

Minutes of the Regular Meeting of the Elected Officials
of Rio Rico Medical & Fire District held August 27th, 2019

1. Meeting called to order by Mike Vohland at 5:30 p.m.
2. Pledge of Allegiance.
3. Call to the public.
 - Dean Davis congratulated board member Brad Beach named Santa Cruz County Teach of the Year
4. Roll call for board members
Present: Brad Beach, Michael Carlson, Dean Davis, Mike Vohland and Frank Bejarano (arrived 5:32 p.m.)
5. Approval of minutes for the District Meeting and two Executive Sessions held on July 30th, 2019 and the special District Meeting held on August 22nd, 2019.
 - Motion to approve the minutes of the District Meeting and two Executive Sessions held on July 30th, 2019 and the Special District Meeting held on August 22, 2019 made by Dean Davis, second by Michael Carlson
 - Motion passed unanimously by verbal vote
6. Fire Chief's Reports and Staff Reports:
 - a. Call Summary
 - 1,915 calls for the year
 - 211 calls for August – Transports 49% EMS 31% Public Assist 13% Fire & Miscellaneous 7%
 - b. Operational Reports
 - i. Equipment, vehicle, station
 - Ford Transit Ambulance purchase approved August 22, 2019. Has been ordered
 - Stryker Power Load Update – Grant still in process –additional information was needed
 - ii. Training
 - Payor Logic - EMS Billing Department, computer program for insurance search nationwide
 - Specialty training being put on by the Captains:
 - Ropes & Knots August 6th
 - Fire Rescue August 13th
 - Local Emergency Planning meeting August 15th
 - HazMat Training, Grounding & Bonding August 16th and August 30th
 - iii. Personnel
 - Captain Alex Green resigned after 14 years of service. Pursuing nursing career; hired on at TMC who will be helping pay for his education
 - iv. Chief & Labor Relations
 - Reached out to Nick Quiroga & Mike Fielder – Union going through election process at this time, once completed, labor meetings will resume
 - c. EMS presented by Tangye Beckham
 - Landing Zone training, documentation training
 - Base Hospital training being done by Skype on Fridays
 - Stryker loaned to RRMFD a Lucas Device (automatic CPR machine) – used last week for the first time with positive feedback from the crew on scene
 - Upcoming training:
 - EPIC Refresher
 - EKG Interpretation
 - Cross training with NSFD
 - Meeting Highlights:
 - PDR Committee Meeting
 - Area Agency on Aging Fall Prevention scheduled for September 27th
 - Attended the Rural Health Conference
 - First time a Fire/EMS agency has been invited to speak. Tangye was on the panel with Surprise Fire Medical, Vitalyst Health Foundation and ADHS Bureau Chief, Terry Mullins
 - Discussed what is MIH and the process to becoming an MIH provider. Positive feedback from the attendees throughout the conference
 - SEAHEC from Santa Cruz County, was awarded with the "Inspiring Rural Health Program"

- 172 EMS calls for July with IFT's being the largest portion followed by cardiac, behavioral and abdominal pain
- d. Fire Marshall presented by George Cluff
 - i. Inspections and Plans
 - NFIRS reports from June and July have not been uploaded to Med View and ER.com due to a communication issue between the programs. Only have 5 reports that need to be corrected for both months.
 - Still in full compliance with the National Fire Data Base
 - Six inspections and two follow up inspections completed
 - Preplan completed for 1197 Frontage Road
 - One plan review done
 - First Due alerting system offered to the Board members if they are interested (app on phone) which gives information to responding crew on type of structures, restrictions, animals, etc.
 - One sprinkler inspection
 - One sprinkler and fire alarm plan review
 - Fire investigation in Nogales
 - Assisting City of Nogales with plan inspections, reviews and fire investigations due their investigator has moved to Tucson. Short term service being billed to City of Nogales
 - ii. Community Events
 - Bracker Elementary splash in
 - Station 3 tour Saturday, August 24 – 7 kids and two adults
 - Visitors from Saturday tour were in attendance to present a thank you card to the District

7. Administrative Report:

- a. Presentation of monthly Financial Reports up to July 31, 2019 by Ana Holman
 - Closing of the Bank of America account should take place by October
 - Capital Account increase due to funds transferred last month
 - Personnel expense higher as there were 3 payrolls during July instead of the normal two
 - Question asked regarding excess funds being available for investment – would need to review statutes as we are limited due to the contract with the County and are to invest monies with the County

