



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

**July 27, 2020**

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## MINUTES OF THE RIO VERDE FIRE DISTRICT BOARD OF DIRECTORS GENERAL SESSION

**July 27, 2020**

**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, Administrative Manager Jennifer Jacobs, and Captain Matt Oden, Rio Verde Fire District

### **I. CALL TO ORDER**

The Monday, July 27, 2020, General Session of the Board of Directors was called to order by Chairperson George Kattermann at 9:03 a.m. in the Rio Verde Community Board Room located at 18816 E. Four Peaks Blvd., Rio Verde.

### **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 it had been a quiet month, but there are more volunteers arriving this fall to aid with the busier season.

## V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

## VI. APPROVAL OF MINUTES

June 22, 2020, General Session

**Commissioner Nancy Sewell moved to approve the June 22, 2020, General Session minutes. That motion was seconded by Commissioner Jeanne Finney and passed unanimously with the following revision:**

*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 Rio Verde Community Board Room, 18816 E. Four Peaks Blvd., Rio Verde, Arizona 85263.*

May 18, 2020, Executive Session

**Commissioner Sewell moved that the Executive Session minutes of May 18, 2020, be approved as submitted. That motion was seconded by Commissioner Finney and passed unanimously.**

June 22, 2020, Executive Session

**Commissioner Sewell moved that the Executive Session minutes of June 22, 2020, be approved as submitted. 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, August 24, 2020 – 9 a.m.
- Monday, September 28, 2020 – 9 a.m.
- Monday, October 26, 2020 – 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 June of 2020:

Financial Report – June 2020	
Revenue	\$54,211.09
Expenses	\$525,848.45
Other Income (Expense)	(\$167,249.38)
Net Income (Loss)	(\$638,886.74)
Transfers to (from) Capital Fund	-0-
Adjusted Net Income	(\$638,886.74)
Monthly Budgeted Net Income (Loss)	(\$248,157.33)
YTD Actual Net Income (Loss)	\$58,528.83
Borrowing from Capital Fund	-0-
YTD Adjusted Net Income	\$58,528.83
YTD Budgeted Net Income	-0-
General Fund Operating Cash	\$107,750.14
Capital Fund Cash	\$1,351,291.50
Capital Fund Advances to General Fund	-0-
Capital Fund Equity	\$1,351,291.50

Commissioner Bowin noted the following highlights for F/Y 2019/2020:

- Tax revenues were only \$40,000 short, less than 2%.
- Payroll shows approximately \$70,000 higher than budgeted, but \$90,000 of that is reimbursable wildland overtime.
- Additional contributions of over \$416,000 were made to the Local PSPRS.
- Engine 441 was paid off.
- The second of four land payments was made.

Commissioner Bowin concluded that expenses had been managed very well throughout the fiscal year.

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

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

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

Commissioner Bowin reviewed that a \$500,000 transfer was approved at the June 22, 2020, meeting as a loan from the Capital Fund to the General Fund to meet July/August 2020 expenses. Since he is given the authority to transfer up to \$250,000 each month if required, he anticipates no further need for Board-approved transfers.

## **IX. FIRE STATION 442 DESIGN BUILD RFQ**

Chief Ducote reviewed the process for the upcoming Station 442 Design-Build Requests for Qualification (RFQ):

- An RFQ has been prepared and will be expanded and resubmitted per suggestions from Board members.
- The RFQ will be sent to the *Fountain Hills Times* and other subscriptions the beginning of August. The bidding process will close on October 17, 2020, at 3 p.m.
- Completed RFQs will be returned to the District in sealed envelopes, and qualifications will be evaluated on a graded basis, individually by Selection Committee members, and returned to the District office.
- Ducote will submit RFQs for the two top contractors at the October 26, 2020, Board meeting. Presentations will be made by the contractors, and a final vote by the Board will be cast.
- Negotiations will be held with the contractor winning the vote. If those negotiations prove to be unsatisfactory, negotiations will then commence with the second contractor.
- Board members Meyers and Sewell will serve on the Selection Committee, a separate committee than the Design Committee.

