



MEETING MINUTES

The Fire Board of the Rio Rico Medical and Fire District (RRMFD) met in regular session on Wednesday, July 26, 2023 at 5:30 p.m. The meeting was held at Rio Rico Medical and Fire District administrative office, 822 Pendleton Drive, Rio Rico, AZ.

1. Call meeting to order

- Meeting called to order by Brad Beach at 5:30 pm

2. Pledge of Allegiance

3. Roll call of board members

Present: Brad Beach, Frank Bejarano, Michael Carlson, Dean Davis and Dora Urias

4. Call to the public

- None

5. Consent Agenda

a. Approval of minutes

i. Regular Session and Executive Session of June 28, 2023.

- Motion to approve Regular Session and Executive Session minutes of June 28, 2023 and to include the change to 15 c. to incur legal liability at District expense for Chief Amezaga made by Brad Beach, second by Frank Bejarano
- Motion passed unanimously by verbal vote

6. Reports and Correspondence:

a. Correspondence

- None

b. Fire Chief's report

i. Emergency calls summary

- Total calls: 205 IFTs 92 EMS/911 62 Fires 6 Public Assists 29 Others 16
- Mutual Aid Given: 25 NFD 2 NSFD 11 Patagonia Fire 4 Tubac 8
- Mutual Aid Received: 2 from Tubac

ii. Operational

1. Equipment, vehicle, station

- Installing tablets on all units
- Legislation has passed effective January 2024 we will be required to track times on all ambulances
- UCapIt vending machines installed to track medication and equipment inventory at Station 3-first in County to have this equipment
- Ladder Truck 522 is out of service due to a wiring harness issue.

2. Training

- Occasional Firefighter Leadership workshop attended by DC Urbanski, Capt. Sheldon, Capt. Hernandez, Capt. Ibarra and Capt. Sanchez

- Southwest Regional Trauma Conference attended by Capt. Manjarrez, Acting Capt. Acedo, Eng. Trevino, Firefighter Carrillo, Firefighter Ugarte and Firefighter Saenz
- STR-SGA & EMT IV Training held at Station 2 – attended by Capt. Sanchez, Eng. Moreno, Firefighter Nido, Firefighter Valencia, Reserve Firefighters Echeverria and Acevedo, Reserve EMT Dominguez, Tubac Fire, Sonoita Elgin Fire and Nogales Fire
- Human Trafficking Virtual Training
- Wildland Fire Behavior Training attended by Reserve EMT Ramirez
- BEST In Service – C Shift; Tucson Fire, Tubac Fire and Nogales Fire
- Extrication Training – C Shift
- Vector Solutions online training; Pain Management, Endocrine Emergencies, Behavioral Emergencies; Medication Delivery; Cardiac Receiving Center Triage Protocol and STEMI Triage Protocol
- PIO Team established: Chief Amezaga, BC Renteria, Fire Marshal Cluff, Capt. Manjarrez and HR Generalist Jennifer Rayon
- Twitter, Facebook, Instagram and You Tube
- SWAT training with SCCSO and NPD
- Participated in Independence Day parade
- CPR class held for Santa Cruz Cardinals Youth Football Organization
- Media coverage on BEST in-service by KGUN 9

3. Operations

- Rural Communities Opioid Response Program Reverse Site Visit held in Washington DC attended by BC Renteria. RRMFD ahead of the game compared to other states; different approach with law enforcement as to first responders; may be asked to present at a future conference
- AFDA/AFCA Conference held in Glendale attended by Chief Amezaga, DC Urbanski, Brad Beach, Ana Holman and Eva Barreda. Ana Holman noted they ramped up information on the administrative side; good networking and speakers. Eva Barreda noted she and Brad did the Statutory Training which was a good refresher. DC Urbanski noted general sessions were pretty intense, focused on mental health, signs and symptoms. Chief Amezaga stated there was great networking.
- Beehive Fire – sent the Med Team with the new equipment accompanied by Firefighters Carrillo and Ugarte; DC Urbanski, FM Cluff attended daily briefings and Firefighter Sheldon was incidental in working with the command center. RRMFD was presented with a certificate of appreciation for assistance with this fire.
- Robles Fire – Firefighters Sheldon, Cota and Ana Morales

4. Personnel

- Fire Academy extension remediation – all but one passed; Luis Echeverria now certified as Firefighter/EMT

c. Fire Marshal Report

- NFIRS good thru end of June for both RRMFD & NSFD
- Attended 9 webinars/trainings
 - Santa Cruz School Safety Project – will be going into depth in upcoming months for school emergency response
 - Arizona Fire Marshal Association – looking at moving to the 2024 code; State and Building Departments
 - National Emergency Reporting Information System (NERIS) will be replacing NFRIS

