



## MEETING MINUTES

The Fire Board of the Rio Rico Medical and Fire District (RRMFD) met in regular session on Wednesday, January 26, 2022 at 5:30 p.m. at the Rio Rico Medical and Fire District administrative office, 822 Pendleton Drive, Rio Rico, AZ.

### 1. CALL MEETING TO ORDER

- Meeting called to order by Dean Davis at 5:32 p.m.

### 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 of December 29, 2021 and Executive Session of December 29, 2021

- Motion to approve the minutes of the Regular Session of December 29<sup>th</sup> and also the Executive Session of the same date made by Michael Carlson, second by Brad Beach
- Motion passed unanimously by verbal vote

### 6. REPORTS AND CORRESPONDENCE:

#### a. Badge Pinning

- Chief Amezaga thanked the families for their support and attendance
- Captain Mike Urbanski promoted to Deputy Chief
- Firefighter/paramedic Karla Manjarrez promoted to Captain
- Reserve firefighters Alan Levario, Ruben Saavedra and Alan Nido promoted to full time
- Board members expressed their congratulations and thanks

#### b. Fire Chief's report

##### i. Emergency calls summary:

- Total calls for 2021: 3262 IFTs 43% EMS 29% Fires 2.27% Hazmat .25%  
Public Assist 19.87% Cancelled/False Alarm 5.27%
- Total calls for January: 142 (Dec 217) IFTs 53 911s 55 Fire 5 Others 29

##### ii. Operational

#### 1. Equipment, vehicle, station

- Type 3 Engine estimated delivery June or July
- Infrared camera ordered for use in smokey conditions
- Sonoita Elgin borrowing one of our ambulances (532) due to theirs being out of service; expressed an interest in possibly purchasing one of our used ambulances. Have a Type 1 ambulance sitting at Station 1 which could possibly be sold.
- SCBA mask update – parts on order; testing and calibration required for use

#### 2. Training

- Ramping up with more training and drills
- Fire Rescue Training – January 4, 8 & 15
- Pump Operations Training – January 24, 25 & 30

- EMS Training – IV Pump Training January 3, 5 & 13
  - Opioid Treat & Refer January 14
  - State of Arizona has changed scope of skills; training and refreshing skills courses; CPAT, Oxygen and Carbon Dioxide levels; IFT guidelines for basic and advance level
  - Documentation Class
  - Carl leading the way for regional IV training for EMTs
  - Epinephrine injection training
  - EMS Regional training with Tubac, Sonoita and Nogales to enhance skills and training to increase camaraderie and collaboration amongst departments
- 3. Operations
  - Refer to #2 Training and #4 Personnel
- 4. Personnel
  - Labor meeting – very proud of Union for being proactive in trying to get Districts funded at a higher level with support from PFFA for bill HCR2004. The bill would increase sales tax by 1/10 of one cent and generate \$125 million dollars to be split between 170 districts (net assessed valuation with a 4% cap). If house bill does not pass, will need petitions signed for a November public election. Up until 2008-2009 districts had large growth; capped at the revenue rate from 2007; limited value of real estate cannot increase more than 5% per year preventing volatility.
- 5. COVID-19 Update
  - 7 employees had COVID of which 2 are still out. All vaccinated except for one. 8 COVID related calls
  - Santa Cruz County deaths 209; only two counties lower than Santa Cruz; Maricopa County leading the state
  - Rapid tests currently unavailable. Allowing at home testing; if positive, additional test with primary care physician required
- c. Fire Marshal Report
  - Presented by George Cluff
  - NFIRS good through October. Still working through issues with Mediview and ER.com
  - COVID NFIRS good through December
  - NSFD adopted the 2018 revised International Fire Code
  - Attended 6 meetings/training
  - No burn permits
  - Six plan reviews/inspections done
  - Tracking trucks at Prime Sales for methane refrigerated liquid trucks. Citation has been issued; awaiting court date
  - Four fire calls
  - Station 1 sign quote received - range of \$500 to \$2000
- d. Fire Board Member Report
  - Dean Davis noted the facility for the AFDA conference was very nice.
  - Has booklet for statutory training from the conference if any board member would like to use the book
- e. Financial Report
  - i. Presentation of Financial Reports up to December 31, 2021
    - Presented by Ana Holman
    - Billing Revenue Review Final Report Executive Summary
      - Crew documentation can be improved – District wide documentation class training implemented
      - Emtala form does not appear to meet technical requirement by Medicare–Needs revision by AZDHS
      - Overall collection rate is poor facing a large A/R Balance - Average of 2.7 months balance
        - Sending balances to collection agency after 90 days of no payment
        - High percentage of private pay balance (17%)

