



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

June 22, 2020

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June 22, 2020

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

COMMISSIONERS ABSENT: None

ALSO PRESENT: Chief Jay Ducote, Fire Marshal Chris Cavanaugh (via telephone), Administrative Manager Jennifer Jacobe, and Dennis Meyers (Resource Specialists), Rio Verde Fire District; and Resident Diane Newcomb (Firewise)

I. CALL TO ORDER

The Monday, June 22, 2020, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9:00 a.m. in the RVFD Administrative 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

Dennis Meyers was present and fielded questions on the Resource Specialists' assistance supporting fire personnel at the recent McDowell Mountain Park fire.

V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

VI. APPROVAL OF MINUTES

May 18, 2020, General Session

Commissioner Bowin moved to approve the May 18, 2020, General Session minutes. That motion was seconded by Commissioner Sewell and passed unanimously.

May 18, 2020, Executive Session

Approval of the minutes of the Executive Session will be moved to the July Board meeting agenda.

VII. CLERK'S REPORT

Future Meetings

Clerk Commissioner Finney listed the following meeting dates:

- Monday, July 27, 2020 – 9 a.m. (Commissioner Bowin will attend by telephone.)
- Monday, August 24, 2020 – 9 a.m.
- Monday, September 28, 2020 – 9 a.m.

All meetings will be held at the Alexander Building Board Room.

VIII. FIREWISE RECOGNITION (Diane Newcomb)

Diane Newcomb arrived at the meeting at 9:10 a.m. On behalf of the Board, Chief Ducote recognized Newcomb for the vast amount of work she has done with the Firewise Program, in both Tonto and Rio Verdes.

Newcomb then provided a snapshot of current Firewise activities.

IX. FINANCIAL REPORTS

Commissioner Bowin reviewed the financial report for the May 2020 meeting:

Financial Report – May 2020	
Revenue	\$130,250.62
Expenses	\$200,911.24
Other Income (Expense)	\$38.30
Net Income (Loss)	(\$70,622.32)

Transfers to (from) Capital Fund	-0-
Adjusted Net Income	(\$70,622.32)
Monthly Budgeted Net Income (Loss)	\$46,374.06
YTD Actual Net Income (Loss)	\$697,415.57
Borrowing from Capital Fund	-0-
YTD Adjusted Net Income	\$697,415.57
YTD Budgeted Net Income	\$248,157.33
General Fund Operating Cash	\$729,229.73
Capital Fund Cash	\$1,184,707.28
Capital Fund Advances to General Fund	-0-
Capital Fund Equity	\$1,184,707.28

Chairperson Kattermann questioned the P&L expense figure versus the budget figure in the area of workers' compensation. Jennifer Jacobs indicated that there had been a billing in 2019 that was paid in 2020. Additionally, the increase in new hires also raised the cost of workers' compensation.

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

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

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

With most expenses paid and revenues uncertain for the month of June, discussion was held on the year-end local PSPRS contribution (assuming NO revenue). In an earlier meeting, the Board committed to make up the difference between the local PSPRS year-end amount contributed to date (\$390,000) and the year-end amount budgeted (\$468,316.35).

Commissioner Bowin moved that the District pay the Local PSPRS Tiers 1 and 2 an amount of \$77,386.66 to bring the total for the year to the \$468,316.35. This payment should be made in June 2020 business. That motion was seconded and passed unanimously.

Commissioner Bowin moved that the Board permanently transfer \$174,137 from the General Account to the Capital Account per the budget of this fiscal year in

June 2020 business. That motion was seconded by Commissioner Finney and passed unanimously.

Commissioner Bowin moved that the Board transfer the \$220,000 year-end surplus to the local PSPRS Tiers 1 and 2 fund as an additional contribution in order to address the shortfall in that unfunded liability. The transfer must be made in June business. That motion was seconded by Commissioner Sewell and passed unanimously.

Commissioner Bowin moved that the Board transfer \$500,000 as a loan from the Capital Fund to the General Fund to meet July/August expenses. This transfer must be made in July 2020 business in the next FY. That motion was seconded by Commissioner Sewell and passed unanimously.

X. ADJOURNMENT TO EXECUTIVE SESSION/RECONVENE TO GENERAL SESSION

Pursuant to ARS §38-431.03(1), at 9:26 a.m. Commissioner Sewell moved that the Board move to Executive Session for the purpose of discussing the vacant Board position. That motion was seconded by Commissioner Finney and passed unanimously.

At 9:28 a.m. the Board reconvened to General Session.

Commissioner Sewell moved that the Board appoint Dennis Meyers to fill the vacant Board position. That motion was seconded and passed unanimously.

District Clerk Jeanne Finney swore in the newest member of the RVFD Board of Directors, Dennis Meyers. Meyers will complete Past Commissioner Fickes's four-year term, which will lapse on November 30, 2020. Administrative Manager Jennifer Jacobs notarized the Oaths of Office and will forward them to the Maricopa County Board of Supervisors.

XI. 2020/2021 BUDGET APPROVAL

The F/Y 2020/2021 proposed budget was posted in the Tonto Verde Golf Club, the Rio Verde Community Center, the Rio Verde Post Office, the RVFD office, the *Fountain Hills Times*, and on the RVFD and Trilogy websites. There were no questions or comments from the public.

Commissioner Bowin moved the approval of the 2020/2021 Rio Verde Fire District budget as presented. That motion was seconded by Commissioner Sewell and passed unanimously.

XII. INSURANCE RENEWAL – CINDY ELBERT INSURANCE

Commissioner Sewell moved that the Board approve the services of Arch Insurance (through Cindy Elbert Insurance) with a total annual premium of \$26,268 for District insurance. That motion was seconded by Commissioner Finney and passed unanimously.

