



Rio Verde Fire District
25608 North Forest Road
Rio Verde, AZ 85263
Phone: (480) 471-2304
Fax: (480) 471-1821

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

March 25, 2020

TABLE OF CONTENTS

I. CALL TO ORDER	2
II. ROLL CALL OF BOARD MEMBERS	2
III. CERTIFICATE OF POSTING	2
IV. RESOURCE SPECIALISTS REPORT	2
V. CALL TO THE PUBLIC	3
VI. APPROVAL OF MINUTES	3
VII. CLERK’S REPORT	3
VIII. ACCEPTANCE OF RESIGNATION.....	3
IX. FINANCIAL REPORTS.....	4
X. ADJOURNMENT TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION. 	5
XI. MOTIONS FROM EXECUTIVE SESSION	5
XII. OTHER DISTRICT REPORTS	5
XIII. ADMINISTRATIVE MANAGER’S REPORT	8
XIV. UNFINISHED BUSINESS.....	8
XV. BOARD COMMENTS.....	8
XVI. CHAIRPERSON COMMENTS.....	9
XVII. ADJOURNMENT	9



Rio Verde Fire District
25608 North Forest Road
Rio Verde, AZ 85263
Phone: (480) 471-2304

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

March 25, 2020

COMMISSIONERS PRESENT: Jerry Fickes and George Kattermann (in person); and Marty Bowin, Jeanne Finney, and Nancy Sewell (via telephone)

COMMISSIONERS ABSENT: None

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

I. CALL TO ORDER

The Wednesday, March 25, 2020, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9:00 a.m. in the RVFD Administrative Board Room, Rio Verde, Arizona 85263.

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

Chairperson Dennis Meyer was present to report on the Resource Specialists. The Resource Specialists have been told to "stand down" due to the Corona Virus outbreak, but members will respond if the captain on duty requires their assistance.

V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

VI. APPROVAL OF MINUTES

February 24, 2020, General Session

Commissioner Fickes moved the approval of the February 24, 2020, General Session minutes. That motion was seconded by Commissioner Finney and passed unanimously.

VII. CLERK'S REPORT

Future Meetings

Commissioner Fickes listed the following meeting dates:

- Monday, April 27, 2020 – 9 a.m.
- Monday, May 18, 2020 – 9 a.m.
- Monday, June 22, 2020 – 9 a.m.

VIII. ACCEPTANCE OF RESIGNATION

Chairperson Kattermann advised the Board that he was in receipt of a letter from Commissioner Fickes requesting acceptance of his resignation as RVFD Clerk at the end of the March meeting, as well as his position as a Board member the end of April.

Commissioner Fickes has served as a commissioner of the RVFD Board of Directors for nearly 20 years and approximately 12 years in the position of its clerk. Fickes has also actively led the PSPRS Local Board for many years; he will continue to serve on that Board.

Steps to fill Fickes' unfinished term will get under way immediately.

Commissioner Finney moved that the Board accept Commissioner Fickes' resignation as clerk of the District. That motion was seconded by Commissioner Sewell and passed with a vote of 4-0-1 (Fickes abstaining).

Commissioner Fickes moved that Commissioner Finney be appointed as Commissioner Fickes' replacement as clerk. That motion was seconded by Commissioner Sewell and passed with a vote of 4-0-1 (Finney abstaining).

Commissioner Bowin moved that the Board accept Commissioner Fickes' resignation from the Board at the end of April, continuing his service through May if required. That motion was seconded by Commissioner Sewell and passed unanimously. The motion passed with a vote of 4-0-1 (Fickes abstaining).

Commissioner Finney will continue with the monthly EMS survey reports.

Chairperson Kattermann commended Commissioner Fickes for his service to the Rio Verde Fire District.

