



Rio Rico Medical & Fire District

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MEETING MINUTES

The Fire Board of the Nogales Suburban Fire District met in regular session on Thursday, September 9, 2021 at 5:30p.m. at Nogales Suburban Fire District station #2, 80 Old Tucson Rd. Nogales, AZ.

1. CALL MEETING TO ORDER
 - Meeting is being recorded
 - Meeting called to order by Armando Castillo at 5:40 p.m.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF BOARD MEMBERS
 - Present: Dora Madrid, David Valenzuela and Armando Castillo
 - Also present: Fire Chief Adam Amezaga and Ana Holman, Admin. Manager
4. CALL TO THE PUBLIC
 - None
5. CONSENT AGENDA
 - a. Approval of minutes
 - i. Regular Session of July 15, 2021
 - Motion to approve the minutes of the regular session of July 15, 2021 made by Dora Madrid, second by David Valenzuela
 - Motion passed unanimously by verbal vote
6. REPORTS AND CORRESPONDENCE: The governing body may propose, discuss, deliberate, or take legal action on this matter unless that specific matter is identified on the agenda. Therefore, action taken as a result of a report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.
 - a. Fire Chief's report
 - i. Emergency calls summary:
 - Total calls: 30 Fire 1 EMS 21 Others 8
 - ii. Operational
 1. Equipment, vehicle, station
 - Station 2 weeds done; Station 1 weeds and land maintenance being done by Jose Orozco
 - Engine 624 – air conditioning being worked on; damaged wires behind dash and replacement of tires
 - Switching lighting to LED to reduce energy consumption
 2. Training
 - Fire Training every Tuesday, DPS Training (bomb threats), EMS Training. Zoll Ventilator training, ACLS and PALS Training; BLS and CPR recertification
 3. Operations
 - Antonio Sanchez, Mike Fielder and Jorge Hernandez promoted to Captain
 - Wildland crews in Montana and California
 - COVID Delta Variant – Dr. Pereira and Dr. Williams will be presenting

educational information to the crews

- Annexation banners have been placed at the stations

a. Fire Board Report

- No Report

b. Financial Report

i. Presentation of Financial Reports up to August 31, 2021.

- Reports presented by Ana Holman
- Chase Bank account closed two days ago; check will be sent and funds deposited to the warrant account
- Accounts 57 and 59 closed
- David Peraza contacted regarding the Annual Financial Reports. Reached out to RRMFD audit firm; however, it would be approximately \$11,000; Lizardi cost is approximately \$5,000. This amount could be less as accounts are current and balanced. Awaiting proposal.
- Ana Holman reviewed Real Estate Tax Levi Cap, Commercial Tax Assessment Ratio and the Fire District Tax Rate Cap Adjustment.
- June 2021 Financial report reviewed with additional reconciled accounts highlighted

7. OLD BUSINESS:

a. Discussion and possible action re: Volunteer Pension Fund Committee findings report.

i. Presented by former Fire Chief Carlos Parra per added 8 hours of contracted consulting services.

- 8 hours approved for contractual consulting services; invoice received for 10 hours.
- Motion to stand at the eight hours for consulting services made by Dora Madrid, second by David Valenzuela
- Motion passed unanimously by verbal vote

b. Discussion and possible action re: Approval of financial report for June 2021.

- Motion to approve June 2021 financial report made by Dora Madrid, second by David Valenzuela
- Motion passed unanimously by verbal vote

c. Discussion re: Closure of Chase bank account used to pay payroll tax liabilities.

- Approved last session. Item should have been removed from the agenda.

d. Discussion and possible action re: Update on replacement of air conditioning unit at Station 2

i. Discussion on account payment authorization to Leyva Refrigeration LLC.

- Work has been completed; no additional charges, \$6,500 as agreed. Need direction on which account is to be used for payment.
- Motion to pay Leyva Refrigeration LLC invoice of \$6,500 from the Washington Federal account made by Dora Madrid, second by David Valenzuela
- Motion passed unanimously by verbal vote

e. Discussion and possible action re: Presentation of Board Policies and Procedures.

- Additional time needed for review. Chief Amezaga requested item be tabled

f. Discussion and possible action re: Presentation of Financial Policies and Procedures.

- Additional time needed for review. Ana Holman requested item be tabled.

8. NEW BUSINESS

a. Discussion and possible action re: Approval of financial report for August 2021.

- Motion to approve financial report for August 2021 made by Dora Madrid, second by David Valenzuela
- Motion passed unanimously by verbal vote

b. Discussion and possible action re: NSFD response plan to annexation effort from the City of Nogales.

- City of Nogales is still wanting to annex; however, no motion has been filed. Once a motion is filed, it will be necessary to band together to combat annexation
- General consensus of Board is they do not favor annexation

c. Discussion and possible action re: Transfer of funds from Washington Federal to County Warrant Account T060.

- Discussion of minimal number of checks outstanding on the account; preference to have the checks kept at RRMFD Station 3 for pick up by the payees; account usage, minimum balance and closure.
- Motion to have Chief Parra deliver the 3 outstanding checks to Ana Holman of RRMFD for pick up by the payee made by Dora Madrid, second by David Valenzuela
- Motion passed unanimously by verbal vote

d. Discussion and possible action re: Upgrade to LED lighting at Station #1 -558 Hwy 82- to save and conserve energy.

- EnComm Consultants, LLC quote to change fluorescent bulbs to LED at Station 1 in the amount of \$2,574.31 with an incentive of \$842.06 for a balance of \$1,732.25. Cost and energy savings.
- Motion to have EnComm Consultants, LLC do the work as quoted in the amount of \$1,732.25 made by David Valenzuela, second by Dora Madrid
- Motion passed unanimously by verbal vote
- To be paid from the Washington Federal account

9. FUTURE MEETING AGENDA ITEMS

- Review of Employee Pension account and distribution; starting of contingency fund and capital replacement fund

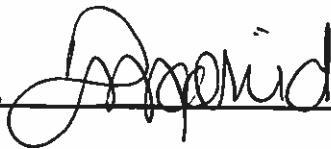
10. ADJOURNMENT

- Motion to adjourn at 7:02 p.m made by Dora Madrid, second by David Valenzuela
- Motion passed unanimously by verbal vote
- Meeting adjourned at 7:02 p.m.

Dated this 18 day of November, 2021.

Nogales Suburban Fire District Board

Dora Madrid,



Clerk of the Board

