



## MEETING MINUTES

The Fire Board of the Rio Rico Medical and Fire District (RRMFD) met in regular session on Wednesday, November 29, 2023 at 5:30 p.m. The meeting was 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 at 5:30 p.m. by Brad Beach
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF BOARD MEMBERS
  - Present: Brad Beach, Frank Bejarano, Michael Carlson, Hank Thysell and Dora Urias
4. CALL TO THE PUBLIC
  - None
5. CONSENT AGENDA
  - a. Approval of minutes
    - i. Regular Session and Executive Session of November 2, 2023
      - Motion to approve the minutes of the Regular Session and Executive Session of November 2, 2023 made by Frank Bejarano, second by Dora Urias
      - Motion passed unanimously by verbal vote
6. REPORTS AND CORRESPONDENCE:
  - a. Correspondence
    - None
  - MOVED TO 6 e. ii. Annual Audit Report Presentation by BeachFleischman
  - b. Fire Chief's Report
    - Fire Chief power point report presented by Chief Adam Amezaga. Copy of report on file and posted on the District website.
    - i. Emergency calls summary
      - Question brought up regarding illegal burns. Fire Marshal Cluff stated the illegal burn fire would be put out and information given regarding burn permits. Should it continue or property damage is involved, the information would be reported to law enforcement for follow up and possible citation. State Fire Marshal's office looking into additional enforcement actions.
    - ii. Operational
      1. Equipment, vehicle, station
      2. Training
      3. Operations
      4. Personnel
- c. Fire Marshal Report
  - Fire Marshal report presented by Fire Marshal George Cluff. Copy of report on file and posted

on the District website.

d. Fire Board Member Report

- Board Member Hank Thysell noted he had been on the RRMFD Facebook page which is very well done and has lots of information. Kudos to the committee
- Board Member Hank Thysell attended the NSFD special meeting regarding the annexation of Las Colinas. Signatures still needed to complete annexation
- Brad Beach commended the outstanding job getting our presence out in the community

e. Financial Report

i. Presentation of Financial Reports up to October 31, 2023

- Financial Reports through October 31, 2023 presented by Ana Holman
- Tax revenue collection high in October
- Frank Bejarano questioned ambulance billing comparison – compared to two years prior, revenue higher due to COVID and wildland income included in revenue; collections at 53% due to write offs
- Wildland incentive now includes \$50 per day for individuals out on wildland assignment

ii. Annual Audit Report Presentation by BeachFleischman

- Ana Fernandez presented the audit report for the annual audit of July 1, 2022 through June 30, 2023. Summarized audit results; required communications, financial statements and internal controls. No disagreements with management-pleasure working with Ana and her team. Limited segregation of duties due to number of staff requires oversight by the Board for Review of financials
- Ana Holman clarified the draft letter was not printed so it was not provided to the Board members, only the presentation handout was distributed
- Michael Carlson and Brad Beach thanked Ana Fernandez and the BeachFleischman team for their thoroughness.

RETURNED TO Fire Chief Report 6 b.

7. OLD BUSINESS

a. Discussion and possible action re: Revising previously approved motion approving purchase of two Ford ambulances in the amount of \$170,000.00 plus applicable taxes to the amount of \$237,956.04 plus applicable taxes.

- i. This is a continuation of previous discussion related to the purchase of two Ford ambulances
- Chief Amezaga noted the ambulances are at the facility waiting to be delivered; received VIN but never a final cost (per ambulance) – roughly \$15,000 additional per unit plus expense to outfit units to put into service
  - Ana Holman noted applicable taxes have already been calculated in the \$237,956.04 amount
  - Motion to approve the increase from \$170,000 to \$237,956.04 for the two ambulances providing up to a 15% variance made by Michael Carlson, second by Hank Thysell
  - Motion passed unanimously by verbal vote

b. Discussion and possible action re: COVID Policy

i. This is a continuation of previous discussion related to the COVID Incentive Program Policy