- While in Prescott at conference will be taking a tour of the training facility which RRMFD is building
- One burn permit issued
- 6 Plan Review/Inspections
- 9 Fire Calls
- Community Involvement
 - Borderland Food Bank donated a pallet of water and snacks for putting out a brush fire near one of the employee's house
 - Donation of \$1,000 for the upcoming academy received from Maricela German of El Ranchito Market. Her godson is a graduate of the academy and working with RRMFD; she has seen the growth and development in her godson and wants to see this opportunity continue for additional individuals
 - School Blitz July 29th
 - Splash in Day for Bracker Elementary School
 - Fire extinguisher and Stop the Bleed training with the SCVSD bus drivers
 - Michael Carlson noted he attended a Stop the Bleed training
 - Sandbags available at NSFD 1 and RRMFD 3

d. Fire Board Member Report

- Brad Beach attended the AFDA/AFCA conference noting some of the activities included Axe Throwing – beware of Ben Guerrero and Ana Holman; Eva Barreda blew away the competition at bowling. Statutory training pointed out the Chairman is to state the day, time and location of Board meeting. One of the speakers spoke on empathy – speaker was a female engineer and her theory was plan for the worst; worked on the space shuttle, bridges and then with stores handicap accessibility; related to fire departments regarding equipment and training. Second speaker was awesome, tear jerker, mental health and how many people have the superman cape; you come back from an incident and ask how everyone is, all good, yet it's like that glass of water, first few fill the glass but additional incidents may start overflowing the glass causing issues to go unnoticed-keep an eye on it, identify signs. Suggests bringing in counselors every three months for personnel to engage with.
- Brad Beach commented the county has taken over approximately 3100 lots from Terra Properties which will be assessed and available for auction with the stipulation of "No Build" (no fences, no housing) but taxes will benefit the District

e. Financial Report

i. Presentation of Financial Reports up to June 30, 2023

- Presented by Ana Holman
- Reports through June 30, 2023 end of fiscal year. These reports will be presented to the auditors
- Wildland expense includes maintenance to ready equipment for deployment. Income from wildland is approximately 30%
- 99.3% of tax collected
- Operations cost over budget \$25,000 due to fuel costs
- Investment revenue was higher
- NSFD Annexation project has been approved
- RRMFD is not charged any bank fees by Chase; do pay for credit card processing fees

7. Old Business

- a. Discussion and possible action re: Approval and adoption of Financial Policy

- i. This is a continuation of previous discussion related to the approval of the Financial Policy
 - Ana Holman thanked the Board for comments and recommendations, minimal changes:
 - Changed revision footer date to July 2023
 - Revision to be done every two years instead of annually
 - Civil Right Act to include religion, sex and language
 - Budget to comply with A.R.S. 48-805.02 presentation. Forms provided by the Arizona Auditor General
 - Petty Cash fund increased from \$100 to \$300
 - Rename Front desk position to Billing Assistant
 - PO to be approved by Fire Chief instead of Administrative Manager – discussion regarding PO approval in the absence of the Fire Chief.
 - Motion to approve the Financial Policy subject to where we have designee we put an asterisk on it and then follow up with another part of the policy that describes the written process that Chief Amezaga can do to identify the timing, designation of time and designee for issuance of PO made by Michael Carlson, second by Brad Beach
 - Motion passed unanimously by verbal vote
- b. Discussion, review and update re: Expansion of RRMFD CON Ambulance Boundaries
 - i. This is a continuation of previous discussion related to the Expansion of RRMFD CON Ambulance Boundaries
 - Chief Amezaga stated all paperwork has been submitted to the state; Arizona Department of Health Services was contacted regarding conflict with NFD; Chief Amezaga spoke with Chief Sargent who was rather allusive; concern expressed to RRMFD attorney who has contacted ADHS. As progress continues, Board will be updated.
- c. Discussion and possible action re: Revising previously approved motion approving Image Trend ePCR Program Master Software and Services Agreement Contract in the amount up to \$19,567.00 to read Approval for Image Trend ePCR Program Master Software and Services Agreement Contract in an amount up to \$20,858.43 to include tax in the amount of \$1,291.43
 - i. This is a continuation of previous discussion and motion related to the Image Trend ePCR Program Master Software and Services Agreement Contract
 - Ana Holman noted this was approved in May 2022 without inclusion of sales tax
 - Motion to approve the increase from \$19,567.00 to \$20,858.43 to include the tax of just over \$1,200 made by Michael Carlson, second by Dora Urias
 - Motion passed unanimously by verbal vote

8. NEW BUSINESS

- a. Discussion and possible action re: Approval of financial reports for June 2023.
 - Motion to approve financial reports for June 2023 made by Frank Bejarano, second by Dean Davis
 - Motion passed unanimously by verbal vote
- b. Discussion and possible action re: Approval for new wiring harness, installation and calibration for Ladder 522 by Inland Kenworth in the amount of \$11,478.05
 - Quote reviewed; Frank Granados addressed the Board regarding sensor and wiring issues and repair, cost comparison of repair \$11,478.05 to the purchase of new truck \$1.5 million
 - Motion to approve the \$11,478.95 for the new wiring harness per the proposal for Ladder 522 made by Dean Davis, second by Dora Urias
 - Motion passed unanimously by verbal vote

