

Minutes of the Regular Meeting of the Elected Officials of Rio Rico Medical & Fire District  
Held on April 28th, 2020 at Station #3, 822 Pendleton Dr., Rio Rico, AZ

To comply with Governor's social distancing guidelines this meeting was held remotely

1. Call meeting to order.
    - Meeting called to order by Michael Carlson at 5:51p.m.
  2. Pledge of Allegiance.
    - Dispensed with due to remote meeting
  3. Read submitted comments or questions from public.
    - None
  4. Roll call for board members
    - Present remotely: Michael Carlson, Brad Beach and Mike Vohland
    - Absent: Frank Bejarano and Dean Davis
  5. Approval of minutes for the District Meeting held on March 31st, 2020
    - Motion to approve minutes of the District Meeting held March 31<sup>st</sup>, 2020 made by Mike Vohland, second by Brad Beach
    - Motion passed unanimously by verbal vote
  6. Approval of minutes for the Executive Session held February 25<sup>th</sup>, 2020 – individually read and approved in writing by four of the five Board members
    - Item tabled as Board members in attendance did not meet quorum for approval
- Chief Amezaga requested we move to item 9 a. i. as John Ashton was available remotely
7. Fire Chief's Reports and Staff Reports:
    - a. Call Summary
      - Total Calls: 171 911 – 66 IFT's – 64 Fire – 3 Other – 38
      - Nogales Fire department calls were down 50%
    - b. Operational Reports
      - i. Equipment, vehicle, station
        - Ford Transit ambulances scheduled for delivery the first week of May. Frank Granados will accept delivery; have vehicles painted, striped and UV3 lights installed to bring into service
        - Unit R5314 passed AZDHS inspection
        - Received 10 iPads with keyboards for use on the ambulances and 2 iPhones through the AzReadi Grant for telemedicine/telehealth
        - HEPA Filters for ambulances to help reduce the probability of contagion
        - Regional Radio grant for Bendix King Radios
      - ii. Training
        - Banner UMC Distance EMS Trainings every Friday
        - Target Solutions online trainings
        - Captains Choice hands on training (reduced group settings)
        - Cross agency training scheduled in May (Federal Hazmat training)
      - iii. Personnel
        - Received materials to make masks/shields – A shift
      - iv. COVID-19 Update
        - Call volume dropped 20% between first 80 days of 2020 (1/1-3/20) and last 40 days (3/21-4/28)
        - Administration Office staff working from home
        - FEMA Grant available for COVID related expenses
        - Reporting on ePCR
        - Operations guidelines in place and updated as changes come out
        - Notification received from HCH on any positive test results – 2 confirmed cases now
        - Spray guns purchased for decontamination of facilities and apparatus
        - State decontaminating N95 mask
        - Received donated face shields from Az Ambulance