- Brad Beach began the discussion reading the current policy and noting COVID is no longer a pandemic, now an endemic; spoke with federal agencies, school boards and other fire district regarding their policies-all utilize employee sick leave for illness and follow CDC guidelines regarding quarantine; violation of privacy requiring information on vaccinations – healthcare choices should be left to the patient and their doctor, not their employer, expense to employers to pay for COVID time off, googled what diseases most affect fire personnel- mental health

and cardiovascular. Should continue protocols of CDC recommendations and other related protocols be at the Chief's direction

- Frank Bejarano noted at Mariposa employees use sick time for COVID as it is similar to the flu, clinic mandates flu shots yearly, understands the potential risk in the environment. Agrees it is not a pandemic but an endemic. Should you become sick with COVID, need to understand it can be transmitted and use common sense, quarantine and stay home.
- Ana Holman noted originally the government made it mandatory to pay employees for COVID sick time; however, the pandemic ended and government withdrew rules and funding
- Hank Thysell commented his son took booster shot, got COVID, quarantined, returned to duty and got COVID again.
- Dora Urias agreed with Brad regarding sick time being used when sick – what sick leave is for
- Michael Carlson noted news broadcasts are stating parts of the country are requiring mask use due to different variants of COVID and CDC is asking us to use masks; understands some variants have become less problematic; generally our patients are compromised and more susceptible to infection; if vaccines limit the transmission of infection feels our personnel should be vaccinated in. If the entire department were to come down with COVID the cost would be a fair amount of money.
- Brad Beach noted if vaccinated or not, you can still transmit the virus and still become sick, symptomatic or not
- Frank Bejarano noted there is protocol – wear a mask, gloves, etc. use common sense
- Motion to remove the COVID incentive program which states that the employee shall be paid but will not be required to use their accrued sick leave or EPST for the duration of time required due to COVID made by Brad Beach, second by Dora Urias
- Motion passed with 4 ayes and 1 nay (Michael Carlson)

MOVED TO New Business 8 a.

- 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
  - i. Note: The Chairperson will confirm Chief Amezaga received at least 24 hours notice
    - Confirmed notice received by Chief Amezaga
  - ii. Note: Executive Sessions are confidential pursuant to A.R.S. section 38-431.03(C)  
Anything discussed within Executive Session is to remain within Executive Session
  - iii. Note: No action is taken during an Executive Session. Any action taken by the Board will take place during an open meeting
  - iv. This is a continuation of previous discussion related to the personnel matter
    - Entered Executive Session at 7:17 p.m.
    - Returned to Regular Session at 7:28 p.m.
    - Chairperson read “Note i., ii. and iii.
    - Motion to approve new Fire Chief evaluation form made by Brad Beach, second by Hank Thysell
    - Motion passed unanimously by verbal vote

## 8. NEW BUSINESS

- a. Discussion and possible action re: Approval of financial reports for October, 2023.
  - Motion to approve financial reports for October, 2023 made by Michael Carlson, second by Dora Urias
  - Motion passed unanimously by verbal vote
- b. Discussion, review and possible action re: Adoption of revised Ambulance Billing Policy

- Motion to adopt revised Ambulance Billing Policy which was sent to all us made by Michael Carlson, second by Dora Urias
- Ana Holman noted nothing was changed in the policy, just needs revision every two years
- Motion passed unanimously by verbal vote
- c. Discussion and possible action re: Approval of Audit Presentation by BeachFleischman
  - Motion to approve the Audit Presentation by BeachFleischman made by Dora Urias, second by Michael Carlson
  - Motion passed unanimously by verbal vote
- d. Discussion and review re: December election of Chair and Clerk of the Board for one-year term effective January, 2024
  - Chief Amezaga noted no action required just a heads up for next month

RETURNED TO Old Business 7 c.

9. FUTURE MEETING AGENDA ITEMS

- a. Next Board Meeting December 27, 2023 5:30 p.m.
  - Belated Birthday wishes for Michael Carlson

10. ADJOURNMENT

- Meeting adjourned at 7:30 p.m. by Brad Beach

Dated this 3rd day of JANUARY, 2024.

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

*Dora Urias*, *Dora Urias* Clerk of the Board