Out of District transports were made during the Cave Creek fires. In one case, the hospital's medical director credited District firefighters with saving the transport's life.

The Telestroke Services Program, an agreement for pre-hospital services between the RVFD and Mayo Clinic, is now functional after a full year of preparation/delay. Delays were experienced due to hospital personnel being redirected to work with hospital Covid-19 patients.

### **XIII. ADMINISTRATIVE MANAGER’S REPORT**

Administrative Manager Jennifer Jacobs updated the wildland expense report for August 2020. (See attached.)

Out-of-State Receivables	\$117,955.73
Arizona Receivables	<u>\$33,060.92</u>
Total Receivables	\$151,016.65

### **XIV. UNFINISHED BUSINESS**

There was no unfinished business.

### **XV. BOARD COMMENTS**

There were no further Board comments.

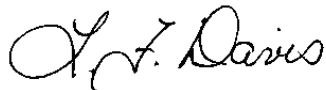
### **XVI. CHAIRPERSON COMMENTS**

Chairperson Kattermann commended everyone who has worked with the District’s upcoming bond election, and Chief Ducote thanked the Board for its support.

### **XVII. ADJOURNMENT**

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

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)