- Michael Carlson noted of the findings, some make sense and others are not within our control. Would like an explanation/ information from the District for the findings which would impact the District. Chief Amezaga noted information would be forthcoming; however, many of the findings were insignificant. Today's summary was focused on what's impactful to the District, can generate additional revenue or help improve the billing especially the collection of fees and flat rate billing.
- Michael Carlson commended Chief Amezaga and Ana Holman for having the audit done
- Chief Amezaga noted RRMFD is one of a few districts to have increased revenue during COVID

## 7. OLD BUSINESS

- a. Discussion and possible action re: Finalization of Section 5 approved modification to NSFD IGA to read NSFD will allocate all funds from all sources available to RRMFD. Approved by NSFD and RRMFD Boards and being reviewed by legal
  - NSFD Board had lengthy discussion regarding situation and percentages (management of money)
  - Document with legal for amendment
- b. Discussion, update and possible action re: Nogales City Annexation
  - Committee Member Frank Bejarano expressed concerns regarding possible annexation; loss of revenue; growth of District, services provided by RRMFD and what would NFD provide. RRMFD needs to be proactive, utilize resources and information and start now and have everything in place.
  - Committee member Michael Carlson inquired as to finding a marketing or PR firm. Chief Amezaga has contacted a few; however, none are interested in the project. One firm commented it would be ideal to bring in an outside company to assist in planning phases for implementation; however, they did not have personnel for commitment. Contacted legal as well for possible recommendations for annexation consultants and PSPRS Local Board attorney.
  - Michael Carlson agrees with Frank Bejarano to have a plan established; reach out to businesses, schools and residents to present information (pros and cons) and get feedback.
  - Committee meeting in two weeks

## 8. NEW BUSINESS

- a. Discussion and presentation re: Approval of financial reports for December 2021.
  - Motion to approve financial reports for December 2021 as presented made by Michael Carlson, second by Frank Bejarano
  - Motion passed unanimously by verbal vote
- b. Discussion and possible action re: Nomination of two Fire Board Members to work on upcoming Budget Committee
  - Dean Davis volunteered for the committee; Dora Urias available after 3 p.m. for the committee
- c. Discussion and possible action re: Update to RRMFD Financial Policy Section IV, C3 "Disposition of Property" authorizing Chief Amezaga to sell excess assets of RRMFD
  - Chief Amezaga noted RRMFD is looking at selling off vehicles and believes the verbiage in the Financial Policy 3. c) needs to be tweaked to allow him to sell excess assets of the District with potential value which are no longer needed or in use
  - Motion to update the RRMFD Financial Policy Section IV C 3. c) Disposition of Property authorizing the Fire Chief to sell excess assets of potential value and non-value belonging to the District made by Michael Carlson, second by Brad Beach
  - Motion passed unanimously by verbal vote
- d. Discussion and possible action re: Purchase of Audio/Video Equipment for Station 2 Training Room for proposed amount using proceeds of Proposition 207, Smart and Safe, and the capital replacement account.
  - Chief Amezaga stated the audio-video equipment at Station 2 desperately needs to be updated; Arizona State government pricing being utilized; bids received between \$20,000 to \$80,000 – the \$20,000 bid never came to do the work. Ford Audio-Video Systems works with the schools and government agencies. Majority of expense will be paid from proceeds of Proposition 207, Smart and Safe, \$36,000 received in December, with additional proceeds to be received in June 2022. Balance will be taken from the capital replacement account and that account will be replenished in June when the Proposition 207, Smart and Safe proceeds are received.

- Motion to purchase the audio-video equipment for Station 2 in the amount of \$50,692 plus a 5% variance from proceeds of Proposition 207, remainder to come out of the capital reserve account which will be reimbursed upon the next installment from Proposition 207, Smart and Safe made by Dora Urias, second by Michael Carlson
  - Motion passed unanimously by verbal vote
  - Approximate time frame two to three months for start due to equipment being backordered
- e. Discussion and possible action re: Ordering/Purchasing ambulances for next fiscal year
- Chief Amezaga attended the AFDA conference and the discussion was about everything being backordered. Notably the back order of chassis for ambulances causing incompleteness of 2021 orders being processed in 2022. With this in mind, suggestion made to consider ordering ambulances now to be on the list for delivery in 2023. Current price would be locked in; however, should there be a decrease company will work for lower cost although not foreseeable at this time. Unknown price at this time – waiting for Ford for pricing on chassis.
  - Michael Carlson asked about capital replacement schedule, which is two ambulances.
  - Chief Amezaga would like to offset some of the cost with sale of two big boxes (\$50,000 - \$60,000)
9. FUTURE MEETING AGENDA ITEMS
- a. Next Board Meeting February 23, 2022 5:30 p.m.
  - b. Happy Birthday wished to Dora Urias, February 8th
  - c. Annexation Committee update

10. ADJOURNMENT

- Motion to adjourn made by Michael Carlson, second by Frank Bejarano
- Motion passed unanimously by verbal vote
- Adjourned 7:46 p.m.

Dated this 25<sup>th</sup> day of February, 2022.

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

*Michael Carlson,*  Clerk of the Board