



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

**March 24, 2021**

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

March 24, 2021

### I. CALL TO ORDER

The Wednesday, March 24, 2021, 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

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

**COMMISSIONERS ABSENT:** None

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

### 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 Dennis Meyers reported that the resource specialists directed traffic at the church, supporting the Covid-19 vaccination process. Meyers was commended for how well his team functioned in that operation.

## V. CALL TO THE PUBLIC

There were no questions or comments from the public.

## VI. APPROVAL OF MINUTES

February 22, 2021, General Session

**Commissioner Finney moved to approve the February 22, 2021, General Session minutes. That motion was seconded by Commissioner Meyers and passed unanimously.**

## VII. CLERK'S REPORT

### Future Meetings

Clerk Commissioner Jeanne Finney listed the following meeting dates:

- Monday, April 26, 2021 – 9 a.m.
- Monday, May 24, 2021 – 9 a.m.
- Monday, June 28, 2021 – 9 a.m.

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

## VIII. FINANCIAL REPORTS

Commissioner Bowin reported on both the January and February 2021 financial reports:

<b>Financial Report – January 2021</b>	
Revenue	\$102,482.47
Expenses	\$292,840.48
Other Income (Expense)	\$1,075.76
Net Income (Loss)	(\$189,282.25)
Transfers to (from) Capital Fund	-0-
Adjusted Net Income	(\$189,282.25)
Monthly Budgeted Net Income (Loss)	(\$211,352.76)
YTD Actual Net Income (Loss)	\$554,103.55
Borrowing from Capital Fund	-0-
YTD Adjusted Net Income	\$554,103.55
YTD Budgeted Net Income	\$232,222.07
General Fund Operating Cash	\$510,858.62
Capital Fund Cash	\$1,290,530.72
Capital Fund Advances to General Fund	-0-

Capital Fund Equity	\$1,290,530.72
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Commissioner Bowin highlighted the following activities during the month of January:

- The additional PSPRS payment of \$40,585 was made as budgeted.
- The next to the last F/S #442 land payment was made and reimbursed by the Capital Fund.
- A heart monitor was purchased for \$39,528, also reimbursed by the Capital Fund.

**Commissioner Bowin moved that the Board accept the January 2021 Financial Report as submitted. That motion was seconded by Commissioner Sewell and passed unanimously.**

**Commissioner Bowin moved that the Board accept the January 2021 Monthly Transaction Report. That motion was seconded by Commissioner Finney and passed unanimously.**

**Commissioner Bowin moved that the Board accept the January 2021 bank reconciliations as submitted. That motion was seconded by Commissioner Sewell and passed unanimously.**

Financial Report – February 2021	
Revenue	\$186,267.11
Expenses	\$220,703.70
Other Income (Expense)	(\$1,064.98)
Net Income (Loss)	(\$35,501.57)
Transfers to (from) Capital Fund	-0-
Adjusted Net Income	(\$35,501.57)
Monthly Budgeted Net Income (Loss)	(\$75,471.25)
YTD Actual Net Income (Loss)	\$518,601.98
Borrowing from Capital Fund	-0-
YTD Adjusted Net Income	\$518,601.98
YTD Budgeted Net Income	\$156,750.82
General Fund Operating Cash	\$385,759.06
Capital Fund Cash	\$1,289,530.08
Capital Fund Advances to General Fund	-0-
Capital Fund Equity	\$1,289,530.08

Highlights for the month of February are as follows:

- Even though wildland personnel expenses were \$129,000, the YTD personnel costs were still \$10,000 under budget.

**Commissioner Bowin moved that the Board accept the February 2021 Financial Report as submitted. That motion was seconded by Commissioner Sewell and passed unanimously.**

**Commissioner Bowin moved that the Board accept the February 2021 Monthly Transaction Report. That motion was seconded by Commissioner Meyers and passed unanimously.**

**Commissioner Bowin moved that the Board accept the February 2021 bank reconciliations as submitted. That motion was seconded by Commissioner Sewell and passed unanimously.**

There was no transfer of funds required for the coming month.

## **IX. TRANSFERS, PURCHASE AMOUNTS – STATION BOND ACCOUNT**

In order to fully document financial transactions for F/S #442 bond account, Commissioner Bowin will use a process called “Segregation of Duties.” Those individuals who are managing the project, interfacing with the contractors, and making decisions on expenditures, will be the ones to attest that the work was done when the invoice is received. (All paid invoices must be accompanied by a lien waiver.) The signed invoice would go to either Commissioner Kattermann or Bowin for approval and warrant signature. If neither Kattermann nor Bowin are available to sign the invoice, Commissioner Finney would be called upon for signature.

No final payment will be made until after the Certificate of Occupancy is received from Maricopa County.

This process will be reviewed by the District’s auditors and by Board members (at their April Board meeting) for any required changes.

