



MEETING MINUTES

The Fire Board of the Rio Rico Medical and Fire District (RRMFD) met in regular session on Wednesday, November 30, 2022 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 is being recorded
- Meeting called to order at 5:32 p.m. by Dean Davis

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD MEMBERS

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

4. CALL TO THE PUBLIC

- None

5. CONSENT AGENDA

a. Approval of minutes

i. Regular and Executive Session of October 26, 2022.

- Motion to approve minutes of the regular and executive sessions of October 26, 2022 made by Michael Carlson second by Dora Urias
- Motion passed unanimously by verbal vote

6. REPORTS AND CORRESPONDENCE:

a. Badge Pinning

- Reserve Firefighters Gilbert Cota, Isaac Eriksen, Noe German, and Fabian Winters promoted to full time. Each pinned by members of family in attendance.

MOVING TO 6 f ii. Annual Audit Report Presentation (see below)

b. Correspondence

- Personal visit from Kathy Gustafson – brought cookies, cocoa, and coffee in appreciation of the service provided by Ricardo Ugarte, Noe German, Jeremy Carrillo and J.R. Manriquez. Also filled the toy box and would like to volunteer with the district.

c. Fire Chief's report

i. Emergency calls summary

- Total calls: 241 - down from 280 in October
EMS/911 79 IFT 89 Public Assist 47 Fire 7 Others 19
- No mutual aid received. Mutual aid given: 22 NFD 13 NSFD 4 Tubac 4 Sonoita 1

ii. Operational

1. Equipment, vehicle, station

- Refer to Apparatus Report from Frank Granados
- ADHS Inspection R5316 – passed
- Preventative maintenance on LifePaks/Stryker equipment

2. Training

- Ramping up for 2023 trainings – Vector Solutions, multi company drills, individual competency; Del Campo; Propane; Blue Card; CEUs; Cultural, Leadership, Behavioral Health
- Fire Trainings: Fire & Rescue Nov. 1st, 8th, 15th, 22nd & 29th
ICS 400 Nov. 3rd & 4th

Wiser HazMat Nov. 1st, 2nd, 9th & 10th

Manifold Training Nov. 9th

Probationary Training Nov. 9th & 22nd

Lithium-Ion Battery Hazard Nov. 16th

FBI Weapons of Mass Destruction Nov. 29th through Dec. 1st,

- EMS Trainings: Stop the Bleed Nov. 2nd
Zoll Ventilation training Nov. 14th & 15th
- Fire/EMT Academy Begins November 28th. Total of 18 students-NFD 9, TFD 3 & RRMFD 6
Lead Instructor is Adriane Demotica; discipline, respect, EMS instruction. All Districts welcome,
however due to cost per individual, approximately \$22,000, some Districts are financially unable
to have participants. Funding received from Arizona Works; Tubac Chamber grant for \$3,000;
Mike Vohland donated \$1,000

3. Operations

- US Forest Service annual recognition of partners. Nogales Ranger District recognized two Fire
Districts within the county, RRMFD and Arivaca, for their partnership and willingness to work
with each other. Statue, made by Cochise county artist, and certificate of appreciation received.
James Sheldon recognized as well for his contributions to the area and going above and beyond.
- Extrication vehicles and scrap metal moved by RRMFD personnel to recycle yard. Remaining
vehicles for training moved to west side. Receipt of vehicles based on seizures and request.

4. Personnel – badge pinning

d. Fire Marshal Report

- Metallic sign for Station 1 completed
- NFIRS good thru September 2022
- Moving from ER.com to Image Trend by January. Training Dec. 2nd, 5th and 9th
- Attended 4 Webinars/Trainings
- 2 Burn permits issued
- 3 Plan Reviews/Inspections done
- 8 Fires – mutual aid to three
- Community Events – Car show Garrett’s Shopping Center Oct 29th -received \$1000 for toy & food drive
Trunk or Treat Oct. 31st - Union
Holiday Toy and Food Drive
- Participated in Chili Cook Off to raise funds for Amado School - Received 2nd place

e. Fire Board Member Report

- Dean Davis apologized for not being able to participate in events and Board meeting due to death in
family

f. Financial Report

i. Presentation of Financial Reports up to October 31, 2022

- Presented by Ana Holman
- Tax revenue coming in slower than anticipated
- Proposition 310 did not pass
- SCC cancelled election for RRMFD and NSFD and appointed Board members running unopposed
- Captain Paul Sanchez retirement celebration to be held December 16, 2022

ii. Annual Audit Report Presentation by BeachFleischman

- Report presented remotely by Lydia Hunter of BeachFleischman
- Issuing an unmodified opinion on the financial statements – this is the best opinion that can be
provided
- New format in reporting simplifying information
- Tier 3 pension disclosures added
- No significant disagreements with management – none at all; very easy to work with to complete audit
in a timely matter

- No concerns with compliance with state statutes
- Good trend in current assets, cash position increased
- One of a few Districts that has net pension assets for Tier 1 and Tier 2
- Internal controls – no weaknesses to report; however, due to size of District there are limited segregation of duties. Oversight role of Board is a key component to internal controls.