- c. Discussion and possible action re: Exploring possible annexation of unincorporated areas to the south and southeast not currently in RRMFD current boundaries within Santa Cruz County.
- Chief Amezaga addressed the Board noting Louie Chaboya had been hired for the annexation of the unannexed land for NSFD and did an excellent job. In discussion with Ana Holman and Louie Chaboya it is better for RRMFD to discuss with homeowners the annexing and servicing of the unincorporated areas. Map of areas we are servicing without cost reviewed; should the Board approve moving forward, have Louie Chaboya work on contacting homeowners with information regarding insurance, costs of service and annexation
 - Frank Bejarano questioned Little Red School House using the NSFD Station parking lot as a bus stop and possible liability to the District. Chief Amezaga will contact legal regarding use of lot.
 - Motion to explore the possible annexation of unincorporated areas to the south and southeast not currently in RRMFD current boundaries within Santa Cruz County made by Dora Urias, second by Dean Davis
 - Motion passed unanimously by verbal vote
- d. Discussion and possible action re: Purchase of three used 4 x 2 Type 1 Ambulances at an approximate cost of \$281,250 and a 20% variance with funds from the Capital Replacement fund
- Chief Amezaga noted agenda item d., e. and f. are related. Primary use for 911 calls within community; units are 10 years old and have 33,000 or less miles (RRMFD run 9,000 miles a year), units are intact and clean. Mechanic would be sent to Pennsylvania to check units prior to purchase; new unit \$326,000; would be getting rid of the 2 Freightliners and 2012 Dodge, Firetrucks Unlimited would be able to sell Freightliners. Board discussion included need of 3 vehicles; issues with current transit units (ac/torque converters); COVID added excess mileage to units, and concern with depletion of Capital Replacement funds.
 - Motion to approve \$281,250 and a 20% variance made by Frank Bejarano, second by Dean Davis
 - Motion passed unanimously by verbal vote
- e. Discussion and possible action re: Purchase of a used 4 x 4 Braun Northstar ambulance at an approximate cost of \$110,000 and a 20% variance with funds from the Bond.
- Chief Amezaga noted RRMFD needs this type of unit for mountain areas; rugged areas; unit has low mileage, new units start at \$235,000.
 - Board discussion included contact with mines for assistance in payment or grants; possible conflict of interest due to mine opposition, Frank Granados has contact with mine due to Bike Classic. Suggest mine be approached for grant funding to provide services for community.
 - Motion to purchase the used 4 x 4 Braun Northstar ambulance at an approximate cost of \$110,000 and a 30% variance with funds from the Bond made by Frank Bejarano, second by Michael Carlson
 - Motion passed unanimously by verbal vote
- f. Discussion and possible action re: Purchase of a used Pierce 2013 Type 1 Fire Truck available February 2024 approximate cost of \$225,000 to \$250,000 and a 15% variance with funds from the Bond.
- Chief Amezaga noted RRMFD has been having issues with their Fire Trucks. While at AFDA conference viewed equipment on display – new Type 1 is \$850,000 with a 3 year wait time. Pierce 2013 will have approximately 65,000 miles when take out of service; Frank Granados countered at \$235,000.
 - Motion to approve pursuit of purchasing of 2013 Pierce Type 1 Fire Truck available February 2024 for approximately \$250,000 plus the 15% variance with funds from the Bond made by Dean Davis, second by Dor Urias

- Motion passed unanimously by verbal vote
- Ana Holman questioned the bond is \$1.8 million with expenses – Chief Amezaga noted RRMFD has approximately \$680,000 remaining after budgeting expenses; can work with numbers for apparatus and other items

9. FUTURE MEETING AGENDA ITEMS

a. Next Board Meeting August 30, 2023 5:30 p.m.

- Michael Carlson requested a Bond reconciliation results report– what is spent, upcoming costs. Would also like to address merging with NSFD
- Dean Davis stated to the chair and board members this would be his last meeting, he will be submitting his resignation tomorrow. It has been a pleasure and an honor to work with everyone, and he's available should we need anything but it's time for him to move on. Brad Beach thanked him for his service and Chief Amezaga requested he be at the next meeting to be presented with a token of appreciation for his service.
- Brad Beach requested a brief review of fees (wildland, fire marshal, training facility use, ambulance fees, etc.) charged by RRMFD in comparison to other Districts.

10. ADJOURNMENT

- Meeting adjourned by Brad Beach at 7:45 p.m.

Dated this 30th day of August, 2023.

Rio Rico Medical & Fire District Elected Official

Dora Urias, *Dora Urias* Clerk of the Board