



MEETING MINUTES

The Fire Board of the Rio Rico Medical and Fire District (RRMFD) will met in regular session on Tuesday, November 23, 2021 at 5:30 p.m. held at Rio Rico Medical and Fire District administrative office, 822 Pendleton Drive, Rio Rico, AZ.

1. CALL MEETING TO ORDER

- Meeting is being recorded
- Meeting called to order by Frank Bejarano at 5:28 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD MEMBERS

- Present: Frank Bejarano, Michael Carlson, Dean Davis and Dora Urias
- Absent: Brad Beach

4. CALL TO THE PUBLIC

- None

5. CONSENT AGENDA

a. Approval of minutes

i. Regular Session of October 27, 2021 and Executive Session of October 27, 2021

- Motion to approve Regular Session minutes of the October 27, 2021 and Executive Session minutes of October 27, 2021 made by Michael Carlson, second by Dora Urias
- Motion passed unanimously by verbal vote

6. REPORTS AND CORRESPONDENCE:

MOVED TO ITEM 6 d ii

a. Fire Chief's report

i. Emergency calls summary: Total calls: 190 911/EMS 65 IFTs 72 Fire 3 Others 50

ii. Operational

1. Equipment, vehicle, station

- Station Clean up at all stations has been completed
- Old Equipment, vehicles and "junk" removed; items placed at NSFD station; assets will be sold at internal auction, external auction, donated or trashed
- Dump trailer purchased for District
- 2001 Chevrolet Silverado truck auctioned internally – sold for \$4,375

2. Training

- Fire/Rescue Training November 2, 9, 16, 23 and 30
- EMS Training November 12, Opioid and Treat and Refer; November 24 NREMTA Continuing Education
- First Due Training November 8, 10 and 18

3. Operations

- Deputy Chief Johnson retiring in December

4. Personnel

- Firefighter testing process conducted November 4th and 16th. 7 Reserve candidates tested for 3-4 positions of which 6 made the hiring list.
- Deputy Chief testing process will take place Dec 2; had two internal candidates, one has withdrawn their application

- Labor meeting – inquisitive on who will be getting full time positions. Union President Fielder-changes on the horizon with Deputy Chief leaving and filling available firefighter positions
5. COVID-19 Update
- 2 from operations currently out; 1 from Admin recovered and back at work
 - COVID IFTs increasing
 - 5 employees have taken booster shots
- b. Fire Marshal Report
- Report presented for October and November by Fire Marshal Cluff
 - NFIRS updated through September 2021
 - COVID-19 NFIRS updated through July 2021
 - Several webinars/trainings attended
 - No burn permits issued
 - Numerous plan reviews and inspections done
 - 8 fire calls during the 2 months
 - Presentation with Nogales Fire Marshal and RRMFD Fire Marshal to the SCC Board of Supervisors regarding flammable and combustible liquid storage and fire code violations.
 - Zoning requires conditional use permits with fire code required to be met
 - Halloween Trunk or Treat at Station 1 was a huge success
 - Holiday Toy and Food drive underway
 - Frank Bejarano suggested a public notice for fireplace/chimney safety
- c. Fire Board Report
- Mr. Carlson is attending the monthly Santa Cruz Nogales Chamber of Commerce meetings to meet people, understand what they do and how we may benefit. Names given to Chief for follow up for training with schools and Pima Community College
- d. Financial Report
- i. Presentation of Financial Reports up to October 31, 2021
 - Financial Reports presented by Ana Holman
 - Current Wildland profit \$255,000
 - Billing system down for three weeks due to ransom ware; however, no information was breached
 - Received today Phase 4 of the Cares Act Stimulus given out for PPE, loss of revenue and other expenses in the amount of \$61,012.96. Chief Amezaga commended Ana Holman as this is an extremely time consuming and tedious reporting process. RRMFD received the most money of any agency in the state.
 - ii. Annual Audit Report Presentation by Christy Sizer of Beach Fleischman
 - Hard copies of audit packet given to Board Members
 - Audit packet presented and reviewed with Board Members by Christy Sizer of Beach Fleischman

RETURNED TO ITEM 6 a following Beach Fleischman presentation
- e. Customer Appreciation
- Fire Marshal Cluff noted a friend of his contacted him regarding Alfonzo Cortinas and Oscar Berrellez and to express her thanks. Her child was having difficulty breathing and went into respiratory arrest and they brought her back. Crew went to check on baby after being released from the hospital

7. OLD BUSINESS

- a. Discussion and possible action re: Approval of PSPRS amended Pension Funding Policy.
 - PSPRS is requiring an amended policy with updated numbers from the actuarial report annually
 - Motion to approve this year's PSPRS amended pension funding policy as presented in this presentation made by Dean Davis, second by Michael Carlson
 - Motion passed unanimously by verbal vote
- b. Discussion and possible action re: COVID vaccinations for RRMFD employees
 - Chief Amezaga noted at the last Board meeting there was discussion and decision to not take action mandating the vaccine; however, there was discussion for an incentive to encourage employees to get the

vaccinations with the recommendation to work under CDC guidelines. If a vaccinated employee were to have COVID positive related symptoms, the District would not charge the individual sick time for up to 14 days. Discussion regarding booster and current vaccination terms; documented exemptions (from Primary Care physician to District appointed physician), valid clinical testing process and results and proof of vaccination.

- Dean Davis motioned as an incentive to promote overall vaccination for the employees, we provide up to 14 calendar days of sick leave for individuals who are current with their vaccination status specific to COVID effective immediately with written policy available by next meeting. Second by Dora Urias
- Motion passed unanimously by verbal vote
- c. Discussion and possible action re: 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.

