



MEETING MINUTES

The Fire Board of the Rio Rico Medical and Fire District (RRMFD) met in regular session on Wednesday, August 30, 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 by Brad Beach at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD MEMBERS

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

4. CALL TO THE PUBLIC

- None

5. CONSENT AGENDA

a. Approval of minutes

i. Regular Session July 26, 2023.

- Motion to approve minutes of the regular session of July 26, 2023 made by Michael Carlson, second by Dora Urias
- Motion passed unanimously by verbal vote

6. REPORTS AND CORRESPONDENCE:

a. Correspondence

- Message from the Mayor of Nogales to Fire Marshall Cluff and the District thanking them for their participation in the 4th of July parade
- Thank you note from Mary Kotnour thanking Antonio Sanchez, Don Redman and Jose Trevino for putting up plexiglass over her broken window

MOVED TO ITEM 8 j.

b. Fire Chief's Report

i. Board Member Recognition

- Chief Amezaga noted Dean Davis served as a District Board member for 13 years. Each of the Board members spoke regarding Dean's commitment; support; decision making; guidance; mentorship; leadership; knowledge and encouragement and the pleasure of having him as part of the Board. Plaque presented by Brad Beach for years of dedicated service. Dean Davis acknowledged how proud he is of the District, how far we have come; quality of employees and the level we have reached – equipment and personnel are top notch. Proud to have been a part of it.
- Fire Chief power point report presented by Chief Adam Amezaga. Copy of report on file and posted on website

- ii. Emergency calls summary
- iii. 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 website
- d. Fire Board Member Report
 - Brad Beach went by the “Stop the Bleed” training for bus drivers. Good training, working hand in hand. Also stopped by each station and suggested other Board members do the same
 - Michael Carlson noted he has been in contact with State Representatives, Senator’s staff and county supervisors and personnel regarding public safety concerns, recruitment and hiring and possible county wide sales tax. Good progress made with initial meetings
- e. Financial Report
 - i. Presentation of Financial Reports up to July 31, 2023
 - Financial Reports presented by Ana Holman
 - Financial audit September 25th to 29th
 - ARPA funds documentation submitted, accepted and approved for payment - \$135,000

7. OLD BUSINESS

- a. Discussion and possible action re: Revising previously approved motion approving purchase of audio video equipment for Station 2 in the amount of \$62,391.08 plus a 10% variance to \$71,708.23 to be paid from Proposition 207, Smart and Safe funds
 - i. This is a continuation of previous discussion related to the approval of purchasing audio video equipment for Station 2
 - Motion to approve revising previously approved motion approving purchase of audio video equipment for Station 2 in the amount of \$62,391.08 plus a 10% variance to \$71,708.23 to be paid from Proposition 207, Smart and Safe funds made by Michael Carlson, second by Frank Bejarano
 - Motion passed unanimously by verbal vote
- b. Discussion, review and update re: Expansion of RRMFD CON Ambulance Boundaries
 - i. This is a continuation of previous discussion related to the Expansion of RRMFD CON Ambulance Boundaries
 - Chief Amezaga updated the Board. He has reached out to the City of Nogales and has been given the run around. Spoke with City Manager, Roy Bermudez, who said the issue will be addressed
- c. Discussion, review and update re: Annexation of unincorporated areas to the south and southeast not currently in RRMFD current boundaries within Santa Cruz County.
 - i. This is a continuation of previous discussion and motion related to the annexation of unincorporated areas to the south and southeast not currently in RRMFD current boundaries within Santa Cruz County
 - Chief Amezaga noted he had received approval from the board to move forward; Louis Chaboya was hired and has been working with the Arizona Medical and Fire Authority. Suggestion has been made to formalize the merger with NSFD to move forward

8. NEW BUSINESS

- a. Discussion and possible action re: Approval of financial reports for July 2023.

- Motion to approve financial reports for July 2023 made by Dora Urias, second by Frank Bejarano
 - Motion passed unanimously by verbal vote
- b. Discussion and possible action re: Approval for purchase of Security Door Access Controls for Station #3 from Sentry Fence Builders in the amount of \$20,727.00 to be paid from Capital Replacement funds. Originally approved on 2023-2024 Budget in the amount of \$29,775.00
- Chief Amezaga noted this item was already approved; however, due to amount (over \$10,000) asking for approval. Sentry Fence quote was a substantial savings. There would be a monthly charge for monitoring only if Sentry Fence were to monitor. RRMFD will monitor in house.
 - Motion to amend approval for purchase of Security Access Controls for Station #3 from \$29,775.00 to \$20,727.00 with a 10% variance to be paid from Capital Replacement funds made by Frank Bejarano, second by Michael Carlson
 - Motion passed unanimously by verbal vote
- c. Discussion and possible action re: Approval of SOG for Wildland Incidentals Allowance of \$50 per day per employee to be funded by the revenue from the equipment contract
- Chief Amezaga addressed the Board noting RRMFD has been buying equipment and investing in wildland. Personnel have addressed Chief Amezaga and Ana Holman regarding an incentive to go out for wildland. This SOG is the result of a group effort to bring forth a win win situation- \$50 daily when deployed. Ricardo Ugarte, Union President, thanked the Board for their consideration in changing how personnel will look at wildland. Positive for the District and personnel. Brad Beach agreed it would be a great incentive
 - Motion to approve SOG for Wildland Incidentals Allowance of \$50 per day per employee to be funded by the revenue from the equipment contract retroactive to August 1, 2023 made Michael Carlson, second by Dora Urias
 - Motion passed unanimously by verbal vote
- d. Discussion, review and possible action re: Adoption of revised PSPRS Funding Policy
- Ana Holman noted the state is requesting the update by September 1, 2023. Originally had included waiting for Station 1 to be funded. Revision would remove Station 1 clause.
 - Motion to adopt the revised PSPRS Funding Policy as presented made by Dora Urias, second by Michael Carlson.
 - Motion passed unanimously by verbal vote
- e. Discussion, review and possible action re: Bond Budget report
- Ana Holman presented the General Obligations Bonds Plan for Expenditure of Bond Proceeds; original bond is \$1,820,000; accumulated expense is \$186,202; variance of \$1,346,298. Bond proceeds must be spent prior to the 3rd anniversary from date of issue – March 15, 2026. Training Center improvement has been modified.
 - No action required by the Board – Information only
- f. Discussion, review and possible action re: To remove preapproved expenses from the Capital Replacement account as per presentation
- Chief Amezaga and Ana Holman worked on preapproved expenses. Projects were more wants than needs; able to adjust values. Michael Carlson commended effort made by Chief Amezaga and Ana Holman
 - Motion to approve removal of preapproved expenses from the Capital Replacement as presented made by Frank Bejarano, second by Michael Carlson
 - Motion passed unanimously by verbal vote
- g. Discussion, review and possible action re: District fees for services

