



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

**November 22, 2021**

**TABLE OF CONTENTS**

<b>I. CALL TO ORDER .....</b>	<b>2</b>
<b>II. ROLL CALL OF BOARD MEMBERS.....</b>	<b>2</b>
<b>III. CERTIFICATE OF POSTING .....</b>	<b>2</b>
<b>IV. RESOURCE SPECIALISTS REPORT .....</b>	<b>2</b>
<b>V. CALL TO THE PUBLIC .....</b>	<b>3</b>
<b>VI. APPROVAL OF MINUTES .....</b>	<b>3</b>
<b>VII. CLERK'S REPORT .....</b>	<b>3</b>
<b>VIII. AUDITOR'S REPORT .....</b>	<b>3</b>
<b>IX. FINANCIAL REPORTS .....</b>	<b>4</b>
<b>X. MANAGEMENT POLICY #101.16 - "MANDATORY HOLD OVER/CALL BACK" .....</b>	<b>5</b>
<b>XI. SEWER EASEMENT AND IMPROVEMENT AGREEMENT .....</b>	<b>5</b>
<b>XII. MANAGEMENT POLICY #102.09 - "WEAPONS PROHIBITION" AND MANAGEMENT POLICY #102.10 - "PICTURES" .....</b>	<b>5</b>
<b>XIII. EMS REPORT .....</b>	<b>6</b>
<b>XIV. CHIEF'S REPORT .....</b>	<b>6</b>
<b>XV. DEPUTY CHIEF'S REPORT .....</b>	<b>6</b>
<b>XVI. FIRE MARSHAL REPORT .....</b>	<b>7</b>
<b>XVII. ADMINISTRATIVE MANAGER'S REPORT .....</b>	<b>7</b>
<b>XVIII. UNFINISHED BUSINESS .....</b>	<b>7</b>
<b>XIX. BOARD COMMENTS .....</b>	<b>7</b>
<b>XX. CHAIRPERSON COMMENTS .....</b>	<b>7</b>
<b>XXI. ADJOURNMENT .....</b>	<b>8</b>



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

**November 22, 2021**

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

The Monday, November 22, 2021, 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, Arizona.

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

**COMMISSIONERS ABSENT:** None

**ALSO PRESENT:** Chief Jay Ducote, Deputy Chief Scott Krushak, Fire Marshal Chris Cavanaugh (via telephone), Administrative Manager Jennifer Jacobe, and Firefighters Matt Oden and Jeff Staples, RVFD; Drew Wendt, Atlas CPAs and Advisors PLLC

### **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 Meyers indicated that the Resource Specialists became active again as of the beginning of November.

A question was asked regarding resource specialist activity at Trilogy. Commissioner Meyers clarified that they will not respond automatically but will be called in if services are needed.

## V. CALL TO THE PUBLIC

There was no response to the Call to the Public.

## VI. APPROVAL OF MINUTES

October 25, 2021 – General Session

**Commissioner Sewell moved to approve the October 25, 2021, General Session minutes as submitted. That motion was seconded by Commissioner Meyers and passed unanimously.**

October 28, 2021 – Special Session

**Commissioner Sewell moved to approve the October 28, 2021, Special Session minutes as submitted. That motion was seconded by Commissioner Finney and passed unanimously.**

## VII. CLERK'S REPORT

### Future Meetings

The following meeting dates were listed:

- Monday, December 27, 2021 – 9 a.m.
- Monday, January 24, 2022 – 9 a.m.
- Monday, February 28, 2022 – 9 a.m.

