



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

February 22, 2021

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I. CALL TO ORDER

The Monday, February 22, 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; Resident Scott Krushak

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 due to Covid-19, there was limited activity for his team of volunteers.

V. CALL TO THE PUBLIC

There were no questions or comments from the public.

VI. APPROVAL OF MINUTES

January 25, 2021, General Session

Commissioner Finney moved to approve the January 25, 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, March 22, 2021 – 9 a.m.
- Monday, April 26, 2021 – 9 a.m.
- Monday, May 24, 2021 – 9 a.m.

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

VIII. FINANCIAL REPORTS

Commissioner Bowin informed the Board that Maricopa County would be late in providing the District with monthly financial reporting. In the meantime, Commissioner Bowin will provide the Board with a short financial summary and will submit the January financials for approval at the March Board meeting.

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

IX. CORE DBIA CONTRACT AND AMENDMENTS

Discussion was held on the approval of the CORE DBIA contract and the amendments suggested by the Board attorney. Several points from that discussion:

- Commissioner Finney pointed out that a template had been used for the DBIA contract but not updated with the District's information.
- Attorney Nicholas Cornelius provided amendments in order to protect the District.
- If a change order is issued for a more expensive change, the District will be charged for the difference.
- Chief Ducote will contact CORE with any minor contract revisions.

Commissioner Bowin moved that the District: (1) approve the amendments to the contract as set forth by its attorney, and (2) authorize Chief Ducote to sign the contract with any minor changes. If there are major changes, the contract will be reviewed in a special session of the Board. The motion was seconded by Commissioner Sewell and passed unanimously.

Chief Ducote will keep the Board informed on which (if any) changes to the contract he approves.

X. PROMOTIONAL EXAM POLICIES

Chief Ducote presented Management Policy #101.12 entitled "Promotion." Ducote informed the Board that some firefighters, who have worked fulltime for another Arizona fire agency, are not compensated for that time when it comes to promotion exams. He added the following to the existing policy:

(D.1.) Credited Service: If an employee has worked fulltime for five (5) or more consecutive years with another Arizona fire agency, a maximum of one (1) year credit will be given for promotion exams.

Ducote explained that since the District will be promoting a deputy chief, captains, and engineers in the near future, this addition makes the testing pool stronger. It promotes the District for new hires and is retroactive to existing employees.

Commissioner Bowin clarified that the one-year credit applies only to promotion, not to salary or pension.

Administrative Manager Jennifer Jacobe informed the Board that engineers are required to have at least an associate's degree, but no degree is required for captains. In the future, promotions to captain will require an associate's degree within two years after promotion.

Commissioner Sewell moved that the Board accept the changes to Management Policy #101.12 with the following revision (in yellow):

(D.1.) Credited Service: If an employee has worked fulltime for five (5) or more consecutive years with another Arizona fire agency, a maximum of one (1) year credit will be given for promotion exams only, not in salary or pension.

That motion was seconded by Commissioner Finney and passed unanimously.

XI. FIRE APPARATUS FOR FIRE STATION 442

Chief Ducote shared several options available for the purchase of a Pierce fire truck for F/S 442. Those options included ordering a new build to District specs, a new truck currently on the assembly line, or a demo. RVFD specs were also provided.

There is no rush to purchase a truck at this time, but Chief Ducote warned that a lead time of one year is required to order a truck to spec, plus three months at Mesa Fire for equipment installation, inspection, and decals. He also added that a truck purchased later will cost more money, though since it will be purchased with bond money the timeframe itself does not matter.

Commissioners Bowin and Kattermann asked Chief Ducote to provide them with a complete two-year plan (not simply estimations) regarding future personnel, apparatus, and building occupancy costs. This plan will be presented in conjunction with the initial draft of the next F/Y budget presentation in April.

Since the Capital Fund is, by necessity, used to temporarily fund the General Fund at roughly \$1M per year during the leaner revenue months, it is important that the Board is assured of financial sustainability at all times.

Chief Ducote will present more detail on options for fire trucks in the March meeting. Commissioner Sewell requested that the Board keep this as a running agenda item until a decision is made.

Regular steps versus hydraulic steps were discussed. Fire Marshal Chris Cavanaugh will check to make sure there is no significant difference in width.

Chief Ducote provided Commissioner Bowin with the engine specs preferred by the Apparatus Committee.

Commissioner Sewell cautioned that the District keep in mind where purchased parts are made and if they will be available to us if required.

