

Minutes of the Regular Meeting of the Elected Officials
of Rio Rico Medical & Fire District held on March 26th, 2019

1. Meeting called to order by Brad Beach at 5:38 p.m.
2. Pledge of Allegiance.
3. Call to the public.
 - None
4. Roll call for board members
 - Present: Brad Beach, Frank Bejarano and Michael Carlson
 - Absent: Dean Davis and Mike Vohland
5. Approval of minutes for the District Meeting and the Executive Session held on February 26th, 2019 and the Special District Meeting and Executive Session held on March 5th, 2019.
 - Motion to approve minutes of the District Meeting and the Executive Session held February 26th, 2019 and the Special District Meeting and Executive Session held on March 5th, 2019 made by Michael Carlson, second by Brad Beach.
 - Motion passed unanimously by verbal vote
6. Fire Chief's Reports and Staff:
 - a. Call Summary –
 - Presented by Deputy Chief Richard Johnson who will be presenting quarterly reports
 - 3 month report: Total of 670 calls: 5 HazMat; 6 Fire; 38 False or cancelled; 68 Public Assist, 322 IFTs and 231 Scene Calls
 - Averaging 8 calls per day
 - CHIPP program has applied for \$30,000 grant which will also pay for the patient reporting module system. Currently RRMFD has 11 enrolled in program. Original grant was through Mariposa Clinic with Tubac, Sonoita and RRMFD involved; with end of grant (which was regional) RRMFD continued their program
 - b. Operational Reports
 - i. Equipment, vehicle, station
 - Striping of unit almost completed
 - Future site sign at Station 1
 - Asset Inventory Sale – used and outdated inventory on asset listing. Govdeals.com website similar to EBay; no cost to district, Aaron Slachter has been locating and cleaning outdated items no longer in use to upload for sale – approximate resale value of items \$5,000
 - ii. Training-
 - National Child Passenger Safety class for car seat technicians attended by Antonio Sanchez & JR Manriquez . RRMFD now has 6 car seat techs
 - Roof ventilation class held March 6th & 7th
 - Wildland S230-S231 Crew Boss & Engine Boss class attended by Brett Moffit, Chris Cruz & George Cluff
 - Wildland S215 Fire Ops Urban Interface Class attended by Albert Ibarra and Mike Fielder
 - iii. Legislative Update
 - Annual preseason wildfire briefing by Governor Ducey being held April 1st
 - iv. Chief and Labor discussions
 - No union meeting this month
 - Team luncheons by shifts A B C. Chief Amezaga expressed expectations of the crews, goals and past history. Michael Carlson attended one luncheon – “candid, clear, concise; good to hear the “Team Efforts” of the district. Pulling the rope in the same direction – very informative”. Chief Amezaga would like to make these quarterly events with questions coming from the crews; addressing where we are at and where we are going.
 - Personnel Report – Driver Operator Testing completed with 11 testing; 6 certified and 5 non certified. Certified DO's will receive full stipend and non-certified will be paid a partial stipend. Non certified will be able to attend certification training at TFD

Headquarters or Green Valley. In 2020, the 5 will be tested for the three positions to complete the nine positions.

- Nogales Bike event was held March 23, 2019 sponsored by Circles of Peace. Rich Johnson and Frank Granados assisted with signs and safety vehicles; 230 participants with Brad Beach being one of those. Beautiful ride and fabulous weather.

v. Pinning Ceremony –

- Brett Moffitt, Joshua Hoogeveen and Daniel Acedo have completed their one year probationary period. Chief Amezaga has received positive feedback and great comments on all. Brad Beach welcomed them to the RRMFD Family
Joshua Hoogeveen pinned by wife, Eva
Brett Moffitt pinned by Captain Mike Urbanski
Daniel Acedo pinned by his father, former Chief of Santana Fire

c. EMS –

- No report given by Tangye Beckham due to family emergency

d. Fire Marshall

- George Cluff on Vacation report presented by Chief Amezaga

i. Inspections and Plans

- 212 NFIR's Reports from February, 2019 checked and uploaded to the National Data Base
- JP Plan review for sprinkler system – installed a private hydrant; 1300 gallons per minute
- Food Truck inspection at Miggy's Sportsbar
- Commercial burn permit – behind Kipper St. and Avenida Acaponeta. CGC Construction clearing lots and leveling for additional produce warehouses
- Burn inspection at 239 Camino Turmalina
- Fire investigation at 403 Clover St. for RV fire. – major smoke; defensive knockdown – fire started in engine compartment
- Tree fire in Desert Dawn – cypress tree with bees, trying to smoke them out