8. Old Business

- Mike Vohland requested items 8 a. and 8 b. be moved to follow item 8 h. No objection from the Board members. Would like to combine all three executive sessions.
- Possible Executive Sessions pursuant to ARS 38-431.03(A) for two personnel matters, District matter and the Fire Chief's annual evaluation
- Verified the Fire Chief had 24 hours notice of meeting
- Executive Sessions are confidential pursuant to A.R.S. section 38-431.03(C)
- 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 Brad Beach
- Motion passed unanimously by verbal vote
- Entered Executive Sessions at 6:08 p.m.
- Returned from Executive Sessions at 7:47 p.m.
- Mike Vohland reminded everyone Executive Sessions are confidential pursuant to A.R.S. section 38-431.03(C). Anything discussed in Executive Sessions stays within the Executive Session
- a. Discussion and possible action to adopt GAAP recommendation regarding Contingency Account
 - Information presented by Michael Carlson. Committee has met and moving to a contingency account or operational reserve will help improve our rating with Standard and Poor's as Operational Reserves is one of S & P's Top 10 Management Characteristics of Highly Rated US Public Finance Issuers
 - Committee recommendation is to establish the operational reserve to be held in the Chase account.
 - No rules set forth by GAAP, AFDA or the Santa Cruz County which restricts how we use the money; however, it must fall within the conditions the Board sets. It will be tracked and authorizations will be approved by the Board.

- Committee recommends Chief Amezaga be given the same access to the contingency reserve within the specified usage amount which is \$10,000. Usage will be reported to the Board for tracking
- GAAP recommends 5-15% of overall budget or individual budget accounts. We would hope to build to 10% and initially start with 5%, approximately \$250,000, and over the next 3 years bring it to 10%. Would need to change the current policy which requires \$1.5 million
 - Board discussion valued the establishment of the operational reserve as presented
 - Motion to approve with the percentages as presented by Michael Carlson, second by Brad Beach
 - Motion passed unanimously by verbal vote
- b. Discussion and possible action to adopt a pension funding policy for the PSPRS system as part of the governing body's financial policies.
 - Presented by Michael Carlson for the committee
 - Committee recommends striving to maintain Pension Minimum Funding Ratio of 90% until Station 1 new construction funding is fully secured. Once Station 1 funding is complete, begin 5 year plan to move Pension Funding ratio to 100%. If we should drop below 85% funding ratio, it will come back to the committee to adjust the plan and present to the Board. Based on actuarial report from PSPRS
 - Committee recommends paying \$43,267 immediately from last year excess funds (capital reserve or contingency fund)
 - Committee recommends reinvesting PSPRS monthly Premium Reimbursement credits, approximately \$1,243/month as received
 - Committee recommends maintaining regular PSPRS payroll contribution payments
 - Dean Davis commends Michael Carlson for the work and research he did on this matter. Obviously, we need to pay closer attention to this information
 - Chief Amezaga noted there is a House bill being introduced to tax medical marijuana to provide districts and departments to pay down some of their outstanding balances
 - Michael Carlson note a report/policy for PSPRS and our website will need to be prepared for Board approval at the September meeting.
 - Motion made by Michael Carlson to put forth the plan as discussed (maintain Pension Minimum Funding Ratio of 90% until Station 1 construction funding is fully secured; one that is complete, begin 5 year plan to move ratio to 100%), second by Dean Davis
 - Motion passed unanimously by verbal vote
- c. Possible Executive Session - The Fire Board may vote to go into Executive Session pursuant to A.R.S. 38-431.03(A)(1) for two personnel matters
 - Notice: Executive sessions are confidential pursuant to A.R.S. section 38-431.03(C)
 - i. Notice: No action is taken during an executive session. Any action taken by the board will take place during an open meeting
- d. Discussion and possible action for personnel matters
 - Motion to retain Thom Cope for personnel matters and to assist with updating policies and procedures made by Michael Carlson, second by Frank Bejarano
 - Motion passed unanimously by verbal vote
- e. Possible Executive Session – The Fire Board may vote to go into Executive Session pursuant to A.R.S. 38-431.03(A)(4) for District 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
- f. Discussion and possible action for District matter
 - Motion to retain Todd Kartchner in regards to CON issues by Dean Davis, Michael Carlson second
 - Motion passed unanimously by verbal vote
- g. Possible Executive Session - The Fire Board may vote to go into Executive Session pursuant to A.R.S. 38-431.03(A)(1) for discussion or consideration for the Fire Chief's annual evaluation.
 - i. Notice: The Chairperson will confirm Chief Amezaga received at least 24 hours notice
 - ii. Notice: Executive sessions are confidential pursuant to A.R.S. section 38-431.03(C).
 - iii. Notice: No action is taken during an executive session. Any action taken by the Board will take place during an open meeting.
- h. Discussion and possible action to approve Chief Amezaga's annual evaluation.

- Motion to accept the Chief's evaluation and go with the increase of 10% on his pay made by Michael Carlson, second by Dean Davis.
 - Motion passed unanimously by verbal vote
9. New Business:
- a. Discussion and possible action to approve monthly financial reports.
 - Motion to approve monthly financial reports as presented made by Michael Carlson, second by Dean Davis
 - Motion passed unanimously by verbal vote
10. Upcoming meeting discussion:
- a. Monthly Board Meeting – September 24, 2019
11. Adjournment:
- Motion to adjourn made by Brad Beach, second by Frank Bejarano.
 - Motion passed unanimously by verbal vote
 - Adjourned at 8:05 p.m.

Dated this 24TH day of SEPTEMBER, 2019

Rio Rico Medical & Fire District Elected Official

Michael Carlson,  Clerk of the Board