



Rio Rico Medical & Fire District

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MEETING MINUTES

The Fire Board of the Nogales Suburban Fire District met in regular session on Thursday, November 18, 2021 at 5:30p.m. at Nogales Suburban Fire District station #2, 80 Old Tucson Rd. Nogales, AZ.

1. CALL MEETING TO ORDER
 - Meeting is being recorded
 - Meeting called to order by Dora Madrid at 5:41 p.m.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF BOARD MEMBERS
 - Present: Dora Madrid and David Valenzuela
 - Absent: Armando Castillo
4. CALL TO THE PUBLIC
 - a. Carlos Parra noted the FCC License in the radio room needs to be copied for our reference. Believes it doesn't expire for another year
5. CONSENT AGENDA
 - a. Approval of minutes
 - i. Executive Session of July 15, 2021
 - Motion to approve the minutes of the Executive Session of July 15, 2021 made by Dora Madrid, second by David Valenzuela
 - Motion passed unanimously by verbal vote
 - ii. Regular Session of September 9, 2021
 - Motion to approve the minutes of the Regular Session of September 9, 2021 made by Dora Madrid, second by David Valenzuela
 - Motion passed unanimously by verbal vote
6. REPORTS AND CORRESPONDENCE:
 - a. Fire Chief's report
 - No correspondence
 - i. Emergency calls summary: Total calls: 35 25 EMS 2 Fire 8 Others
 - ii. Operational
 1. Equipment, vehicle, station
 - Maintenance and crews cleaned up exterior and interior of station
 - Lighting switched to LED. Invoice \$500 less than originally quoted
 - Water heating leaking at the Old Tucson Rd station; mold issue
 2. Training
 - Weekly trainings; CPR instructor training, RTF training
 3. Operations
 - Chief Officer meeting; Leadership academy attended by Nogales Fire, Tubac Fire, Sonoita/Elgin Fire and RRMFD
 - Uniform Fire Code 2018 Adoption: Fire Marshal Cluff working with the state office
 - Raoul Rodriguez hired as HR Generalist with RRMFD
 - Full Time firefighter testing to fill 3 vacancies

- Working with Arizona Works to promote “Green Academy” for individuals wanting to become EMTs and Firefighters
 - Deputy Chief Johnson retiring in December. Mike Urbanski testing for this position.
 - Corona Virus – Dr. Pereira “get your booster”! Cases increasing; 3 people out within the District
- b. Fire Board Report
- Dora Madrid noted her employer has been collecting canned goods for the Community Food Bank and also collecting coats for the public schools. Both very successful.
 - David Valenzuela noted he is assisting with a group every Wednesday to distribute food boxes
- c. Financial Report
- i. Presentation of Financial Reports up to October 31, 2021.
- Financials presented by Ana Holman
 - Noted the Chase Bank account has been closed which reflects the zero balance
 - American Funds Account, the Volunteer Pension account, had a loss of over \$3,000 in interest for the last quarter
 - Reviewed raised cap for tax revenue; property values, commercial property

7. OLD BUSINESS:

- a. Discussion and possible action re: Volunteer Pension Fund Committee findings report.
- i. Presented by former Fire Chief Carlos Parra per added 8 hours of contracted consulting services.
- Carlos Parra was hired for an extra 8 hours to change address on all statements and finalize list of employees.
 - Carlos Parra noted he has completed work, contacted all persons on the list, information given to Ana Holman. Requesting reimbursement for additional hours for work that was done on pension account and some additional station maintenance. All documentation has been given to Ana Holman
 - Ana Holman noted at the last Board meeting a discussion and vote was taken to pay Carlos Parra for the contracted 8 hours as agreed and the check is written and ready for him.
- ii. Transference of American Funds account
- Discussion amongst attendees regarding transferring of funds for utilization of funds or leaving with American Funds. Board members present not comfortable with making a decision at this time; would like more information and discuss when all Board members are present
 - Board recommends to table the item for further discussion with all Board members
- b. Discussion and possible action re: Presentation of Board Policies and Procedures.
- Tabling item to allow additional time for review
- c. Discussion and possible action re: Presentation of Financial Policies and Procedures.
- Tabling item to allow additional time for review
- d. Discussion and possible action re: Transfer of funds from Washington Federal to County Warrant Account T060.
- Board recommends tabling the item for further discussion with all Board members

8. NEW BUSINESS

- a. Discussion and possible action re: Approval of financial report for October 2021.
- Motion to approve financial report for October 2021 as presented by Ana Holman made by Dora Madrid, second by David Valenzuela
 - Motion passed unanimously by verbal vote

- b. Discussion and possible action re: Annual renewal of VFIS Insurance in the amount of \$13,814.00.
 - Renewal proposal presented to Board; same coverage as prior year, must keep liability and accident insurance in the amount of \$13,814.00
 - Motion to have the annual renewal of VFIS Insurance in the amount of \$13,814.00 be paid, second by David Valenzuela
 - Motion passed unanimously by verbal vote
- c. Discussion and possible action re: Entering agreement with Jeong Lizardi, P.C. to perform Annual Report for fiscal year ending June 30, 2021, for an estimated amount of \$4,500.00
 - Ana Holman noted the additional verbal proposal received was approximately \$11,000; Recommends continuing with Jeong Lizardi P.C. at \$4,500 which is less than charged previously. Report will take approximately ten days to complete and must be submitted by the end of the year
 - Motion to enter into the agreement with Jeong Lizardi to perform our annual report preparation in the estimated amount of \$4,500 made by Dora Madrid, second by David Valenzuela
 - Motion passed unanimously by verbal vote
- d. Discussion and possible action re: Repair/replace of water heater unit and related mold issue at Station #2.
 - Quote received in the amount of \$1,107 to replace the water heater. No quote yet for mold removal; will contact insurance company regarding coverage for mold.

MOVING TO ITEM 8 e.

- Motion to authorize Fire Chief Adam Amezaga to address the repair and the replacement of the water heater unit and the mold issue related at Station 2 made by Dora Madrid, second by David Valenzuela
- Motion passed unanimously by verbal vote
- e. Discussion and possible action re: Authorization allowing the Fire Chief a limit up to \$10,000 for Fire District purchases, to repair and maintain Fire District operations and facilities and the ability to authorize and sign service contracts for purchases, repairs and maintenance of equipment and facilities.
 - Need to establish authorization to allow for immediate action needed for repairs and maintenance issues. Invoices still received, checks issued and Board members would still need to sign check for payments
 - Motion to authorize the allowance of \$10,000 to Fire Chief Adam Amezaga for purchases, repairs and maintenance of the Fire District operations and facilities to sign and authorize contracts for such purchases, repairs and maintenance of equipment and facilities made by Dora Madrid, second by David Valenzuela
 - Motion passed unanimously by verbal vote

RETURNING TO ITEM 8 d.

9. FUTURE MEETING AGENDA ITEMS

- Tabled Old Business items

10. ADJOURNMENT

- Motion to adjourn made by Dora Madrid, second by David Valenzuela
- Motion passed unanimously by verbal vote
- Meeting adjourned at 7:01 p.m.

Dated this 17th day of March, 2022.

Nogales Suburban Fire District Board

Dora Madrid,  **Clerk of the Board**