This insurance is separate from workers' compensation and health benefits.

XIII. AUDIT PREPARATION – FY 2018/2019

Commissioner Finney moved that the District approve the proposal in the engagement letter for the FY 2019/2020 audit preparation by Atlas CPA's & Advisors PLLC in the estimated amount of \$8,200. That motion was seconded by Commissioner Sewell and passed unanimously.

XIV. CONTINUATION OF REPORTS

EMS Reports

Commissioner Finney noted that there were no returned surveys during May.

Chief's Report

Calling the Bond

Chief Ducote reviewed Bond Attorney Tyler Cobb's letter to Maricopa County notifying them of the District's intent to call the bond. Ducote will meet with Strategies 360 this afternoon.

Trailer

Representatives for the proposed temporary trailer location at RGR for Station 442 declined to move forward with that agreement. Ducote will resume discussions with Shea Homes on the temporary trailer location.

Chief Ducote recommended that the RFP and RFQ processes be begun prior to the November election in order to expedite the building process. There would be no cost to the District, aside from the Chief's time. He added that the process of developing a new station normally takes approximately eight (8) to ten (10) months. The Board endorsed this action as within Chief Ducote's authority to act without formal Board approval.

The District will entertain presentations by the potential Construction Managers at Risk (CMARs), based on recommendations by the Building Committee.

Wildland Deployment

Crews were dispatched to the Bush Fire, and it is now described as 40% contained. The fire will be referred to as “out” when everything is cold and can no longer flare up due to wind. District crews were dispatched for seven (7) days at this point.

Interestingly, when crews were returning from the fire, they came upon another vehicle fire causing an additional brush fire near the Verde River and SR87 (Beeline Highway). They extinguished that fire, avoiding another serious wildfire in the area.

Fire Marshal Report

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

Permits issued:

May	2020	2019
Sprinklers	18	30
Propane Tanks	12	28
Others	0	0
YTD (All Types)	129	160

Other Prevention Activity (May)	
Sprinkler Plan Review	0
Propane Plan Review	12
Total Inspections (Fire Marshal and Inspectors)	50

In regard to the hydrant identification project, the District is in the process of mirroring Epcor’s identification system. Tagging of hydrants has been completed.

Due to the corona virus situation, permit numbers dropped from their projected number.

Cavanaugh also reviewed the District’s activity and average response times for May 2020:

Call Type	Response Time
In-District EMS	4:59
South District/North District EMS Response Time (Avg)	4:45/8:26
Out-of-District EMS Non-Corridor (Fountain Hills, Fort McDowell)	8:57
Out-of-District EMS Corridor	12:46
In-District Non-Emergency	6:26

Call Type	# Occurrences	
	May 2020	May 2019
EMS In-District Calls	30	19
EMS Out-of-District Calls (Non-corridor)	2	0
EMS Out-of-District Calls (Corridor)	1	0
Non-EMS In-District	59	48
Transports	22	13
• Out of District Transports	2	0
Outside Rescue Used Within District	0	1
Fire-related Calls*	4	3
BP/Information Services	17	33
Station Tours/Walk-in First Aid	2	6
Child Seat Install	0	2

- Two (2) propane tank leaks, one (1) smoke report, one (1) smoke detector

Each time the District responds with a call time of greater than six (6) minutes, an exception report is completed. The North District (Trilogy) is the only area where it takes longer than six (6) minutes to respond. This situation will be rectified with the second station.

A hydrant flow test is required by ISO as a part of their recertification process. ISO tells the District which hydrants should be tested, and the firefighters take measurements and return that information to ISO.

XV. ADMINISTRATIVE MANAGER'S REPORT

Administrative Manager Jennifer Jacobe updated the wildland expense report (see attached).

Two additional fires have been invoiced, with a total due of approximately \$18,696.12. Payment should be received in a timely manner since the fires were in-state.

As a result of sending the District's truck (not including personnel) to California wildfires in 2019 resulted in a net profit of \$76,457.43, as well as providing fire experience for the firefighters.

The Affidavit of Publication for posting of the 2020/2021 proposed budget was provided to all Board members. The proposed budget was posted in the May 27, 2020, June 3, 2020, and June 10, 2020 issues of *The Fountain Hills Times*.

The Call to Election was posted locally last week, and it will go into the *The Fountain Hills Times* the first two weeks in July. This is required to alert residents of the three (3)

Board seats up for election the end of November. Commissioners Meyers, Finney, and Kattermann will all seek additional terms.

XVI. UNFINISHED BUSINESS

Commissioner Sewell noted that since Tonto Verde had designated “No Smoking” on their golf courses, it appear that not everyone was aware of that rule. Several ideas were discussed to provide golfers with the information. Fire Marshal Chris Cavanaugh responded that he could not write a no-smoking ordinance, as his department did not have that enforcement power. He could, however, issue a recommendation.

XVII. BOARD COMMENTS

There were no additional Board comments.

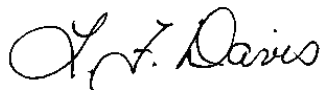
XVIII. CHAIRPERSON COMMENTS

Commissioner Dennis Meyers was congratulated as the newest Board member of the RVFD. Meyers will continue to serve as chair of the Resource Specialists.

XIX. ADJOURNMENT

Commissioner Sewell moved that the meeting adjourn at 10:11 a.m. That motion was seconded by Commissioner Finney and passed unanimously.

Respectfully submitted,



Libby Floyd Davis
My Personal Secretary
(From Voice Recording)