

Minutes of the Regular Meeting of the Elected Officials
of Rio Rico Medical & Fire District held on January 28th, 2020

1. Meeting called to order by Mike Carlson at 5:30 p.m.
2. Pledge of Allegiance.
3. Call to the public.
 - None
4. Roll call for board members
 - Present: Mike Carlson, Mike Vohland and Dean Davis
 - Absent: Brad Beach and Frank Bejarano
5. Approval of minutes for the District Meeting and Executive Sessions held on December 30th, 2019
 - Motion to approve the minutes of the District Meeting Session made by Dean Davis, second by Michael Vohland
 - Motion passed unanimously by verbal vote
6. Fire Chief's Reports and Staff Reports:
 - a. Call Summary
 - January calls: 206 EMS 50% IFT 10% Fire 3% Public Assist 37%
 - b. Operational Reports
 - i. Equipment, vehicle, station
 - ii. Training
 - EMS Training January 3rd, 10th, 17th, 24th, 31st
 - New Hires Orientation from January 6th to 17th Fire Chief greeted new employees
 - Live Fire Propane Drill – January 21st, 22nd, 23rd
 - Fire Training January 28th
 - Unisource Power Line Safety Training on January 27th & 30th
 - Fire Chief will meet with Captains on February 26th to go over ISO requirements.
 - iii. Chief and Labor Discussions
 - Great relationship with union president Mike Fielder working on vacation time counted as worked hours, IFT pay, straight time pay, improving relations with administrative personnel, and improving overall employee culture.
 - iv. Personnel
 - Fire Chief invited DC Richard Johnson to lead New Employees' Badge Pinning Ceremony.
 - DC Richard Johnson emphasized on the meaning of the badge "Care for less fortunate" and motivated new hires to wear their uniform with pride.
 - DC Johnson called new employees and their families to pin badges as follow:
Badge #50 Hiram Saavedra
Badge #53 Chris Ringston
Badge #57 Nick Weber
Badge #65 Tyler Overstreet
 - c. Fire Marshall - Presented telephonically by George Cluff
 - i. Inspections and Plans
 - NFIRS reports have been uploaded for December 2019, total of 237 reports.
 - Three Inspections/Plan Reviews done for Nogales
 - Seven Inspections/Plan Reviews done for Rio Rico
 - Fire Marshal attended AFMA meeting in Goodyear, AZ on January 23rd. ASFMA announced hired full time NFIRS data collector/researcher.
 - Fire Marshal was attending AFBEA Community Risk Reduction in Bullhead, AZ the time of this meeting.
 - ii. Community Events

- January 21st FF Acedo & FF Saenz attended career day at Wade Carpenter Middle School in Nogales.
- Crews will be presenting on Fire Prevention for 3 classes at Calabasas Pre-School on January 31st

7. Administrative Report:

- a. Presentation of monthly Financial Reports up to December 31, 2019 by Ana Holman
 - Combined all funds balance is \$3,335,824.00
 - Cashflow includes AFG income in the amount of \$233,621.90 for the purchase of 10 Power Loads.
 - Mike Carlson questioned a change in operation's costs from November's presentation. Ana will check any changes in amount presented previously.
 - Payment of \$91,050. was sent in December to pay Bond Interest Debt.
 - Mike Carlson stated RRMFD Financial Situation is outstanding and solid.

8. Old Business

- a. Update on Policies and Procedures Manual
 - Committee formed by Fire Chief Amezaga, DC Johnson, Eva Barreda and Ana Holman will review and update HR Policy Guidelines Manual prior to sending it to Mr. Thom Cope.
 - Fire Chief invited Board member Mike Carlson to be part of that committee. After accepting the invite, Mike Carlson encouraged other Board members to be part of the committee as well.
- b. Update on Beach Fleischman services regarding NSFD Merger/Consolidation cost analysis.
 - Engagement letter was sent to Mike Carlson from BeachFleischman PC, with an anticipated quote of up to \$14,000.
 - Dean Davis compared this quote to prior tri-district financial evaluation and recommended to contact back BeachFleischman asking for a reconsideration of their proposed quote.
 - Mike Vohland cited the importance of a cost analysis report before moving forward with consolidation.

9. New Business:

- a. Discussion and possible action to approve monthly financial reports as presented.
 - Motion tabled until further review of November's Operational cost.
- b. John Flynn presentation to discuss RRMFD & NSFD Merger/Consolidation
 - John Flynn unable to call in for this meeting.
 - Chief Amezaga met John Flynn at AFDA winter conference in Laughlin, NV. John has helped other districts to merge/consolidate and has vast experience on legislation regarding this matter.
- c. Discussion and possible action to amend BeachFleischman's Merger/Consolidation cost analysis
 - Fire Board agrees BeachFleischman are probably the best firm we can hire but, found this proposal to be extremely high and suggested to find at least two other options.
 - Chief Amezaga will request quotes from John Flynn and another accounting firm.
 - Motion to request at least 3 bids for consolidation cost analysis of RRMFD with NSFD, made by Mike Vohland, second by Dean Davis.
 - Motion passed unanimously by verbal vote
- d. Discussion and possible action to approve a change to the RRMFD Policies and Procedures Vacation and Overtime Policy to allow vacation time to be included as hours worked for computation of overtime pay.
 - Chief Amezaga addressed the importance of maintaining competitive pay and benefits to attract talent and to keep personnel.

- Prior to HR Policy update in 2016, paid vacation leave was included in computing the number of hours worked for purposes of the computation of overtime.
 - Mike Vohland is in support of this change in policy, recognizing how difficult is to get qualified personnel in Southern Arizona.
 - Dean Davis and Mike Carlson requested a cost analysis of how much will cost to the district this policy change.
 - Ana Holman mentioned annual budget is calculated as if employees won't be taken any vacation time, as if they were to be paid their total annual wages. Therefore, this change in policy will have no effect in Budget.
 - Motion to approve the change to RRMFD Policies and Procedures to allow vacation time to be included as hours worked for computation of Overtime pay, made by Dean Davis, second by Mike Vohland.
 - Motion passed unanimously by verbal vote
 - e. Discussion and possible action to articulate a Replacement Fund for the next budget cycle
 - Mike Carlson proposed Fire Chief Amezaga, Frank Granados and himself to work on equipment replacement schedule, not to restrict the use of Capital Replacement Fund, but to identify issues and any budget needs in Capital Replacement.
 - Motion to articulate a Capital Replacement schedule to inform budget process of future capital estimated expense needs, made by Mike Carlson, second by Dean Davis.
 - Motion passed unanimously by verbal vote
 - Dean Davis suggested to use our depreciation schedules as a guide. Chief Amezaga mentioned RRMFD use miles, usage and maintenance cost as replacement reference instead.
 - f. Possible 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. Notice: Executive sessions are confidential pursuant to A.R.S. section 38-431.03(C)
 - ii. Notice: No action is taken during an executive session. Any action taken by the Board will take place during an open meeting
 - Motion to enter Executive Session made by Dean Davis, second by Mike Carlson
 - Motion passed unanimously by verbal vote
 - Entered Executive Session at 6:58 p.m.
 - Returned from Executive Session at 7:29 p.m.
10. Upcoming meeting discussion:
a. Monthly Board Meeting – February 25, 2019
11. Adjournment:
 - Motion to adjourn made by Dean Davis, second by Mike Vohland
 - Motion passed unanimously
 - Adjourned at 7:30 p.m.

Dated this 25 day of Feb, 2020.

Rio Rico Medical & Fire District Elected Official

Michael Vohland,  Clerk of the Board