MOVING TO NEW BUSINESS 8 – to allow attendees completion of meeting information prior to Executive Session

- Motion to move from regular session to executive session made by Michael Carlson, second by Dean Davis
- Motion passed unanimously by verbal vote
- Moved to executive session at 7:28 p.m.
 - i. This is a continuation of previous discussion related to Chief Amezaga’s contract
 - ii. Note: The Chairperson will confirm Chief Amezaga received at least 24 hours notice
 - iii. Note: Executive Sessions are confidential pursuant to A.R.S. section 38-431.03 (C).
Anything discussed within an Executive Session is to remain within Executive Session.
Violation could lead to civil penalties pursuant to A.R.S. 38-431.07(A)
 - iv. Note: No action is taken during an Executive Session. Any action taken by the Board will take place during an open meeting.
 - Returned from executive session at 8:15 p.m.
 - Motion to give permission to have Michael Carlson look into the NSFD financials for funding administrations services rendered and future services made by Frank Bejarano, second by Dean Davis
 - Motion passed unanimously by verbal
 - Motion to amend Chief Amezaga’s contract 8b - to remove educational tuition reimbursement and stipulation for degree and add Board authorizes the Chief to take any courses/classes that will directly benefit his role as Chief of the RRMFD made by Michael Carlson, second by Frank Bejarano
 - Motion passed unanimously by verbal vote to remove

8. NEW BUSINESS

- a. Discussion and possible action re: Approval of financial reports for October 2021.
 - Motion to approve financial reports for October 2021 made by Michael Carlson, second by Dean Davis
 - Motion passed unanimously by verbal vote
- b. Discussion and possible action to approve Audit Presentation by Beach Fleischman
 - Motion to approve the Beach Fleischman audit for 2021 made by Dean Davis, second by Michael Carlson
 - Motion passed unanimously by verbal vote
- c. Discussion and possible action re: Approval to retrofit donated SCBA (10) masks to be identical to the Scott SCBAs in the amount of up to \$15,890.00
 - Chief Amezaga noted there is an error in the description, they are not SCBA masks they are SCBAs donated my MES. RRMFD currently short on SCBAs; MES donated SCBAs at no cost (originally \$5500 each) however, updates needed to retrofit and hydrotest for our system
 - Motion to approve up to \$16,000 for the retrofit of the donated SCBAs tanks so they will be identical to the Scott SCBAs, payment to come from the Capital Reserve account made by Michael Carlson, second by Dean
 - Motion passed unanimously by verbal
- d. Discussion and possible action re: Appointment of subcommittee for review of performance ratings, evaluation process and compensation

- Michael Carlson noted this is a follow up of discussions with respect to performance reviews for all fire district staff to try and bring the performance ratings in line so that we have a structure to potentially lead to more of a meritocracy with respect to payroll increases and may have a potential number of implications. Put together a committee to work through this to address all the unintended consequences and get a process that is fair and appropriate for the District. Committee would need to include Chief Amezaga, Ana Holman, RJ Rodriguez.
 - Discussion amongst attendees regarding level of consistency; challenging and committee overstepping boundaries as Board members as Operations item-needs to be kept at the policy level; develop internally and bring to Board for approval due to level of job performance, key points and expectations and differences between suppression and non suppression. Dean Davis volunteered to be on the committee
 - Frank Bejarano suggested review of evaluation process for Chief's evaluation, Captain's process for evaluation for their personnel. Requested DC Johnson's written feedback on his process and recommendations
- e. Discussion and possible action re: Review and update of the NSFD IGA
- Chief Amezaga gave a review of running NSFD since March, 2021 as the Chief of two Districts, dealing with two Boards; the challenges faced with restricted decision making (cannot do at NSFD what he can do at RRMFD) without Board approval and financial stipulation of the 95% and 5%. Verbiage added at the NSFD Board meeting authorizing Chief Amezaga to spend up to \$10,000 without Board approval for service contracts and repairs. In reviewing financials, monies located that RRMFD didn't know NSFD had (not hidden-just the way it was managed). District created a retirement account for their volunteer employees; Ana Holman has worked with an NSFD Board member and Carlos Parra to figure out the account. Employees who should receive monies have been issued checks; however, there is \$102,000 in one account and \$15,000 in the other not earmarked for retirement. Districts not allowed to have monies in an account earning money; would like to place funds in a Capital Reserve account for NSFD. Discussed with District attorney who recommended the Board ratify the agreement that RRMFD manages 100% of the funds. Both Boards will need to ratify. NSFD Board did not know about the funds; Ana Holman and Chief Amezaga have addressed the NSFD Board and suggested the funds be placed in a Capital Replacement/Reserve account. Reviewed verbiage in current agreement regarding funds and percentages.
 - Motion under our contract with NSFD to modify Section 5 consideration to read NSFD will allocate all funds from all sources available to RRMFD with attorney review to insure that other aspects that would be affected by the contract are appropriately changed made by Dean Davis, second by Dora Urias
 - Motion passed unanimously by verbal vote
 - Ana Holman suggested merging to alleviate challenges and inconveniences

9. FUTURE MEETING AGENDA ITEMS

- Next Board Meeting December 29, 2021 5:30 p.m.
 - Discussion of possibly changing meeting date to the 22nd; decision to keep as scheduled on the 29th
- Dean Davis made comment earlier in the meeting regarding the sign at Station 1 which George Cluff will follow up on contacts for project

10. ADJOURNMENT

- Motion to adjourn made by Dora Urias, second by Michael Carlson
- Motion passed unanimously by verbal vote
- Meeting adjourned at 8:20 p.m.

Dated this 29 day of Dec, 2021.

Rio Rico Medical & Fire District Elected Official

Brad Beach,  Clerk of the Board