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

## VIII. AUDITOR'S REPORT

The representative from Atlas CPAs and Advisors PLLC (independent auditor) included the following in the auditor's report:

"In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash-basis balance sheet of the general, capital projects, and debt service funds of the district as of June 30, 2021, and the respective revenues collected, expenditures paid and changes in fund balances of the district as of June 30, 2021, in accordance with the financial reporting provisions of Arizona Revised Statutes Title 48 § 251.A(1)."

and

"As required under Arizona Revised Statutes, Title 48 § 251.A(1), the district has prepared these financial statements in a manner sufficient to report beginning and ending fund balances and all revenues and expenditures for the year ending June 30, 2021. The Statement of Revenues, Expenses and Changes in Fund Balance is presented on the modified cash basis of accounting which is a comprehensive basis other than accounting principles generally accepted in the United States. The modified cash basis of accounting recognizes revenues when cash is received and expenditures when cash is spent."

**Commissioner Bowin moved that the district accept the Auditor's Report for 2020/2021. That motion was seconded by Commissioner Sewell and passed unanimously.**

**IX. FINANCIAL REPORTS**

Commissioner Bowin reported on the October 2021 financial reports:

<b>Financial Report – October 2021</b>	
Revenue	\$1,107,938.26
Expenses	\$286,539.30
Other Income (Expense)	\$5,604.80
Net Income (Loss)	\$827,003.76
Transfers to (from) Capital Fund	-0-
Adjusted Net Income	\$827,003.76
Monthly Budgeted Net Income (Loss)	\$932,636.81
YTD Actual Net Income (Loss)	\$1,933,981.24
Borrowing from Capital Fund	\$1,000,000.00
YTD Adjusted Net Income	\$933,981.24
YTD Budgeted Net Income	\$441,833.03
General Fund Operating Cash	\$1,904,184.80
Capital Fund Cash	\$838,798.13
Capital Fund Advances to General Fund	\$1,000,000.00
Capital Fund Equity	\$1,838,798.13
Total Bond Fund Authorization	\$5,101,858.64
Total Expenditures to Date	\$645,848.37
Total Interest to Date (Interest Earned)	\$11,472.38
Current Month Expenditures	\$126,922.05
Remaining Bond Equity	\$4,467,482.65

Commissioner Bowin reminded the Board that the “Total Bond Fund Authorization” includes the \$5,000,000 bond, plus the cost of issuance.

Chief Ducote advised the Board that P&L Line 5111 (Fulltime/Overtime) shows \$21,000 overtime, but the budget amount is only \$9,000. The budget shows \$41,000 YTD, but the YTD actual is \$59,000. Ducote mentioned that this overage is due to an unpredictable workforce. (There has been a salary savings which could offset this overage). Management Policy 101.16 (below) – “Mandatory Hold Over/Call Back,” which could rectify this workforce issue, is on today’s agenda for approval.

Chairperson Kattermann asked about the substantial overrun in line #8215 (Preventative Maintenance). This overrun was caused by the need for a new diesel exhaust system for the ambulance. This expense was no longer covered by an active warranty.

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

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

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

Two hundred fifty-thousand dollars (\$250,000) was transferred from the Operating Fund to the Capital Fund in November.

Commissioner Bowin will examine the financials and recommend to the Board an additional Local PSPRS contribution amount.

#### **X. MANAGEMENT POLICY #101.16 – “MANDATORY HOLD OVER/CALL BACK”**

The purpose of this management policy is as follows:

“Call back overtime positions may be necessary to maintain adequate staffing levels for effective service delivery to the community. If the voluntary overtime list is exhausted, mandatory overtime will be implemented for unfilled vacancies.”

**Commissioner Sewell moved that the District adopt Management Policy #101.16 – “Mandatory Hold Over/Call Back.” That motion was seconded by Commissioner Meyers and passed unanimously.**

#### **XI. SEWER EASEMENT AND IMPROVEMENT AGREEMENT**

The Verde River Community Association’s Sewer Easement and Improvement Agreement as presented to the Rio Verde Fire District had been reviewed by the District’s Attorney Laura Brooks.