IX. FINANCIAL REPORTS

Commissioner Bowin reviewed the financial report for the February 2020 meeting:

Financial Report – February 2019	
Revenue	\$154,676.21
Expenses	\$197,512.46
Other Income (Expense)	(\$96.00)
Net Income (Loss)	(\$42,932.25)
Transfers to (from) Capital Fund	-0-
Adjusted Net Income	(\$42,932.25)
Monthly Budgeted Net Income (Loss)	\$15,825.97
YTD Actual Net Income (Loss)	\$484,826.60
Borrowing from Capital Fund	-0-
YTD Adjusted Net Income	\$484,826.60
YTD Budgeted Net Income	\$77,541.20
General Fund Operating Cash	\$542,131.15
Capital Fund Cash	\$1,189,851.15
Capital Fund Advances to General Fund	-0-
Capital Fund Equity	\$1,189,851.15

Concern was raised by Chairperson Kattermann that the amount of pension contributions paid was lower than budgeted. Administrative Manager Jennifer Jacobs advised that the difference was due to payroll timing.

Commissioner Bowin suggested that the Board review pension contributions at the June meeting for possible transfers from the District's contingency categories (budgeted) prior to fiscal year end.

Commissioner Bowin moved that the Board accept the February 2020 Financial Report. That motion was seconded by Commissioner Fickes and passed unanimously.

Commissioner Bowin moved that the Board accept the February 2020 Monthly Transaction Report. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Bowin moved that the Board accept the February 2020 bank reconciliations as submitted. That motion was seconded by Commissioner Fickes and passed unanimously.

Commissioner Bowin is authorized to automatically transfer an additional \$250,000 from the Capital Fund to the General Fund to cover upcoming expenses if needed, though no transfer is anticipated through fiscal year end.

X. ADJOURNMENT TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION

Pursuant to ARS §38-431.03(1), at 9:23 a.m. Commissioner Fickes moved that the Board move to Executive Session for the purpose of discussing personnel and capital purchases. That motion was seconded by Commissioner Sewell and passed unanimously.

At 9:47 a.m. the Board reconvened to General Session.

XI. MOTIONS FROM EXECUTIVE SESSION

Commissioner Fickes moved the implementation of a temporary trailer with improvements and placements as discussed in the Executive Session. That motion was seconded by Commissioner Sewell and passed unanimously.

Commissioner Fickes moved that three (3) fulltime employees be hired to begin on July 1, 2020. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Fickes moved the approval of assignment pay for qualified inspectors as submitted by Chief Ducote. That motion was seconded by Commissioner Bowin and passed unanimously.

Commissioner Fickes moved that the Board approve the purchase of a TRV (tactical response vehicle) from the Mesa Fire District at a price not to exceed the price discussed in the Executive Session. That motion was seconded by Commissioner Finney and passed unanimously.

XII. OTHER DISTRICT REPORTS

EMS Reports

Commissioner Finney noted that there were seven (7) surveys returned, all rating service as "Outstanding." There was one comment that a resident had been diverted to Mayo Hospital, though her caregiver was not provided that information.

Chief's Report

ISO

Preparations have begun for an ISO (fire insurance rating) evaluation scheduled for April 28. Fickes felt that it was too short a time period for another evaluation; that will be confirmed by review of the scheduled reports.

Training hours for the new software "ImageTrend" were collected and submitted to ISO for hours not tracked normally through "Firehouse." The District's ISO rating is currently a 3.

Workers' Compensation

Originally, the District expected an increase in workers' compensation insurance premiums of 123%. Brown & Brown returned a quote of \$64,000, \$20,000 more than last year, but less than anticipated. Another bid is awaited, and Chief Ducote will continue to update the Board. The recent bill that excludes a pre-existing factor for cancer will be placed for all firefighters has not yet been passed and may not be passed at all.

Covid-19 Update and Policy

Rumors continue to circulate in the Community regarding Covid-19 and who might have it, but no one is allowed to discuss another's medical information with another person due to HIPAA regulations. Chief Ducote will meet with leaders of the community on this date in order to assure that the same message is being provided to all residents regarding this virus.

Chief Ducote noted that the District is in a "real life drill" (state and nationally) which will pinpoint strengths and weaknesses in the entire Community. How this emergency is handled will determine actions to be taken in the future.

As of this date, Ducote noted that statewide there are 336 cases of Covid-19, with 6 deaths. In Maricopa County alone, there are 199 cases, with 3 deaths.

Chief Ducote posts all PPE (gowns, goggles, N95 masks, and gloves) used onto WebEOC, an emergency operations center website, in order to be reimbursed by the County. A reimbursement shipment has been received, and all PPE needed at this time is on hand.

