



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

**December 28, 2020**

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

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### I. CALL TO ORDER

The Monday, December 28, 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 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:** Fire Marshal Chris Cavanaugh and Administrative Manager Jennifer Jacobe; Rio Verde Fire District

### 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 volunteers had been working with Verde Cares in various capacities.

## V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

## VI. APPROVAL OF MINUTES

November 12, 2020, Special Session

**Commissioner Sewell moved to approve the November 12, 2020, Special Session minutes. That motion was seconded by Commissioner Meyers and passed unanimously.**

November 23, 2020, General Session

**Commissioner Sewell moved to approve the November 23, 2020, General Session minutes. That motion was seconded by Commissioner Finney and passed unanimously.**

## VII. CLERK'S REPORT

Election of Officers

**Commissioner Marty Bowin moved that Commissioner George Kattermann retain the position of Chairperson of the RVFD Board of Directors for the year 2021. That motion was seconded by Commissioner Nancy Sewell and passed with a vote of 4-0-1 (Kattermann abstaining).**

**Commissioner Jeanne Finney moved that Commissioner Marty Bowin retain the position of the Treasurer of the RVFD Board of Directors for the year 2021. That motion was seconded by Commissioner Nancy Sewell and passed with a vote of 4-0-1 (Bowin abstaining).**

**Commissioner Nancy Sewell moved that Commissioner Jeanne Finney retain the position of the Clerk of the RVFD Board of Directors for the year 2021. That motion was seconded by Commissioner Meyers and passed with a vote of 4-0-1 (Finney abstaining).**

Future Meetings

Clerk Commissioner Jeanne Finney listed the following meeting dates:

- Monday, January 25, 2021 – 9 a.m.
- Monday, February 22, 2021 – 9 a.m.
- Monday, March 22, 2021 – 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 November of 2020:

<b>Financial Report – November 2020</b>	
Revenue	\$346,157.95
Expenses	\$238,087.93
Other Income (Expense)	(\$272,015.72)
Net Income (Loss)	(\$163,945.70)
Transfers to (from) Capital Fund*	(\$320,014.70)
Adjusted Net Income	\$156,069.00
Monthly Budgeted Net Income (Loss)	(\$66,249.66)
YTD Actual Net Income (Loss)	\$1,610,669.38
Borrowing from Capital Fund	\$750,000.00
YTD Adjusted Net Income	\$860,669.38
YTD Budgeted Net Income	\$542,764.44
General Fund Operating Cash	\$1,511,778.24
Capital Fund Cash	\$662,860.57
Capital Fund Advances to General Fund	\$750,000.00
Capital Fund Equity	\$1,412,860.57

\*The transfer to the Capital Fund included the CARES reimbursement (\$70,014.70) originally credited to Other Income (#99016) plus the \$250,000 borrowed from the General Fund.

It was planned that every four months, one-third of an additional payment (\$40,000) would be made to the PSPRS. That deposit will be made in December.

**Commissioner Bowin moved that the Board accept the November 2020 Financial Report as submitted. That motion was seconded by Commissioner Sewell and passed unanimously.**

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

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

**Commissioner Bowin moved that the Board approve the transfer of \$750,000 from the General Fund to the Capital Fund. That motion was seconded by Commissioner Meyers and passed unanimously.**

## IX. APPOINTMENT OF RESIDENT MEMBER OF PSPRS LOCAL BOARD

The PSPRS Local Board has two open positions. Commissioner Meyers has agreed to fill the director position of “Resident Member.” This leaves the “At Large Member” position open, to be filled by either a part- or full-time resident of the District.

**Commissioner Marty Bowin moved that Commissioner Dennis Meyers be appointed to fill the “Resident Member” position on the PSPRS Local Board for a four-year term. That motion was seconded by Commissioner Finney and passed with a vote of 4-0-1 (Meyers abstaining).**

General bond rates were briefly discussed. Commissioner Kattermann also noted that the PSPRS total rate of return for 2019/2020 was a meager .91%, which is vastly short of the assumed rate of 7.3%.

