



Rio Rico Medical & Fire District

822 Pendleton Dr. • Rio Rico • Arizona • 85648
(520) 281-8421 • Fax (520) 281-7670 • www.rioricomedicalandfire.org



MEETING MINUTES

The Fire Board of the Nogales Suburban Fire District met in regular session on January 13, 2022 at 5:30p.m. at Nogales Suburban Fire District station #2, 80 Old Tucson Rd. Nogales, AZ.

1. CALL MEETING TO ORDER

- Meeting being recorded
- Meeting called to order by Armando Castillo at 5:57 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD MEMBERS

- Present: Armando Castillo and David Valenzuela
- Absent: Dora Madrid

4. CALL TO THE PUBLIC

- None

5. CONSENT AGENDA

a. Approval of minutes

i. Regular Session of November 18, 2021

- Motion to approve minutes of the regular session of November 18, 2021 made by Armando Castillo, second by David Valenzuela
- Motion passed unanimously by verbal vote

6. REPORTS AND CORRESPONDENCE:

MOVING TO ITEM 8. B

- No correspondence to report

a. Fire Chief's report

i. Emergency calls summary: Total calls: 35 25 EMS 0 Fire 10 Others

ii. Operational

1. Equipment, vehicle, station

- Ladder testing – all passed
- LifePak 15 yearly maintenance – all units passed inspection

2. Training

- Every Tuesday in November and December – Fire/Rescue Training was held
- EMS Training:

November 12th and December 17th & 21st – Opioid and Treat & Refer
November 24th and December 20th – NREMT Continuing Education
December 9th & 10th – PHTLS Training

- First Due Training November 8th, 10th & 18th with Fire Marshal Cluff
- Driver Operator Class November 17th through December 23rd attended by 11 members of RRMFD

3. Operations

- Fire Fighter Testing Process conducted November 4th (written test) and November 16th (Oral Board). 7 reserve candidates tested for the 3-4 available positions with 6 candidates making the hiring list
- Deputy Chief Richard Johnson retired
- Mike Urbanski promoted from Captain to the Deputy Chief position



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- Karla Manjarrez promoted to Captain position
 - Reserve fire fighters Alan Nido, Ruben Saavedra, Daniel Romero III and Alan Levario promoted to full time fire fighters
 - Academy will be starting February 14th
 - David Castillo asked if the NSFD Station on Old Tucson Road would be kept forever
 - Chief Amezaga noted that the lease of the station is minimal; at the present time, space is needed for equipment and storage; possibly in the future station may need to be utilized. Ana Holman noted the budget limit of \$500,000 requires annual audits and district must follow Arizona Revised Statutes
- b. Fire Board Report
- Nothing to report
- c. Financial Report
- i. Presentation of Financial Reports up to December 31, 2021.
 - Reports presented by Ana Holman
 - Ana Holman noted all leases are paid in full
 - Also noted the possibility of changing the meeting to the third week of the month to allow time to receive and reconcile the NSFD bank statements
7. OLD BUSINESS: These are continuation of previous discussion during last meeting.
- a. Discussion and possible action re: Presentation of Board Policies and Procedures.
 - Chief Amezaga suggested agenda item 7 a. and item 7 b. be tabled as the committee has not been able to secure a date to meet with Dora
 - b. Discussion and possible action re: Presentation of Financial Policies and Procedures.
 - c. Discussion and possible action re: Transfer of funds from Washington Federal & American Funds to County Warrant Account T060.
 - Chief Amezaga noted this was a volunteer employee pension account. In speaking with legal, the district cannot have an interest bearing account so funds need to be moved into another fund. Volunteers have been paid; would like to consider moving the balance of funds to the County Warrant Account
 - Motion to transfer the funds from the Washington Federal and American Funds in the amount of \$126,000 or remaining balance to the County Warrant Account T060 made by Armando Castillo, second by David Valenzuela
 - Motion passed unanimously by verbal vote
8. NEW BUSINESS
- a. Discussion and possible action re: Approval of financial report as of December 2021.
 - Motion to approve financial report as of December 2021 made by Armando Castillo, second by David Valenzuela
 - Motion passed unanimously by verbal vote
 - b. Discussion and possible action re: Approval of Annual Report presented by Jeong Lizardi, P.C. representative David Barraza, CPA
 - David Barraza, CPA, representative of Jeong Lizardi, P.C. presented the annual financial statements with accountant's review report and the Annual Report with accountant's compilation report for Nogales Suburban Fire District as of June 30, 2021
 - Board acknowledged receipt of the annual financial statements and annual report



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- Ana Holman summarized the report noting expenditures prior to RRMFD taking over management were included in this report and one of the two leases was paid off prior to March 13th; however, liabilities went down and the second lease has been paid off. What was received by NSFD, 95% was used in managing by RRMFD; overall, NSFD is in a much better financial position.
- Motion to accept David Barraza's report on the financial statements made by Armando Castillo, second by David Valenzuela
- Motion passed unanimously by verbal vote
- Chairman Armando Castillo added approve financial statement with independent accountants' review report for year ended June 30, 2021 to motion, second by David Valenzuela
- Motion passed unanimously by verbal vote

RETURNED TO ITEM 6 a.

- c. Discussion and possible action re: City of Nogales Annexation effort.
 - Chief Amezaga noted the RRMFD Board has formed a subcommittee regarding the City of Nogales annexation causing NSFD to no longer exist. Looking at hiring a firm to assist with information and strategy. Would like an NSFD Board member to be part of this committee. Discussion regarding pros and cons of annexation, supporters and non-supporters, services, etc. Should the City continue with annexation, it will require both NSFD and RRMFD to work together against the annexation.
- d. Discussion and possible action re: Annual renewal of Volunteer Pension Plan with VFIS Insurance.
 - Policy was used to insure there was no mismanagement of the American Fund; however, the Board has voted to close the insured account, therefore, it will not be necessary to renew the policy if the account is closed by March 1, 2022
- e. Discussion and possible action re: Revision of RRMFD-NSFD Intergovernmental Agreement
 - Chief Amezaga noted at the beginning of the contract/management agreement the RRMFD Board directed him to identify issues, discrepancies, and problems with both districts. Lack of transparency noted especially with the American Funds account; RRMFD is currently managing funds even with stipulation of the 95% and 5%.
 - Motion under contract between NSFD to modify Section 5 consideration to read NSFD will allocate all funds from all sources available to RRMFD with attorney review to ensure that other aspects that would be affected by the contract are appropriately changed made by Armando Castillo, second by David Valenzuela
 - Motion passed unanimously by verbal vote
- f. Discussion and possible action re: Adoption of revised 2018 International Fire Code
 - State of Arizona has upgraded International Fire Code to 2018. Fire Marshall Cluff researched how to adopt a code for NSFD – cannot be below the state code, recommended matching RRMFD at 2018 but under NSFD to keep it as it's own entity. Reviewed code with Board members for the NSFD area; code adds protection to the businesses and community.
 - Motion to adopt the revised 2018 International Fire Code, second by David Valenzuela
 - Motion passed unanimously by verbal vote

9. FUTURE MEETING AGENDA ITEMS



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- Chief Amezaga would like to use the next meeting as the one year mark and recommends Board a new board chairman be elected
- Suggestion made to have next meeting changed to March 17, 2022 to allow time to receive and reconcile statements for presentation

10. ADJOURNMENT

- Motion to adjourn made by Armando Castillo, second by David Valenzuela
- Motion passed unanimously by verbal vote
- Adjourned at 8:22 p.m.

Dated this 14th day of March, 2022.

Nogales Suburban Fire District Board

Dora Madrid

Clerk of the Board