- PPE Jacket & Pants (lightweight raingear) being put in place to help protect provider from COVID – Frank Granados will ask Emergency Management for monetary assistance for purchasing
    - Chief Amezaga is tracking CDC website and government actions regarding state reopening. RRMFD needs to be vigilant and mindful to our area to protect our employees
  - c. Chief and Labor Discussions
    - COVID 19 Information Signs up at all stations
  - d. Fire Marshal
    - i. Inspections and Plans
      - NFIRS reports for March were uploaded
      - 2 inspections, 1 plan review and no fire investigations
      - Participated in several COVID 19 webinars
      - Continuing pre-plans on First Due – certain markings for specific information. Michael Carlson and Mike Vohland questioned markings/specific information and District’s exposure/liability/consequences. Chief Amezaga will review and take care of.
    - ii. Community Events
      - COVID 19 pamphlets available on request
      - COVID 19 information and Fire Prevention information on Facebook page
- 8. Administrative Report:
  - a. Presentation of monthly Financial Reports up to March 31st, 2020
    - Presented by Ana Holman
    - Less income during March
    - Summarized Workers’ Comp Coverage Options
      - 7710 Benchmark was to have quote ready for presentation at this meeting - did not receive
      - 7-1-20 E-Mod Factor is 1.13, an increase of .22 from actual (.91)
      - Assigned Risk Pool – Crest Insurance will be quoting
      - Az Fire District Workers’ Compensation Pool Premium and Capitalization payment options:
        - a. 20/21 quoted premium \$88,483 (18% decrease)
        - b. 60% Capitalization – One payment \$53,090 or split 25% three year funding
      - Discussion regarding capitalization payment – paid up front interest would be earned; paid over three year funding-no interest would be charged; uncertainty with COVID 19 circumstances/expenses.  
Chief Amezaga and Ana Holman will bring information to the Budget Committee at their meeting May 5, 2020. Budget Committee will submit recommendation for payment at the May 26<sup>th</sup> Board meeting
- 9. Old Business:
  - a. Update, discussion and possible action regarding Workers Compensation Insurance
    - i. Telephonic presentation by John Ashton, Ashton Tiffany, Fire District Risk pool for the workers’ compensation insurance
      - John Ashton introduced himself and gave background information on the Ashton Tiffany Company
      - Copperpoint Insurance has pulled out of insuring fire districts leaving the only option as 7710 unless a workers’ comp pool is formed
      - Forming a pool gives the participating Districts ownership, governing board and the ability to hire/fire the administrator
      - Coverage specific for Fire Districts
      - Letter of support received from the RRMFD Union
      - Benefits: less expensive operating costs; profits and investment income stay in the pool; no e-mod factors; coverage/benefits, safety, loss control and training programs tailored to industry
      - Additional pools have been hugely successful for Arizona schools, cities, towns and counties
      - 2020/2021 Premium (contributions) rate would be the same as 2019/2020 rate with a one time capitalization fee of 60% of the first annual premium (with payment options) held in District’s member equity account to also include accrued interest on capitalization if prepaid

- Additional mass casualty insurance purchased (rarely used) to cover claims over \$1M
  - Premiums managed over time – excessive losses would increase premium; less losses would reduce premium
  - Risks involve critical mass \$3M - \$3.5M in contributions (already have \$4.6M) and an assessment potential up to one year's contribution (unlikely) then a Special Fund
  - #1 priority are the shareholders (Districts) with dedication to their injured employees to get them healthy and back to work.
  - All Districts will receive annual quote in March
  - Currently have 15 Districts joined, 24 Districts committed pending Board approval and 20 undecided
  - Established system - Currently manages Arizona School pool comprised of 249 of the 254 districts and Arizona County pool comprised of 13 of the 15 counties. Over 500 pools in the country
  - Regulated by Arizona Department of Insurance and the Arizona Industrial Commission by statute
  - Discussion amongst Board brought out original skepticism as to commitment of Districts; concerns with capitalization; information from research; availability of funds/budgeting for premium and capitalization, PTSD and treatment according to statute and the overall support of the members
  - Motion to enter in to contract with Arizona Fire District Workers' Compensation Risk Pool with a contribution/premium of \$88,000.00 made by Mike Vohland, second by Brad Beach
  - Ana Holman pointed out a Resolution would need to be signed by the Board to enter into this contract. Regarding the \$53,000.00 capitalization payment funding and budgeting will be determined at the next budget committee meeting
  - Motion passed unanimously by verbal vote
  - John Ashton removed himself from the remote meeting.
- b. Update and discussion regarding RRMFD & NSFD Merger/Consolidation
- Chief Amezaga has spoken with John Flynn, he will be starting the project May 4<sup>th</sup>. The agreement has been received and needs signatures. If project is not completed as specified in the contract, there will be a 10% reduction in August and an additional 10% in September. As RRMFD is paying for report, RRMFD will be the first to receive the report.
10. New Business:
- a. Discussion and possible action to approve March 31st, 2020 monthly financial reports.
- Motion to approve March 31<sup>st</sup>, 2020 financial reports as presented made by Mike Vohland, second by Brad Beach
  - Motion passed unanimously by verbal vote
- b. Notification received regarding cancellation of the July AFCA/AFDA conference in Glendale
- AFCA/AFDA cancelled due to COVID 19
  - AFDA conference scheduled for January
- c. Update from the Budget Committee
- Chief Amezaga asked Captains to poll the firefighters for needs; prioritized needs to include in budget. Missing some numbers – workers' comp insurance; health insurance. Little over budget-will be able adjust and complete at the May 5<sup>th</sup> meeting. Frank Bejarano's first time on committee so he now has a better understanding what we go through; Michael Carlson's second time on committee - more comfortable with process
  - Ana Holman noted estimated numbers were used for personnel but will have a much better position for the next Budget Committee meeting to finalize information
  - Michael Carlson commended all on an outstanding job on their contributions, input and thought process. He had many questions which Chief Amezaga and Ana Holman were well prepared to answer. Has addressed balancing of the budget and would like to complete at next Budget Committee meeting to have documents ready for the May Board meeting to be approved and posted as required.
- d. Update and discussion regarding CARES ACT Relief Stimulus payment in the amount of \$16,701.94
- Ana Holman stated a direct deposit stimulus payment was received based on the 2018 Medicare Part B amount billed and collected. RRMFD did not request or apply for this stimulus however, RRMFD must accept the payment; follow all directives for documentation; use the moneys to prepare for, prevent and respond to Coronavirus. RRMFD will be audited.