XII. EMS REPORT

Commissioner Finney noted that there were ten (10) service surveys returned in the month of January, nine (9) claiming "Outstanding," and two (2) claiming "Good." (One survey called their service both "Outstanding" and "Good.") No one needed to be contacted, and comments were of a very high regard.

One comment from a retired firefighter stated that he was very impressed with the "compassion and care" he received.

XIII. CHIEF'S REPORT

Budget Timeline

The newest budget timeline was sent to all Board members, and staff will present its first proposal on a two-year budget at the April meeting.

Tax Levy

The 2021 Levy Limit Worksheet was provided to Board members. Chief Ducote noted that the Net Assessed Value Detail from Maricopa County shows a primary growth increase of 10.8%.

XIV. FIRE MARSHAL REPORT

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

Permits issued:

January	2021	2020
Sprinklers	1	3
Propane Tanks	1	2
Others	0	0
YTD (All Types)	2	5

Other Prevention Activity (January)	
Sprinkler Plan Review	2
Propane Plan Review	1
Total Inspections (Fire Marshal and Inspectors)	21

The small number of plan reviews represented the fact that AmeriGas had pulled out of a community-wide contract with Shea Homes, laying off many of its employees. Arizona Propane took over that contract in February, so things are expected to return to normal by March 2021.

Activity Report

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

Call Type	Response Time
In-District EMS	5:18
South District/North District EMS Response Time (Avg)	4:41/7:01

Out-of-District EMS Non-Corridor (Fountain Hills, Fort McDowell)	N/A
Out-of-District EMS Corridor (Includes Trilogy)	13:06
In-District Non-Emergency	4:57

Call Type	# Occurrences	
	January 2021	January 2020
EMS In-District Calls	27	28
EMS Out-of-District Calls (Non-corridor)	0	1
EMS Out-of-District Calls (Corridor)	2	0
Non-EMS In-District	12	22
Transports	21	18
• Out of District Transports	0	1
Outside Rescue Used Within District	0	1
Fire-related Calls*	1	3
BP/Information Services	21	6
Station Tours/Walk-in First Aid	0	1
Child Seat Install	0	0

*Small brush fire in McDowell Mountain Park

Late night or early morning call time was higher in the north district, as the fire station was not staffed, and calls were answered by F/S 441.

Fire Marshal Cavanaugh pointed out that January's In-District Non-Emergency call time was actually lower than the In-District EMS response time. This was driven by the fact that two-thirds of the non-emergency calls were in Rio Verde, with the other third in Tonto Verde; none were in the north district.

The portable G2 system being built for us by Mesa Fire Dispatch will be working at the new F/S 442 sometime this week and is leased to the District at \$500 per month, with a 60-day agreement between the Mesa and Rio Verde chiefs. Since Mesa will retain ownership of that IGA unit, Rio Verde Fire District is obliged to sign for that portable unit via a new Intergovernmental Agreement (IGA). Thus, a new G2 unit will be purchased when the new station is fully operational, however, no additional IGA will be required.

XV. ADMINISTRATIVE MANAGER'S REPORT

Administrative Manager Jennifer Jacobe updated the wildland expense report for January 2021. (See attached.) There was no change in wildland receivables, with an outstanding balance of \$74,410.58 (all out of state). Approvals have been rendered, so the receivables should soon be paid in full.

Six hours of AFDA statutory training are required for all re-elected Board members. Jacobe provided information on the Phoenix in-person training; alternatively, a video link (with book) will be provided for independent study. Board members opted for the independent study.

XVI. UNFINISHED BUSINESS

There was no unfinished business.

XVII. BOARD COMMENTS

There were no additional Board comments.

XVIII. CHAIRPERSON COMMENTS

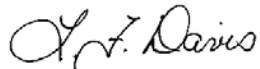
Chairperson Kattermann indicated that he had just received bond pricing rates for each of the 20 bond issue maturities for that afternoon's pre-pricing meeting Stifel. Chairperson Kattermann noted that municipal bond rates appear to be moving higher in a fairly short period of time, which makes getting the bond sale done as quickly as possible and imperative.

Pursuit of the 60- to 80-foot 5G cell phone tower location appears to have resurfaced. This tower will affect emergency service communication. The Board had previously voted against having it on or close to their land at least three times in the past. Chief Ducote offered to provide information about the effects of the tower on emergency communication at any Rio Verde Community Association meetings.

XIX. ADJOURNMENT

Commissioner Bowin moved that the meeting adjourn at 10:29 a.m. That motion was seconded and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)