**Commissioner Sewell moved that the Board approve the Sewer Easement and Improvement Agreement with the Verde River Community Association. That motion was seconded by Commissioner Meyers and passed unanimously.**

#### **XII. MANAGEMENT POLICY #102.09 – “WEAPONS PROHIBITION” AND MANAGEMENT POLICY #102.10 – “PICTURES”**

The purpose of Management Policy #102.09 is as follows:

“To prohibit weapons or the verbal threat of the use of weapons, intimidation, or violence, in the workplace. This policy does not apply to law enforcement personnel or any official security personnel engaged in official duties, who are named as security personnel by the Rio Verde Fire District (RVFD).”

The purpose of Management Policy #102.10 is as follows:

“Pictures and digital media are useful to Rio Verde Fire District (RVFD) for documentation and training purposes. These pictures and images can also be used for evidence and therefore must be

controlled by the organization. HIPAA violations can also result from the disbursement of any media.”

These two management policies are a result of discussions with David Snyder, Risk Management Program Specialist, McNeil & Co.

**Commissioner Finney moved that the two management policies (Management Policy #102.09 – Weapons Prohibition and Management Policy #102.10 - Pictures) be approved by the Board. Commissioner Sewell seconded the motion, and it was passed unanimously.**

**XIII. EMS REPORT**

Commissioner Clerk Jeanne Finney advised that 18 surveys had been received, 17 marked as “Outstanding” and one as “Good.” Chief Ducote discussed an issue with one individual regarding hospital transportation.

**XIV. CHIEF’S REPORT**

*Fire Station Update*

Chief Ducote mentioned that the plans for the new fire station were close to approval. Construction should start the first week in December.

**XV. DEPUTY CHIEF’S REPORT**

Deputy Chief Scott Krushak presented the Deputy Chief’s Report:

*Activity Report*

Call Type	Response Time
In-District EMS	5:21
In-District Non-Emergency	5:48

Call Type	# Occurrences	
	October 2021	October 2020
Total EMS Calls	24	27
Total Transports	18	21
Total Non-emergency Response Calls	57	38
Fire-related Calls	9	6
Community Contacts	21	22

- Longer emergency response times were related to construction on Dynamite. It was also noted that if two response vehicles are dispatched to one site, the computer currently averages the two times in order to produce the In-District EMS total. In reality, the first unit on-scene response time was an average of 4 minutes.

- The Rio Verde-specific tactics and strategy command class has been going well online through Paradise Valley Community College. The next semester's class will focus on administration and leadership.
- Chief Ducote and Deputy Chief Scott Krushak spoke with the Rio Verde Community Association Board regarding emergency response and preparedness.
- The Arizona Fire District Association informed Krushak that 12 individuals were applying for the position with the Maricopa County Board of Supervisors that Steve Chucuri had vacated. The Board of Supervisors should appoint a new supervisor within two weeks.
- The district collaborated with Lexipol on writing the grant for the upcoming Assistance to Firefighter Grant (turnouts) and the SAFER Grant. The Assistance to Firefighter Grant closes on December 18, 2021.

## **XVI. FIRE MARSHAL REPORT**

*Permits issued:*

<b>October</b>	<b>2021</b>	<b>2020</b>
Sprinklers	3	0
Propane	2	0
Others	0	0
YTD (All Types)	247	208

<b>Other Prevention Activity (October)</b>	
Sprinkler Plan Review	5
Propane Plan Review	2
Total Inspections	49

Shea Homes has now produced and sold 626 homes.

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

The wildland expense report was provided to Board members (see attached). There are no current receivables.

Because mail is running slow, warrants will be signed on a weekly basis.

## **XVIII. UNFINISHED BUSINESS**

There was no unfinished business.

## **XIX. BOARD COMMENTS**

There were no further Board comments.

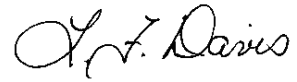
## **XX. CHAIRPERSON COMMENTS**

There were no additional chairperson comments.

**XXI. ADJOURNMENT**

**It was moved by Commissioner Bowin that the meeting adjourn at 9:52 a.m. That motion was seconded by Commissioner Sewell and passed unanimously.**

Respectfully submitted,



Libby Floyd Davis  
My Personal Secretary (From Voice Recording)

Final