**Commissioner Sewell moved that the Board approve and publicize Fire Station 442's Design-Build RFQ with the recommended additions and revisions as discussed. That motion was seconded by Commissioner Meyers and passed unanimously.**

## **X. EMS REPORT**

Commissioner Finney noted that there were 12 surveys returned, all rating service as "Outstanding." There were no negative comments.

## **XI. CHIEF'S REPORT**

### *FS442 Trailer*

Chief Ducote reported on improvements made to the FS 442 trailer. Furnishings have been either purchased or donated; funds are taken from the Contingency Fund. Cleaning and repairs have been accomplished. Due to its cost (\$50,000), the Q3 microwave system will not be installed in the trailer, only in the new station. A Cox Communications landline will be installed in the trailer for backup.

*Covid-19*

In order to protect the Community from the Covid-19 virus, the District has refrained from using reserves from other districts that have a larger outbreak of the virus.

Only one member of the Community is in quarantine due to the virus; otherwise, the Community is in good shape.

**XII. FIRE MARSHAL REPORT**

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

Permits issued:

June	2020	2019
Sprinklers	12	14
Propane Tanks	12	8
Others	0	0
YTD (All Types)	153	182

Other Prevention Activity (June)	
Sprinkler Plan Review	1
Propane Plan Review	12
Total Inspections (Fire Marshal and Inspectors)	41

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

Call Type	Response Time
In-District EMS	4:27
South District/North District EMS Response Time (Avg)	4:05/8:25
Out-of-District EMS Non-Corridor (Fountain Hills, Fort McDowell)	16:21
Out-of-District EMS Corridor	16:27
In-District Non-Emergency	6:22

Call Type	# Occurrences	
	June 2020	June 2019
EMS In-District Calls	24	16
EMS Out-of-District Calls (Non-corridor)	3	1
EMS Out-of-District Calls (Corridor)	2	1

Non-EMS In-District	50	36
Transports	17	9
• Out of District Transports	2	1
Outside Rescue Used Within District*	1	1
Fire-related Calls**	10	2
BP/Information Services	7	34
Station Tours/Walk-in First Aid	1	0
Child Seat Install	0	0

\*The outside rescue was used because the District's ambulance was responding to another incident

\*\*Two brush fires, one dumpster fire, two reported gas leaks/odors, two reports of smoke/fire, and three smoke detectors/fire alarms

Chief Ducote noted that there may be an increase in corridor responses, because Rural Metro has moved its Rescue 826 from the corridor into Cave Creek. The Rural Metro firetruck will remain on the corridor.

### **XIII. ADMINISTRATIVE MANAGER'S REPORT**

Administrative Manager Jennifer Jacobe updated the wildland expense report to include F/Y 2019/2020 and F/Y 2020/2021 (see attached).

- In 2019/2020 a total of \$229,599.76 was invoiced and paid, leaving a zero balance.
- In 2020/2021, an unofficial total of \$33,595.09 was invoiced (Bush Fire - Arizona) and remains unpaid.

### **XIV. UNFINISHED BUSINESS**

There was no unfinished business.

### **XV. BOARD COMMENTS**

Commissioner Sewell reported that the Tonto Verde Golf Course smoking ban had been going very well. Signs are posted accordingly.

Commissioner Sewell also reported that the company interested in a 5G cell tower is now looking for potential sites in Tonto Verde. The tower would be approximately 60 feet tall. Three potential locations have been identified. There was a previous proposal for a location in Rio Verde which was denied. A survey will be conducted among Tonto Verde residents. Commissioner Sewell will keep the Board updated on future developments.

Regarding the bond issue, finalization is still awaited from Maricopa County. All paperwork has been filed, but the Covid-19 virus procedures have delayed its approval.

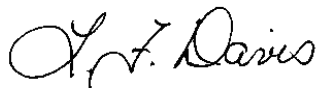
## **XVI. CHAIRPERSON COMMENTS**

Chairperson Kattermann informed the Board that PSPRS Local Board Chairperson Jerry Fickes would file his resignation from that Board. Discussion ensued regarding that Board's makeup.

## **XVII. ADJOURNMENT**

**Commissioner Sewell moved that the meeting adjourn at 10:03 a.m. That motion was seconded by Commissioner Finney and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)