- Chief Amezaga noted Fire Marshal fees first to come for review; wildland fees will be updated next year, training fees for use of room and equipment will be reviewed next. Wants to be comparable with other districts. Fees haven't been reviewed since 2017
 - Fire Marshal Cluff noted there are more and different types (firewalls; hoods, etc.) of inspections and re-inspections being required. Fee schedule reviewed with current and proposed fees
 - Motion to approve District fees for services as presented effective immediately made by Michael Carlson, second by Frank Bejarano
 - Motion passed unanimously by verbal vote
- h. Discussion, review and possible action re: Merging NSFD with RRMFD
- Chief Amezaga stated the recommendation is to move forward. Original obstacle was the tax rates which are now the same. Time to look at the process and possibly bring in a consultant for guidance in merging.
 - Motion to have Chief Amezaga move forward with investigating the merging of NSFD with RRMFD including the use of a consultant made by Michael Carlson, second by Dora Urias.
 - Motion passed unanimously by verbal vote
- i. Discussion and possible action re: Approval of IGA for "On Call Chief Officer" between RRMFD and Sonoita-Elgin Fire District (SEFD)
- Chief Amezaga stated at a recent Chief's meeting, Sonoita Elgin Chief commented they would not be promoting due to financial constraints. Would be interested in an IGA (formal agreement) to have senior personnel from neighboring districts manage in absence of Chief (paying for services). Discussion included costs, liability, workers compensation, hold harmless clause. Chief Guerrero from Tubac noted he was having legal review the contract due to areas of liability and language in IGA. Chief Amezaga suggested the Board approve tentatively; both DC and BC are interested in participating.
 - Item tabled to allow for legal review.
- j. Discussion and possible action re: Approval of Right of Entry Agreement between RRMFD and UNS Electric, Inc. for the Rio Rico to Harshaw 138 Kilovolt (kV) Transmission Line
- Chief Amezaga informed the board regarding request for right of entry on RRMFD property for transmission line project (Rio Rico to Harshaw) and study sessions. Doyle Hawkins, Right of Way agent, reviewed agreement, discussed the project, safety concerns and the studies required. Project will start in Rio Rico at a switch yard and go the Hermosa mine exploration project, (driven by Arizona Minerals, Inc. a subsidiary of South 32).
 - Motion to approve Right of Entry Agreement between RRMFD and UNS Electric, Inc. for the Rio Rico to Harshaw 138 Kilovolt (kV) Transmission Line made by Brad Beach, second by Michael Carlson.
 - Motion passed 3 ayes (Frank Bejarano, Michael Carlson and Dora Urias) 1 nay (Brad Beach)
- RETURNED TO ITEM 6 b.
- k. Discussion and possible action re: Appointment of Board Member to fill empty seat of Dean Davis
- Ana Holman stated the vacancy needs to be announced and post the notice in the newspaper, on the website and at posting sites requesting a letter of interest from those interested. Deadline for submissions would be September 22, 2023 with possible discussion at the next Board meeting. Position needs to be filled 90 days from date of resignation, October 25, 2023
- l. Discussion and possible action re: Evaluation form/information for Chief Amezaga
- Brad Beach would like the Board to review and update current evaluation form used for Chief Amezaga suggesting specific areas of review; objectives, self evaluation and goals. Asked Board members to write out recommendations and Chief Amezaga to obtain evaluation information from other departments to bring to the next meeting.

- Chief Amezaga requested information be discussed in an Executive Session
- m. Discussion and review re: CAD and AVL mapping for tracking of ambulances
 - State mandated tracking required by January 2024. Chief Guerrero met with Motorola and the Sheriff's Department verifying implementation with current dispatching. Looking at group pricing with other Districts. Initial costs approximately \$28,000 plus annual licensing. Switching venues would cost \$28,000 to \$38,000 plus unit charges, equipment – approximate total cost \$90,000.

9. FUTURE MEETING AGENDA ITEMS

a. Next Board Meeting September 27, 2023 5:30 p.m.

- Happy Birthday wished to Frank Bejarano
- Suggestion made regarding possible candidate interviews, to have a shorter meeting agenda
- Brad Beach queried Fire Marshal Cluff regarding Maui Fires and water pressure concerns. Fire Marshal noted hydrants are tested, resources available through tanks and tenders from District and neighboring Districts

10. ADJOURNMENT

- Meeting adjourned by Brad Beach at 8:07 p.m.

Dated this 27TH day of SEPTEMBER, 2023.

Rio Rico Medical & Fire District Elected Official

Dora Urias,  Clerk of the Board