## X. EMS REPORT

Commissioner Finney noted that there were four service surveys returned, all claiming “Outstanding Service.” There was one request for additional contact – an appreciative comment about the experience.

## XI. CHIEF’S REPORT

In the absence of Chief Ducote, Fire Marshall Chris Cavanaugh reported that the CORE contract had been sent to Ballard Spahr for review. That firm responded that they were not familiar with construction contracts and recommended the RFQ attorney, Nick Cornelius.

The audit has not been completed due to late receipt of the actuarial report. The auditors have promised that the audit report will be received in time for the January Board meeting.

## XII. FIRE MARSHAL REPORT

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

*Permits issued:*

<b>November</b>	<b>2020</b>	<b>2019</b>
Sprinklers	29	33
Propane Tanks	25	21
Others	0	0
YTD (All Types)	262	343

<b>Other Prevention Activity (November)</b>	
Sprinkler Plan Review	6
Propane Plan Review	25
Total Inspections (Fire Marshal and Inspectors)	34

Shea Homes has closed 512 homes through November. Additionally, there are enough custom homes from Monterey and Toll Bros. in Trilogy, as well as the Blue Sky homes, to total approximately 600 homes for the North District. Administrative Manager Jennifer Jacobs regularly receives a report of homes closed, and this report will be forwarded to all Board members.

### *Activity Report*

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

<b>Call Type</b>	<b>Response Time</b>
In-District EMS	4:39
South District/North District EMS Response Time (Avg)	4:06/8:08
Out-of-District EMS Non-Corridor (Fountain Hills, Fort McDowell)	N/A
Out-of-District EMS Corridor (Includes Trilogy)	9:44
In-District Non-Emergency	5:44

<b>Call Type</b>	<b># Occurrences</b>	
	<b>November 2020</b>	<b>November 2019</b>
EMS In-District Calls	39	23
EMS Out-of-District Calls (Non-corridor)	0	0
EMS Out-of-District Calls (Corridor)	1	1
Non-EMS In-District	18	16
Transports	27	20
• Out of District Transports	1	1
Outside Rescue Used Within District*	2	0
Fire-related Calls**	5	0
BP/Information Services	20	30
Station Tours/Walk-in First Aid	0	12
Child Seat Install	1	8

\*Outside rescues used within District, as District vehicles were on other calls.

\*\*1 BBQ fire extinguished prior to arrival, 1 faulty carbon monoxide detector, 1 false alarm, 1 odor check, and 1 smoke detector.

The North District EMS response was delayed from the temporary station, as their engine was responding to a prior call. Moreover, gate activity is manual at the temporary station (adding additional time). When the new station is completed, entry will be through the automatic main gates.

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

Administrative Manager Jennifer Jacobe updated the wildland expense report for November 2020. (See attached.)

Jacobe reported no change in Arizona's wildfire billing. The crew has been to California twice, once in October, billing at \$24,568.80 (outstanding), and once in November (not yet billed.)

### **XIV. UNFINISHED BUSINESS**

There was no unfinished business.

### **XV. BOARD COMMENTS**

Commissioner Bowin clarified that work could not commence on the new station until the contract with CORE/Pearlman is signed. Updated bond information (resolution) will be discussed at the January meeting. The Board anticipates receiving the assessor's report on projected tax revenues in January or February.

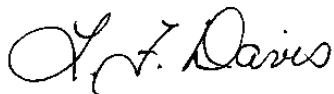
### **XVI. CHAIRPERSON COMMENTS**

Chairperson Kattermann wished the Board and staff a very Happy New Year.

### **XVII. ADJOURNMENT**

**Commissioner Bowin moved that the meeting adjourn at 9:40 a.m. That motion was seconded by Commissioner Sewell and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary  
(From Voice Recording)