A report on activity and payments for this bond account will be placed on each month’s Board agenda.

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

**Pursuant to ARS §38-431.03(1), at 9:25 a.m. Commissioner Sewell moved that the Board move to Executive Session for the purpose of discussing personnel and budget. That motion was seconded by Commissioner Finney and passed unanimously.**

At 10:17 a.m. the Board reconvened to General Session.

**Commissioner Meyers moved that the Board approve the hiring of: (1) three (3) F/S #442 firefighters with tentative start dates of September 1, 2021; (2) a deputy chief for a June 1, 2021, hire date (position description to be compiled by**

**Commissioner Sewell and staff); and (3) a part-time administrative office assistant position for a July 1, 2021, hire date. That motion was seconded by Commissioner Sewell and passed unanimously.**

## **XI. EMS REPORT**

Commissioner Finney noted that there were 20 service surveys returned in the month of February, all of which listed their services as “Outstanding.” No one had any negative comments, though one resident asked to be called only to express her gratitude to the firefighters.

Chief Ducote indicated that resource specialists may return to their normal service routines as soon as updated parameters are set.

## **XII. CHIEF’S REPORT**

### *Budget Timeline*

The first proposal of the FY 2021/2022 budget will be presented for the April Board meeting.

### *Firetruck Purchase*

Chief Ducote advised that the new firetruck for F/S #442 should be ordered by the time construction is half completed.

Commissioner Sewell suggested a critical path map at some point to show equipment required (and lead times) as planned for F/Y #442. Chief Ducote will speak with the Apparatus Committee and advise the Board.

### *Final Closing Memo for Bond*

The Final Bond Closing Memo was provided to all Board members.

### *Board Meetings*

Chief Ducote requested that the Board move its meeting dates to Wednesdays (from Mondays), so that staff members had more time to prepare for those meetings. There was no objection, so Ducote will check the conference room availability and update the Board.

## **XIII. FIRE MARSHAL REPORT**

Fire Marshal Chris Cavanaugh reported the following for the month of February 2021:

Permits issued:

February	2021	2020
Sprinklers	2	44
Propane Tanks	2	24
Others	0	0
YTD (All Types)	6	73

Other Prevention Activity (February)	
Sprinkler Plan Review	1
Propane Plan Review	2
Total Inspections (Fire Marshal and Inspectors)	43

The total homes built by Shea Homes on this date is 548 homes. Approximately 100 additional homes have been built by other builders. Fire Marshall Cavanaugh indicated that approximately 140 homes had been sold just this year, with Californians being the majority of buyers.

Activity Report

Cavanaugh also reviewed the District's activity and average response times for February 2021:

Call Type	Response Time
In-District EMS	4:06
South District/North District EMS Response Time (Avg)	3:54/7:13
Out-of-District EMS Non-Corridor (Fountain Hills, Fort McDowell)	N/A
Out-of-District EMS Corridor (Includes Trilogy)	N/A
In-District Non-Emergency	5:47

Call Type	# Occurrences	
	February 2021	February 2020
EMS In-District Calls	33	36
EMS Out-of-District Calls (Non-corridor)	0	0
EMS Out-of-District Calls (Corridor)	0	1
Non-EMS In-District	14	17
Transports	21	24
• Out of District Transports	0	1
Outside Rescue Used Within District	1	1
Fire-related Calls*	1	1

BP/Information Services	17	27
Station Tours/Walk-in First Aid	0	1
Child Seat Install	0	3

\*Smoke Detector

Fire Marshall Cavanaugh commented that the much-longer response times in the North District occurred when the temporary station was only operating 12 hours per day. We should see response times improved with the 24-hour per day schedule.

#### **XIV. ADMINISTRATIVE MANAGER'S REPORT**

Administrative Manager Jennifer Jacobe updated the wildland expense report. (See attached.) There is an outstanding balance of \$49,841.78 for a California fire fought the end of last year. Jacobe anticipated that the balance should be paid soon.

#### **XV. UNFINISHED BUSINESS**

There was no unfinished business.

#### **XVI. BOARD COMMENTS**

Community members have been discussing the need for a mid-level medical facility per Commissioner Bowin. Discussion on that subject from 2015/2016 meetings was briefly reviewed. At that time there was no appropriate building for the facility, and there was no interest in building or renting that space. Bowin suggested that Steve Hamann be contacted regarding a possible location on the corner of Forest and Rio Verde Drives. He added that it would be an enhancement to the community, especially for those residents who are in the area for only a few months per year.

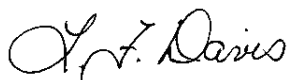
#### **XVII. CHAIRPERSON COMMENTS**

There were no additional comments from the chairperson.

#### **XVIII. ADJOURNMENT**

**Commissioner Sewell moved that the meeting adjourn at 10:47 a.m. That motion was seconded by Commissioner Bowin and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)