RETURNING TO 6 b

7. OLD BUSINESS

- a. Discussion, review and possible action re: Approval of updated Board Policy
 - i. This is a continuation of previous discussion related to the approval of the updated Board Policy
 - Ana Holman noted changes – Executive/Administrative Staff consists of the Chief, Administrative Manager, Deputy Chief and Fire Marshal
 - Meetings held telephonically changed to remotely to accommodate additional resources to hold meetings
 - Review of policy every two years
 - Posting of approved minutes to the website
 - Chief Amezaga requested Battalion Chief be added to Executive/Administrative Staff
 - Motion to approve updated Board Policy including the new adjustments for the timing of all other policies and this changes the dates of a couple them 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 October 2022.
 - Motion to approve financial reports of October 2022 made by Dora Urias, second by Michael Carlson
 - Motion passed unanimously by verbal vote
- b. Discussion and possible action re: Approval of Audit Presentation by BeachFleischman
 - Motion to approve audit presented by BeachFleischman made by Michael Carlson, second by Dora Urias
 - Motion passed unanimously by verbal vote
- c. Discussion, review and possible action re: Oath of Office for newly appointed Board Members Brad Beach, Frank Bejarano and Michael Carlson for next four-year period 2022-2026
 - Oath of Office taken by Frank Bejarano and Michael Carlson. Brad Beach, absent
- d. Discussion and possible action re: Approval of ProCare LUCAS Prevention service contract - 5 year annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage in an amount up to \$20,871.75
 - Michael Carlson suggested RRMFD do the annual payment until year end to determine if there maybe excess cash at fiscal year end to pay additional years
 - Michael Carlson suggested RRMFD look at their capital reserve fund, monies allocated for future expense, see what monies are left and look at the capital replacement items that are coming up over the next few years to make sure we are long term liquid in funds
 - Motion to approve the ProCare LUCAS Prevention service contract, 5 year annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage in an amount up to \$ 20,871.75 we'll do it on an annual basis and at the end of the fiscal year, revisit and review funds availability, second by Dean Davis
 - Motion passed unanimously by verbal vote
- e. Discussion and possible action re: Approval of starting AZDHS process requesting increase of ambulance rate fee
 - Chief Amezaga noted this has been discussed amongst himself, Ana Holman and Ruth Hardwick; automatic increases throughout the year are not enough to cover cost of inflation; last rate increase was ten years ago. Rates would need to be increased 40% to keep up with county
 - Michael Carlson asked if the amounts from the insurance company payments have increased. Ruth Hardwick stated during COVID there were not increases; however, national trend is showing an increase

and have received a minimal increase for the AHCSS and Medicaid payments. Could take a year or longer to see the rate increase

- Motion to have the District start the approval process with AZDHS to request an increase of ambulance rate fees made by Michael Carlson, second by Dora Urias
- Motion passed unanimously by verbal vote
- f. Discussion, review and possible action re: CDC guideline on COVID
 - Chief Amezaga noted this request for agenda item was made by Brad Beach, not in attendance; currently RRMFD supercedes the current guidelines. Suggests this item be tabled until next meeting for Brad Beach to address
- g. Update and discussion re: Strategic Plan
 - Michael Carlson requested this agenda item for a review and update regarding the actions, plans and dates of the original Strategic Plan. Need to readdress, look at fluidity and logic to get back on track.
 - Chief Amezaga noted his main focus has been recruitment and retention. Will be meeting with DC Urbanski in 2023 regarding wellness, mental health, fitness and training evolution.
- h. Discussion and possible action re: Evaluating the possibility of going green; solar panels
 - Frank Bejarano requested this agenda item as this is the way of the future and RRMFD should review and move forward with vehicles.
 - Chief Amezaga noted he had contacted some companies – 2 only did residential and the third did not show for appointment. He will check with Tucson Fire
 - Dean Davis noted it was too early to make a commitment as panels will be improved and costs may be reduced, but believes we should pursue.
 - Ana Holman suggested we contact Oscar Pena of the Community Center regarding grants
- i. Discussion and possible action re: Executive Session – The Fire Board may vote to go into executive session Pursuant to A.R.S. 38-431.03 (A)(1) for personnel matter
 - i. Note: Executive sessions are confidential pursuant to A.R.S. section 38-431.03(C)
Anything discussed within Executive Session is to remain within Executive Session.
Violation could lead to civil penalties pursuant to A.R.S. 38-431-07(A)
 - ii. Note: No action is taken during an executive session. Any action taken by the Board will take place during an open meeting.
 - Motion to move into Executive Session made by Michael Carlson, second by Dora Urias
 - Motion passed unanimously by verbal vote
 - Notes i. and ii. read by Dean Davis
 - Entered Executive Session at 7:23 p.m.
 - Returned from Executive Session at 7:49 p.m.
 - Notes i. and ii. read by Dean Davis

9. FUTURE MEETING AGENDA ITEMS

- a. Next Board Meeting December 28, 2022 5:30 p.m.
- b. Michael Carlson wished belated Birthday wishes

10. ADJOURNMENT

- Motion to adjourn made by Dora Urias, second by Michael Carlson
- Motion passed unanimously by verbal vote
- Meeting adjourned at 7:54 p.m.

Dated this 28th day of DECEMBER, 2022.

Rio Rico Medical & Fire District Elected Official

Michael Carlson, 

Clerk of the Board