



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

November 23, 2020

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COMMISSIONERS PRESENT: Marty Bowin (via telephone), Jeanne Finney, George Kattermann, Dennis Meyers, and Nancy Sewell

COMMISSIONERS ABSENT: None

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

I. CALL TO ORDER

The Monday, November 23, 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.

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 October had been another quiet month for resource volunteers due to the Covid-19 virus restrictions.

V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

VI. APPROVAL OF MINUTES

October 26, 2020, General Session

Commissioner Nancy Sewell moved to approve the October 26, 2020, General Session minutes. That motion was seconded by Commissioner Dennis Meyers and passed unanimously.

October 26, 2020, Executive Session

Commissioner Sewell moved to approve the October 26, 2020, Executive 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, December 28, 2020 – 9 a.m.
- Monday, January 25, 2021 – 9 a.m.
- Monday, February 22, 2021 – 9 a.m.

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

VIII. FINANCIAL REPORTS

Commissioner Bowin reviewed the financial reports for October of 2020:

Financial Report – October 2020	
Revenue	\$970,165.07
Expenses	\$237,591.19
Other Income (Expense)	\$186,262.62
Net Income (Loss)	\$918,836.50
Transfers to (from) Capital Fund	\$0.00
Adjusted Net Income	\$918,836.50
Monthly Budgeted Net Income (Loss)	\$1,075,329.13
YTD Actual Net Income (Loss)	\$1,774,615.08
Borrowing from Capital Fund	\$1,000,000.00
YTD Adjusted Net Income	\$774,615.08
YTD Budgeted Net Income	\$609,014.10

General Fund Operating Cash	\$1,704,261.24
Capital Fund Cash	\$342,845.87
Capital Fund Advances to General Fund	\$1,000,000.00
Capital Fund Equity	\$1,342,845.87

Commissioner Bowin asked that Jennifer Jacobs asterisk lines #4800 (Prior Year Cash Balance Carried) and #5343 (PSPRS Additional Payment) on the Profit & Loss Detail Report and to identify the additional contributions into the PSPRS Local fund as to their sources and how they're additional payments - beyond the budgeted amount. That figure YTD is \$58,528, the carryover from last fiscal year.

Commissioner Bowin noted that the annual budget amount for line #8215 (Preventative Maintenance - Rescue) sits at \$2,500, but the District spent \$5,381.73 in October, and \$9,353.15 year to date. Chief Ducote explained that the timing of the charges was part of the reason, similar to the way that Workers' Compensation was paid in July for April, May, and June of the prior fiscal year; numerous vehicle repairs and needed tire replacements were required; payments for the upcoming telescope program were also allocated to this line item but will be reimbursed in the future. Ducote recommended that the budget be corrected to \$5,000 for the next fiscal year.

It was mentioned that Line #99004 (Wildland Payroll Reimbursement) contained a reimbursement from the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Commissioner Bowin moved that the Board accept the October 2020 Financial Report as submitted. That motion was seconded by Commissioner Finney and passed unanimously.

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

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

Two-hundred fifty thousand dollars (\$250,000) will be transferred from the General Fund to the Capital Fund in the month of November, and every month thereafter for the next three months. We will not transfer it all at once, so that we keep enough in the General Fund to cover expenses related to Station #442 bond issues. Chief Ducote will ensure that all documentation is legally acceptable to obtain reimbursement for these expenses.

The past year's audit results are done, but the auditor is awaiting the PSPRS actuarial report. The District's audit is anticipated to be received in December of this year.

IX. EMS REPORT

Commissioner Finney noted that there were 12 service surveys returned, all claiming “Outstanding Service.” There were no requests for additional contact – only positive comments about the RVFD.

X. CHIEF’S REPORT

Bond Update

Chief Ducote reported that he had selected a Fire Station #442 Committee, comprised of one person from each shift, Jennifer Jacobe, Chris Cavanaugh, Commissioners Meyers and Sewell, and himself. He will also form a different team to deal with contractor negotiations and requested team suggestions. Commissioners Bowin and Kattermann were suggested for this committee and will also work with Stifel on requirements for the bond issue; however, the entire Board will be involved in all major decisions.

Chairperson Kattermann mentioned that since 85% of the bond funds received need to be spent within three years, it would be best not to initiate the bond prematurely, possibly waiting until April of 2021. Commissioner Bowin will ask the Board to approve the Parameters Resolution at its February 2021 meeting.

Maricopa County will be contacted to clarify the entire bond transaction process, i.e., recouping expenses covered by the Reimbursement Resolution, paying contractor/subcontractor fees, county approval, timing.

XI. FIRE MARSHAL REPORT

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

Permits issued:

October	2020	2019
Sprinklers	0	4
Propane Tanks	1 (Reissue)	4
Others	0	0
YTD (All Types)	208	289

Other Prevention Activity (October)	
Sprinkler Plan Review	2
Propane Plan Review	
Total Inspections (Fire Marshal and Inspectors)	51

Shea Homes alone has closed 498 homes since inception.

Activity Report

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

Call Type	Response Time
In-District EMS	4:09
South District/North District EMS Response Time (Avg)	3:56/5:54
Out-of-District EMS Non-Corridor (Fountain Hills, Fort McDowell)	N/A
Out-of-District EMS Corridor	N/A
In-District Non-Emergency	6:12

Call Type	# Occurrences	
	October 2020	October 2019
EMS In-District Calls	27	21
EMS Out-of-District Calls (Non-corridor)	0	1
EMS Out-of-District Calls (Corridor)	0	0
Non-EMS In-District	38	42
Transports	21	19
• Out of District Transports	0	0
Outside Rescue Used Within District	0	1
Fire-related Calls*	6	3
BP/Information Services	22	31
Station Tours/Walk-in First Aid	0	
Child Seat Install	0	0

*1 CO in home, source unknown; 1 electrical issue; 2 fire alarms; 1 garbage truck fire; 1 smoke detector

Toys are now being accepted for Operation Santa Claus.

XII. ADMINISTRATIVE MANAGER'S REPORT

Administrative Manager Jennifer Jacobe updated the wildland expense report for October 2020. (See attached.)

Jacobe reported that the District had been reimbursed for all wildland activity to date. There is one outstanding invoice from October, though the invoicing has not yet been completed due to the detail involved in the three different assignments. That invoice should be completed within the week.

The 2021 meeting schedule had been distributed, and all meetings will be held in the Rio Verde Community Board Room. The May 2021 date was incorrect and should be changed to May 24, 2021.

XIII. UNFINISHED BUSINESS

Commissioner Sewell noted a few items:

- Since there is no receptacle for distinguishing smoking products on the Tonto Verde Golf Course, cigarette butts have again been found on the course itself. Chief Ducote will send another request for a receptacle to Jay Kernan, Jeff Oftlund, and Andy Andrews.
- One resident suggested the the District dedicate Fire Station #442 to Birdie Pasenelli.
- Consideration of a partial second level to Fire Station #442 might allow for expansion. Commissioner Bowin noted that the strategic plan would aid in this future planning.

XIV. BOARD COMMENTS

Chief Ducote informed the Board that the Zoom meeting/special session would be held on Thursday, December 3, at 9 a.m. with the CORE Construction. An agenda will be sent prior to the meeting.

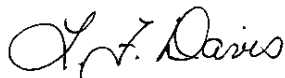
XV. CHAIRPERSON COMMENTS

Chairperson Kattermann wished a Happy Thanksgiving to all Board staff members and their families.

XVI. ADJOURNMENT

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

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)