ii. Community Events

- None

7. Administrative Report:

a. Monthly Financials

- Monthly financials presented by Ana Holman
- Chase bank account opened in February – funds have been transferred to the account
- Michael Carlson requested an actual to budget for year – map to same number of months for budget as YTD; tweak to for year end – excess to spend, cutback on shortage
- A/R collections - Anything collected above 45% is very good – were at 48% - good number of customers financial means/ins; minimal AHCCS, Medicaid or private insurance.
- A/R write off have a huge jump this month – large number from November which needed to be reviewed for AHCCS, personal payment, payment plans, or write off and send to collections. Roughly 8% collected from collections. Michael Carlson would like to review and look at process and see if we can recover more than 8%.
- For next fiscal year – recommend two lines for fees for service. One for actual cash collected for better understanding of what our cash flows are and an accounts receivable on separate line to help us understand what our future earnings might be. As is, it can be a bit misleading.
- Takes approximately two weeks to bill customer and roughly four weeks to start receiving payments.
- Land and thermal camera paid from capital expense
- Detail of Expenses - Noted values: Journal entry posted to adjust billing balance to actual for fees for service (not an audit adjustment); EMS billing the same as last year; wildland billing less due to less fires; repair and maintenance higher due to vehicle repairs, PPE increase for new hires in January.

b. Presentation of Budget Draft for FY 2019-2020

- Budget Draft for FY 2019-2020 presented by Ana Holman
- Budget committee met couple weeks ago. If we stay at same tax rate, we will have a deficit of

\$38,000. Propose an increase of .0543 to balance expenses. Michael Carlson wanted to keep percentage for the bond redemption tax rate the same and not increase it. Noted 2019-2020 debt service is \$382,100. If we collect \$411,000, it would be approximately \$30,000 extra to pay for capital principal, or can be put into the account or we can actually lower the rate to collect just what we need.

- Michael Carlson expressed his appreciation for all the quality work done by Admin and Captains – far exceeded his expectations for a small fire department.
- Increase of rate from 2.99 to 3.045 – for the average Rio Rico household, the increase would be under \$4.00 per year, per household. Frank Bejarano felt the prior rate reduction from 3.11 to 2.99 was to stay within parameters with area agencies. Chief Amezaga was opposed to the drop as we would be building a future station; made sense at the time as projected growth would make up for the reduction, but we failed to look at the implementation of the Step plan. Funds were used to cover the step plan increase which left no carryover to be moved to the capital expense
- In reviewing the Financial Policy, Michael Carlson noted we do not have a contingency fund set up. Policy requires a three month contingency fund. Capital replacement fund, which includes the contingency, currently has \$1.3 million. Three months contingency is \$1.2 million which essentially leaves \$100,000 for any future equipment needs. We do not appear to have a regular process to add money to the capital reserve for acquiring new equipment and do things. Need to have a balance with what we need to do with the community, the tax rates and everything else, but we do have to share a responsibility to make sure this department can have the equipment it needs when it needs it. When we need something we can't be in the position to say sorry.
- Increase from 2.99 to 3.05 is a 2% increase – not a huge increase. Tax increase for maintenance and operations not capital purchases
- Expense from previous meetings regarding resurfacing of asphalt is not in the budget. Bid received for approximately \$9,000 for Station 3 area, Station 1 needed to be addressed which was out of bounds at \$13,000
- Az. Dept. of Health Services has notified us there will be a 1.35% increase for EMS/ALS billing for the new fiscal year. We can apply April 2nd, and if approved, they will determine when we can increase the billing. This will increase our billing \$53,000 with a net value of \$25,000-\$30,000

8. Old Business:

- None

9. New Business:

- a. Discussion and possible action to approve monthly financial reports.
 - Motion to approve monthly financial reports made by Michael Carlson, second by Frank Bejarano. Motion passed unanimously by verbal vote.

10. Upcoming meeting discussion:

- a. Next Board Meeting – April 30, 2019
 - Budget committee – will need to meet, review and prioritize for needs - Capital purchase item - tread mill; pest control-added termite treatment; turnout equipment cleaner \$2,600 (Non asset moved between expenses)

11. Adjournment:

- Motion to adjourn made by Michael Carlson, second by Frank Bejarano. Adjourned at 6:46 p.m.

Dated this _____ day of _____, 2019.

Rio Rico Medical & Fire District Elected Official

Dr. Frank Bejarano, Clerk of the Board