



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

**August 26, 2019**

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

**August 26, 2019**

**COMMISSIONERS PRESENT:** Jerry Fickes, Jeanne Finney, George Kattermann, 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; Janelle Gold and Larry Given; Hilltop Securities

### **I. CALL TO ORDER**

The Monday, August 26, 2019, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9:00 a.m. in the Alexander Building Board Room, Rio Verde, Arizona 85263.

### **II. ROLL CALL OF BOARD MEMBERS**

All commissioners were present, with the exception of Commissioner 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**

There was no Resource Specialists report.

### **V. CALL TO THE PUBLIC**

There was no response to the Call to the Public.

## VI. APPROVAL OF MINUTES

July 29, 2019, General Session

**Commissioner Fickes moved the approval of the July 29, 2019, General Session minutes with the following adjustment to Expenses (removing the parenthesis):**

### **June Financial Report**

<b>Financial Report – June 2019</b>	
Revenue	\$70,415.93
Expenses	\$228,397.75
Other Income (Expense)*	(\$325,620.79)
Net Income (Loss)	(\$483,602.61)
Transfers to/from Capital Fund	-0-
Adjusted Net Income	(\$483,602.61)
Monthly Budgeted Net Income (Loss)	(\$399,456.96)
YTD Actual Net Income (Loss)	\$53,026.98
Borrowing from Capital Fund	-0-
YTD Adjusted Net Income	\$53,026.98
YTD Budgeted Net Income	-0-
General Fund Operating Cash	\$142,167.80
Capital Fund Cash	\$1,353,602.84
Capital Fund Advances to General Fund	-0-
Capital Fund Equity	\$1,353,602.84

**That motion was seconded by Commissioner Finney and passed unanimously.**

## VII. HILLTOP SECURITIES BOND PRESENTATION

Janelle Gold and Larry Given presented the services of Hilltop Securities, specializing in municipal bonds (public finance). Among those topics covered were:

- Timelines
- Financing Planning
- Election Planning
- Post-issue Compliance
- Providers and Participants
- Sources and Uses of Funds
- Roles
- Managing Debt Service

## VIII. CLERK'S REPORT

### Future Meetings

Commissioner Fickes listed the following meeting dates:

- Monday, September 23, 2019 – 9 a.m.

- Monday, October 28, 2019 – 9 a.m.
- Monday, November 25, 2019 – 9 a.m.

Board meetings are scheduled for the Alexander Building Board Room.

## IX. FINANCIAL REPORTS

In the absence of Commissioner Bowin, Chairperson Kattermann provided the following financial report for the month of July 2019:

Financial Report – July 2019	
Revenue	\$65,760.83
Expenses	\$310,809.41
Other Income (Expense)*	\$407,777.73
Net Income (Loss)	\$162,729.15
Transfers to/from Capital Fund	(\$400,000.00)
Adjusted Net Income	(\$237,270.85)
Monthly Budgeted Net Income (Loss)	(\$204,492.51)
YTD Actual Net Income (Loss)	\$162,729.15
Borrowing from Capital Fund	\$400,000.00
YTD Adjusted Net Income	(\$237,270.85)
YTD Budgeted Net Income	(\$204,492.51)
General Fund Operating Cash	\$305,829.50
Capital Fund Cash	\$900,629.15
Capital Fund Advances to General Fund	\$400,000.00
Capital Fund Equity	\$1,300,629.15

- “Capital Fund Equity” includes:
  - Transfer in of \$53,026.98 - FY 18/19 Cash Balance Carried
  - Transfer out of \$89,564.45 - FINAL E-441 Payment
  - Transfer out of \$16,436.22 - RV-009 Rescue Engine Replacement
- “Revenue” includes \$53,026.98 – FY 18/19 Cash Balance Carried
- “Other Expenses” includes \$53,026.98 – FY 18/19 Cash Balance Carried

**Commissioner Fickes moved that the Board accept the July 2019 Financial Report. That motion was seconded by Commissioner Sewell and passed unanimously.**

**Commissioner Finney moved that the Board accept the July 2019 Monthly Transaction Report. That motion was seconded by Commissioner Sewell and passed unanimously.**

**Commissioner Sewell moved that the Board accept the July 2019 bank reconciliations as submitted. That motion was seconded by Commissioner Finney and passed unanimously.**

## X. WILDLAND DEPLOYMENT SPENDING LIMIT

Chief Ducote felt that there was no need at the time to increase the wildland deployment spending limit. Commissioner Fickes felt it could be adjusted as follows:

**Commissioner Fickes moved that the District increase its spending limit for wildland firefighting to \$200,000, with not more than \$125,000 outstanding against any out-of-state wildfire fighting invoices. That motion was seconded by Commissioner Finney and passed unanimously.**

## XI. MAYO TELESTROKE SERVICE PROGRAM

Chief Ducote reviewed that Mayo Clinic had asked the District to be a part of their Telestroke Service Program. The agreement had been reviewed by Board members and the District's legal counsel.

