



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

August 23, 2021

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BOARD OF DIRECTORS GENERAL SESSION**

August 23, 2021

I. CALL TO ORDER

The Monday, August 23, 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 Jacobe

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

There was no Resource Specialists Report.

V. CALL TO THE PUBLIC

There were no questions or comments from the public.

VI. APPROVAL OF MINUTES

July 28, 2021 – General Session

Commissioner Sewell moved to approve the July 28, 2021, General Session minutes as submitted. 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, September 27, 2021 – 9 a.m.
- Monday, October 25, 2021 – 9 a.m.
- Monday, November 22, 2021 – 9 a.m.

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

VIII. FINANCIAL REPORTS

Commissioner Bowin reported on the July 2021 financial reports:

Financial Report – July 2021	
Revenue	\$89,409.13
Expenses	\$301,990.99
Other Income (Expense)	\$443,199.86
Net Income (Loss)	\$230,618.00
Transfers to (from) Capital Fund	\$500,000.00
Adjusted Net Income	(\$269,382.00)
Monthly Budgeted Net Income (Loss)	(\$307,042.00)
YTD Actual Net Income (Loss)	\$230,618.00
Borrowing from Capital Fund	\$500,000.00
YTD Adjusted Net Income	(\$269,382.00)
YTD Budgeted Net Income	(\$307,042.00)
General Fund Operating Cash	\$235,393.07
Capital Fund Cash	\$1,339,262.91
Capital Fund Advances to General Fund	\$500,000.00
Capital Fund Equity	\$1,839,262.91
Total Bond Fund Authorization	\$5,101,858.64
Total Expenditures to Date	\$518,926.32

Total Interest to Date	\$4,934.82
Current Month Expenditures	\$95,259.00
Remaining Bond Equity	\$4,587,867.14

Commissioner Bowin observed the following for the month:

- The category “Transfers to General” in the P&L shows a total of \$504,033.40, while the “Transfer to/from Capital Fund” shows \$500,000.00. That additional \$4,033.40 was a repayment by the Capital Fund for the new fire truck.
- The “Total Bond Fund Authorization” includes the \$5,000,000 bond plus the cost of issuance.
- The “Total Expenditures to Date” includes the reimbursement of Station #442 expenses paid back to the district.

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

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

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

The amount of \$250,000, within the treasurer’s authority, may be transferred between the Capital Fund and the General Fund during the month of August if required.

IX. MANAGEMENT POLICY #101.04 “EMPLOYMENT LIST”

Chief Ducote presented the current management policy #101.04 “Employment List” to the Board. The purpose of the policy is to define the way the district manages employment lists and fills vacancies. The change would effectively delete “IV. Procedure,” as that section deals primarily with larger organizations. This would prevent the requirement for dissolving a hiring list, no matter how many applicants have applied for a position. The fire chief would have the discretion to extend the list – or he could dissolve the list if appropriate.

Commissioner Sewell moved that the district modify Management Policy #101.04 “Employment Lists” to change so that the wording is more appropriate for the RVFD environment versus the current wording. Commissioner Bowin seconded the motion, and it passed unanimously.

Commissioner Sewell will work with staff to improve that wording.

X. SC AUDIT & ACCOUNTING SOLUTIONS LLC ENGAGEMENT LETTER

Two letters were received from SC Audit & Accounting Solutions, LLC – one letter outlining their financial reporting services and the other, a letter of engagement. The Board’s purpose at this meeting is to approve the letter of engagement for accounting services only.

Administrative Manager Jennifer Jacobs verified that the cost of services by SC Audit & Accounting Solutions, LLC increased - but not substantially from last year.

Commissioner Bowin moved that the Board approve the engagement letter from SC Audit & Accounting Solutions LLC of August 17, 2021. That motion was seconded by Commissioner Sewell and passed unanimously.

XI. EMS REPORT

District Clerk Jeanne Finney reported no surveys received for the month.

XII. CHIEF’S REPORT

Budget Forecast Spreadsheet

Copies of the Budget Forecast Spreadsheet were provided to Board members

Promotional Testing

As of August 22, 2021, the following were promoted to the respective positions following intensive testing:

- Captain – Jamie Hughes
- Engineer – Josh Johnson

Fire Station Update

A meeting on pricing will be held on August 31, 2021, with Pearlman, CORE, Chief Ducote, and Commissioners Sewell and Meyers. Discussions will be held on how much construction costs have been reduced and how that would affect the budget.

XIII. DEPUTY CHIEF’S REPORT

In the absence of Deputy Chief Scott Krushak, Fire Marshal Chris Cavanaugh presented the Deputy Chief’s Report:

Activity Report

Call Type	Response Time
In-District EMS	4:33
In-District Non-Emergency	5:25

Call Type	# Occurrences	
	July 2021	July 2020
Total EMS Calls	23	17
Total Transports	16	9
Fire-related Calls	0	4
Community Contacts	28	27

Legislative Update

There was no legislative update, as the legislature is not currently in session.

Wildland Firefighting

Many of the District's firefighter reserves are fighting wildfires in multiple states (including the Northwest) at this time.

The District's fire danger rating is now "Low," following the Mesa/Cave Creek recommendation. The amount of rain recently received, however, could cause a high wildfire season this coming spring.

The need for the public to adhere to road closure signage was discussed.

XIV. FIRE MARSHAL REPORT

Permits issued:

July	2021	2020
Sprinklers	26	3
Propane	13	1
Others	0	0
YTD (All Types)	199	157

Other Prevention Activity (July)	
Sprinkler Plan Review	3
Propane Plan Review	13
Total Inspections	47

XV. ADMINISTRATIVE MANAGER'S REPORT

The wildland expense report was provided to Board members (see attached), with an accounts receivable total of \$94,612.23, \$71,001.30 for the Telegraph fire and \$23,610.93 for the Walnut fire.

XVI. UNFINISHED BUSINESS

There was no unfinished business.

XVII. BOARD COMMENTS

Commissioner Sewell reported that the Tonto Verde HOA Board has reviewed the cell tower issue and has asked the Design Review Committee to develop language implementing a moratorium/ban on construction of cell towers in Tonto Verde.

Chairperson Kattermann stated that a letter from the attorney for the Rio Verde Community Association had been sent to the Rio Verde Country Club stating that even though a lease is held for the land on which tower construction is anticipated, construction was never initiated nor approved by the Rio Verde Community Association Board members. Other letters from Community organizations objecting to the construction had also been sent to the cell tower company and the Rio Verde Country Club. A meeting will be scheduled between the Rio Verde Community Association and the Rio Verde Country Club to discuss the matter in the near future. Chairperson Kattermann will keep the Board updated on this issue.

Commissioner Sewell noted that Maricopa County no longer provides public notice or seeks public comments relative to the installation of cell phone towers.

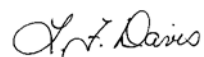
XVIII. CHAIRPERSON COMMENTS

There were no additional comments from Chairperson Kattermann.

IX. ADJOURNMENT

It was moved by Commissioner Sewell that the meeting adjourn at 9:48 a.m. That motion was seconded by Commissioner Finney and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)