



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

September 23, 2019

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September 23, 2019

COMMISSIONERS PRESENT: Marty Bowin, Jerry Fickes, Jeanne Finney, George Kattermann, and Nancy Sewell

COMMISSIONERS ABSENT: None

ALSO PRESENT: Chief Jay Ducote, Fire Marshal Chris Cavanaugh, and Administrative Manager Jennifer Jacobs; Rio Verde Fire District; Mike LaVallee; Stifel (presentation portion of meeting)

I. CALL TO ORDER

The Monday, September 23, 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.

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

August 26, 2019, General Session

Commissioner Fickes moved the approval of the August 26, 2019, General Session minutes. That motion was seconded by Commissioner Sewell and passed with a vote of 4-0-1, Commissioner Bowin abstaining (not in attendance at that meeting).

VII. STIFEL PRESENTATION

Mike LaVallee presented the services of Stifel Financial Corp. Stifel is an American multinational independent investment bank and financial services company specializing in municipal bonds (public finance) for fire districts.

After the presentation, Mr. LaVallee departed, and a brief discussion was held by the members. Chief Jay Ducote suggested having Strategies 360 present at the November 18, 2019, Board meeting. In December Ducote would like to schedule an Executive Session for the purpose of discussing any contracts with our legal representative.

VIII. CLERK'S REPORT

Future Meetings

Commissioner Fickes listed the following meeting dates:

- Monday, October 28, 2019 – 9 a.m.
- Monday, November 18, 2019 – 9 a.m. (Note change from original date)
- Monday, December 16, 2019 – 9 a.m.

Board meetings are scheduled for the Alexander Building Board Room.

IX. FINANCIAL REPORTS

Commissioner Bowin provided the following financial report for the month of August 2019:

Financial Report – August 2019	
Revenue	\$28,238.47
Expenses	\$230,334.41
Other Income (Expense)	\$250,200.00
Net Income (Loss)	\$48,104.06
Transfers to/from Capital Fund	\$250,000.00
Adjusted Net Income	(\$201,895.94)
Monthly Budgeted Net Income (Loss)	(\$179,252.24)
YTD Actual Net Income (Loss)	\$210,833.21
Borrowing from Capital Fund	\$650,000.00
YTD Adjusted Net Income	(\$439,166.79)
YTD Budgeted Net Income	(\$383,744.75)
General Fund Operating Cash	\$282,352.86
Capital Fund Cash	\$650,629.15
Capital Fund Advances to General Fund	\$650,000.00
Capital Fund Equity	\$1,300,629.15

Commissioner Bowin moved that the Board accept the August 2019 Financial Report. That motion was seconded by Commissioner Fickes and passed unanimously.

Commissioner Bowin moved that the Board accept the August 2019 Monthly Transaction Report. That motion was seconded by Commissioner Fickes and passed unanimously.

Commissioner Bowin moved that the Board accept the August 2019 bank reconciliations as submitted. That motion was seconded by Commissioner Fickes and passed unanimously.

X. CRIMINAL HISTORY POLICY

Administrative Manager Jennifer Jacobe reviewed the draft of “Criminal History Handling Procedures”, a legal requirement for all districts, establishing guidelines for obtaining the access, use, handling, dissemination and destruction of criminal history record information. The procedure was reviewed by staff, Commissioner Sewell, and Attorney Laura Brooks. Backgrounds checks are done on all firefighters and resource volunteers.

Three staff individuals are currently authorized to process these criminal history handling procedures – Chief Ducote, Fire Marshal Chris Cavanaugh, and Administrative Manager Jennifer Jacobe. Commissioner Fickes requested that two individuals review each report.

After brief discussion, it was agreed that revisions will be made to change the phrases “Agency Security Contact” to “RVFD Security Agent,” as well as “Authorized Personnel” to “RVFD Authorized Personnel.” An “RVFD Authorized Personnel List” will be maintained with the policy.

Commissioner Sewell moved that the Criminal History Policy be approved as amended. The motion was seconded by Commissioner Fickes and passed unanimously.

XI. ADMINISTRATIVE OFFICES LEASE

Chief Ducote noted that since Administrative Manager Jennifer Jacobe is successfully handling her new position as Administrative Manager, and an outside firm is handling her former accounting duties, the District will not need to hire a new accounting staff member. Thus, the empty office is no longer necessary, and Ducote would like to have the lease modified to show only two offices as opposed to three offices, a savings of between \$300 and \$400 per month.

Commission Bowin moved that the office lease be modified to include only two offices. That motion was seconded by Commissioner Sewell and passed unanimously.

XII. EMS REPORT

Commissioner Finney indicated that two (2) survey responses had been received, both noting “Outstanding Service.” There were no negative comments or remarks.

XIII. CHIEF’S REPORT

Wildland Deployment

A wildland team was deployed to protect homes in the Mammoth, California, area last week and has safely returned. There was no damage to the vehicle.

District Audit

CPA Kay Green will meet with staff members to discuss the upcoming audit preparation.

Future Events

Firewise Day is November 16, 2019, and Operations Santa Claus is December 7, 2019.

XIV. FIRE MARSHAL REPORT

Fire Marshal Chris Cavanaugh reported the following for the month of August 2019:

Permits issued:

August	2019	2018
Sprinklers	39	13
Propane Tanks	13	13
Others	2	0
YTD (All Types)	268	228

Other Prevention Activity (August)	
Sprinkler Plan Reviews	2
Propane Plan Reviews	13
Other Plan Reviews*	2
Total Inspections (Fire Marshal and Inspectors)	65

*Fire Alarm and Security Gates

As each new area in Trilogy opens, a flow test is done to ensure proper water flow.

Fire Marshal Chris Cavanaugh also reviewed the District's activity and average response times for August 2019:

Call Type	Response Time	
In-District EMS	3:30	
Out-of-District EMS Non-Corridor (Fountain Hills, Fort McDowell)	N/A	
Out-of-District EMS Corridor	N/A	
In-District Non-Emergency	4:24	
Call Type	# Occurrences	
	August 2019	August 2018
EMS In-District Calls	14	19
EMS Out-of-District Calls (Non-corridor)	0	2
EMS Out-of-District Calls (Corridor)	0	0
Non-EMS In-District	26	32
Transports	10	13
• Out of District Transports	0	
Outside Rescue Used Within District	0	2
Fire-related Calls*	4	3
BP/Information Services	28	23
Station Tours/Walk-in First Aid	6	0
Child Seat Install	0	2

*1 brush fire near McDowell Mountain Park, 1 reported gas odor (no leak found), and 2 alarm malfunctions

XV. ADMINISTRATIVE MANAGER'S REPORT

Administrative Manager Jennifer Jacobs noted that there were no official changes to the wildland expense update. The invoice for the wildland fire in California (deployment of September 6, 2019) will be completed soon. Those numbers will be available at the October meeting.

A preliminary meeting calendar for 2020 has been distributed for Board member review. Discussion of any possible conflicts will be reviewed at the October meeting.

XVI. BOARD COMMENTS

There were no additional Board comments.

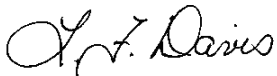
XVII. CHAIRPERSON COMMENTS

Chairperson Kattermann expressed his pleasure with the progress being made on a possible upcoming bond issue election.

XVIII. ADJOURNMENT

Commissioner Fickes moved that the meeting adjourn at 11:04 a.m. That motion was seconded by Commissioner Sewell and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)

lfd