When a call is made to the District, current policy dictates that one firefighter be dispatched. This firefighter wears a mask and applies a mask to the patient. The patient is evaluated, and the rest of the crew is brought in (if needed) if the patient does NOT have a temperature or signs of Covid-19.

The District is doing its due diligence in order to keep the community safe:

1. Time and exposure (to the virus) are trying to be limited in all areas of operation.
2. Firefighters take their own temperature before they enter the station at the beginning of their shift.

3. Operational procedures are being followed regarding clothing. "Keep outside things outside and inside things inside."
4. No outsiders except contractors are allowed in the living area of the station.
5. Blood pressures are taken outdoors.
6. Anyone entering the station must have their temperature taken and their contact information provided.

FS442 Trailer Lease Update

The FS442 trailer lease will be changed from a time period of two (2) years to a time period of 30 days before the Certificate of Occupancy, since the station will not be completed within two years.

Budget Timeline

Staff met with Commissioner Bowin on the budget timeline for the next fiscal year. A tentative budget will be delivered to the Board in April for review and discussion; budget approval is scheduled for May. Hard copies of the preliminary budget will be delivered to all Board members. Staff raises and cost of living will also be discussed at the May meeting.

Fire Marshal Report

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

Permits issued:

February	2020	2019
Sprinklers	44	25
Propane Tanks	24	25
Others	0	0
YTD (All Types)	73	59

Other Prevention Activity (February)	
Sprinkler Plan Review	2
Propane Plan Review	24
Total Inspections (Fire Marshal and Inspectors)	54

Shea Homes has 125 home closures planned by the end of the year. The new section east of Verde River Way has 187 homes projected to be built in it. Cavanaugh will email a copy of the phasing plan to commissioners upon request.

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

Call Type	Response Time
In-District EMS	5:07
South District/North District EMS Response Time (Avg)	4:32/9:54

Out-of-District EMS Non-Corridor (Fountain Hills, Fort McDowell)	N/A
Out-of-District EMS Corridor	17:06
In-District Non-Emergency	8:33

Call Type	# Occurrences	
	February 2020	February 2019
EMS In-District Calls	36	30
EMS Out-of-District Calls (Non-corridor)	0	1
EMS Out-of-District Calls (Corridor)	1	1
Non-EMS In-District	17	12
Transports	24	26
• Out of District Transports	1	0
Outside Rescue Used Within District	1	0
Fire-related Calls*	1	1
BP/Information Services		
BP/Information Services	27	27
Station Tours/Walk-in First Aid	1	14
Child Seat Install	3	0

*Smoke detector battery

Response times are again higher due to the distance between the station and Trilogy, as well as a computer error which records on-scene times.

XIII. ADMINISTRATIVE MANAGER'S REPORT

Administrative Manager Jennifer Jacobs noted that there were no new changes to the wildland report.

XIV. UNFINISHED BUSINESS

There was no unfinished business.

XV. BOARD COMMENTS

Commissioner Jerry Fickes thanked Jennifer Jacobs for forwarding all pension contribution questions to the AZ PSPRS. The AZ PSPRS reply identified a transfer for each person entering the RVFD from another fire station. Whether or not interest on these funds has been received is unknown. The AZ PSPRS will review interest payments.

Commissioner Fickes noted a few of the important steps to solicit a new member of the fire board as follows:

1. A notice must be published indicating the District's intent to fill an opening on the RVFD Board of Directors.
2. Applications (and summaries) are to be directed to the Board clerk, Commissioner Finney, by a determined date prior to the April Board meeting.
3. The term will end on November 1, 2020, and is subject to re-election.
4. Commissioner Finney will notify and arrange for a meeting between the Board and all applicants. Upon selection, Commissioner Finney will swear in the new commissioner. Jacobe will share such information with Maricopa County in downtown Phoenix.

Fickes suggested that Jacobe should contact Maricopa County to obtain a packet for the procedure and timing for the next election.

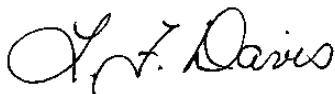
XVI. CHAIRPERSON COMMENTS

There were no further comments from Chairperson Kattermann.

XVII. ADJOURNMENT

Commissioner Fickes moved that the meeting adjourn at 10:23 a.m. That motion was seconded by Commissioner Sewell and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)