- Discussion included classifying on accounting system for Coronavirus to track items; length of time to use funds - there is no time limit, calendar year or possibly longer, due to government funding and audit make sure to cross our t's twice and dot our i's three times. Ana noted we already had approximately \$5,000 in expense to apply to this funding.
  - Ana Holman stated additional funding may be available through the Department of Health and Human Services by applying for the remaining \$20 Billion for Medicare Providers under CARES Provider Relief Fund. Amount to be allocated in accordance with March and April, 2020 Loss Revenue amount
- e. Update and discussion regarding Chief Amezaga's annual evaluation
- Mr. Carlson requested Eva to email the evaluation form to the Board members; requested Chief Amezaga to compile a list of achievements and goals and submit to the Board members, asked the Board members to complete evaluations and return to Eva for compilation and summary of evaluation comments. Eva will send submitted summary of evaluations and comments to Board members prior to the next Board meeting for review,
- f. FIRE BOARD ELECTIONS: November 3 General Election. To date, there has been no change in the requirements to gather nominating signatures. Fire board candidate information and signature requirements for each district can be accessed through the respective county elections website. The first day to file nominating petitions is June 6th, and the last day to file is July 6, 2020. Write-in candidates must file at least 76 days before a cancellable election (*fire board*) - August 19, 2020
- Dean Davis and Mike Vohland will be completing their terms this year and are not running. Should no one run for these positions, one must stay until positions are filled by law.
  - Chief Amezaga noted we may have one individual, Dora Urias, who has expressed an interest
  - Ana Holman received a phone call from a female last month regarding becoming a Board member
11. Upcoming meeting discussion:
- a. Monthly Board Meeting – May 26th, 2020
- To be determined – Webex or in person
  - Mike Vohland wished Chief Amezaga an early Happy Birthday
  - Executive Session logistics will need to be worked out for next meeting; Webex or in person; prior to regular meeting
  - Mike Vohland complimented work on first Webex remote meeting
12. Adjournment:
- Motion to adjourn made by Mike Vohland, second by Brad Beach
  - Motion passed unanimously by verbal vote.
  - Meeting adjourned at 7:48 p.m.

**Dated this** 7 **day of** July **, 2020.**

**Rio Rico Medical & Fire District Elected Official**

Michael Vohland,  **Clerk of the Board**