Commissioner Fickes voiced his concern that our personal liability insurance limits were not high enough to cover the Mayo requirements. Chief Ducote will resolve this issue with the insurance company and Mayo.

**Commissioner Fickes moved that the "Agreement for Pre-hospital Telestroke Services Between Rio Verde Fire District and Mayo Clinic" be approved subject to resolution of the insurance coverage issue. Commissioner Sewell seconded the motion, and it was passed unanimously.**

## XII. APPROVAL OF BOND RESOLUTION INITIAL INTENT (BALLARD SPAHR)

**Commissioner Finney moved that the Board approve the "Resolution of Rio Verde Fire District Declaring Official Intent to Reimburse Capital Expenditures Using Debt Financing" as provided by Ballard Spahr. That motion was seconded by Commissioner Sewell and passed unanimously.**

## XIII. EMS REPORT

Commissioner Finney indicated that five (5) survey responses had been received, all noting "Outstanding Service." There were no negative comments or remarks.

## XIV. CHIEF'S REPORT

### Wildland Update

There was no specific wildland report at this time. No Rio Verde firefighters are currently dispatched.

### Website: Often Asked Questions

Jennifer Jacobs gave an overview of the District's website updates to "Frequently Asked Questions."

### Public Safety Building Committee

Chief Ducote discussed the formation a Public Safety Building Committee consisting of two Board members, three employees (one from each shift), one area resident, Chief Ducote, Chris Cavanaugh, Jennifer Jacobs, and Nigel Finney (civil engineering background). This committee will oversee

architect and contractor presentations for the proposed new fire station and bring its recommendations to the Board for approval.

Ducote will provide the Board with a building design and construction timeline at the September Board meeting.

**XV. FIRE MARSHAL REPORT**

Fire Marshall Chris Cavanaugh reported the following for the month of July 2019:

Permits issued:

July	2019	2018
Sprinklers	19	37
Propane Tanks	13	37
Others	0	0
YTD (All Types)	214	202

Other Prevention Activity (July)	
Sprinkler Plan Reviews	5
Propane Plan Reviews	13
Total Inspections (Fire Marshal and Inspectors)	58

Cavanaugh indicated that one developer’s recent high-end residence home sales had exceeded the yearly projection in only one month.

Fire Marshal Chris Cavanaugh reviewed the District’s activity and average response times for July 2019:

Call Type	Response Time	
In-District EMS	2:50	
Out-of-District EMS Non-Corridor (Fountain Hills, Fort McDowell)	N/A	
Out-of-District EMS Corridor	N/A	
In-District Non-Emergency	4:18	
Call Type	# Occurrences	
	July 2019	July 2018
EMS In-District Calls	14	10
EMS Out-of-District Calls (Non-corridor)	0	0
EMS Out-of-District Calls (Corridor)	0	2
Non-EMS In-District	28	45
Transports	13	10
• Out of District Transports	0	
Outside Rescue Used Within District	0	0
Fire-related Calls*	3	3

BP/Information Services	28	23
Station Tours/Walk-in First Aid	6	0
Child Seat Install	0	2

\*1 Reported House Fire (BBQ Fire), 2 Brush Fires (Trilogy and McDowell Mountain Park)

Since there were no EMS calls to Trilogy during July, the EMS in-district time dropped significantly.

The District's ambulance Certificate of Necessity (CON) renewal had been completed, and the District dropped a couple percentage points due to its higher response times to newer/farther areas of the Community. (The required response time is 6 minutes, 90% of the time.) Due to the growth of the District, the trend will continue to drop until the proposed new fire station is operational. The next renewal is not required until 2023.

**XVI. ADMINISTRATIVE MANAGER'S REPORT**

Administrative Manager Jennifer Jacobe noted that there were no unpaid wildland invoices.

**XVII. BOARD COMMENTS**

Commissioner Fickes sought clarity on an area accident while he was out of town.

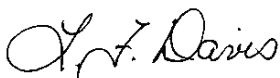
**XVIII. CHAIRPERSON COMMENTS**

There were no additional comments from Chairperson Kattermann.

**XIX. ADJOURNMENT**

**Commissioner Fickes moved that the meeting adjourn at 10:44 a.m. That motion was seconded by Commissioner Finney and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)

lfd