



Rio Rico Medical & Fire District

822 Pendleton Dr. • Rio Rico • Arizona • 85648
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MEETING MINUTES

The Fire Board of the Nogales Suburban Fire District (NSFD) met in regular session on Thursday, July 15, 2021 at 5:30p.m. 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 Armando Castillo at 5:47 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD MEMBERS

- Present: Armando Castillo, Dora Madrid and David Valenzuela

4. CALL TO THE PUBLIC

- None

5. APPOINTMENT OF RIO RICO MEDICAL AND FIRE DISTRICT FIRE CHIEF ADAM AMEZAGA AS FIRE CHIEF OF THE NOGALES SUBURBAN FIRE DISTRICT.

- Motion to appoint Fire Chief Adam Amezaga Chief of the Nogales Suburban Fire District, Rio Rico Medical and Fire District made by Dora Madrid, second by David Valenzuela

- Motion passed unanimously by verbal vote

a. Oath of the Office

- Fire Chief Adam Amezaga took the oath of office and was sworn in by Armando Castillo as the Chief of the Nogales Suburban Fire District

6. CONSENT AGENDA

a. Approval of minutes

i. Regular Session of May 13, 2021

- Motion to approve the minutes of the May 13, 2021 session made by Dora Madrid, second by David Valenzuela
- Motion passed unanimously by verbal vote

- MOVING TO ITEM 9b due to technical difficulties

7. REPORTS AND CORRESPONDENCE:

a. Fire Chief's report

i. Emergency calls summary:

Total calls: 36 Patagonia Lake: 3; Fires: 4, 911/EMS: 24 and Others: 5

ii. Operational

1. Equipment, vehicle, station

- Suburban E624 – miscellaneous maintenance to brakes, ladder rack, AC; pump packing; coolant added and system pressure tested
- Rescue 624 – Freon added to AC and rear shock mount repaired
- Station 1 - Maintenance and repairs to bay doors
- Station 2 – A/C Unit in need of repair/replacement (see agenda item below)

2. Training

- EMS trainings – on line platform
- Minimum Company Trainings
- AZ Redi Training & update for Telemedicine
- E520 training for wild land response



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3. Operations

- Mike Fielder and Antonio Sanchez promoted to Captain
- Seth Hodgeson completed TRT Specialist training
- Capt. Ibarra and FF Ringston in Paramedic School
- Carl Maré hired as EMS Coordinator
- Victor Azukas hired as Engine Boss
- “No Annexation Banner” being placed throughout NSFD area. Chief Amezaga would like Board to create a letter for NSFD residents regarding annexation
- COVID 19 Update – No operations or Admin staff out on sick leave
 - No COVID transports
 - Concern regarding Delta variant and increase of cases
 - Vaccinations still available through Mariposa Clinic
- In Memory: NPD Officer Jeremy Brinton; Granite Mountain Hotshots
NWFD Jeff Piechura

- Motion to accept Fire Chief report made by Dora Madrid, second by David Valenzuela
- Motion passed unanimously by verbal vote

b. Fire Board Report

- This section is for Board members to present updates/information on actions taken

c. Financial Report

- Presentation made by Ana Holman - County will be consolidating the Bond Interest Account T057-2063 in the amount of \$10.13 and Miscellaneous Account T059-2063 in the amount of \$.53 into the Operational Account T060-2063

d. Presentation of Financial Reports up to June 30, 2021.

- Financial Reports through June 30, 2021 presented by Ana Holman

8. OLD BUSINESS

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

- Committee presented findings on the Volunteer Pension Funds
- Committee recommends 457 plan statements be directed to beneficiaries; other plan statements addresses should be changed to NSFD business address
- Recommends Volunteer Pension Account balance (funded, owned and managed by NSFD) be used to pay expenses (accounting and services) with balance placed into a contingency fund and capital replacement fund
- Motion to change the mailing address on the Washington Federal account to 558 Highway 82, Nogales, Az., 85621, made by Armando Castillo, second by Dora Madrid.
- Motion passed unanimously by verbal vote
- Motion to contract the services of consultant from Chief Carlos Parra for invoice presented for working on the pension for Nogales Suburban Fire District #2 of 60 hours at \$15.00/per hour, in addition to 8 hours more for having pension statements being mailed directly to the individuals who have funds remaining in the 457 American Funds account, second by David Valenzuela
- Motion passed unanimously by verbal vote
- Motion to approve payment to Jeong & Lizardi for the services of David Barraza on the Volunteer Pension plan for services rendered, assistance with reconciliation of the pension accounts and related conferences in the amount of \$965.00, second by David Valenzuela



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- Motion passed unanimously by verbal vote
 - Motion to remove Fire Chief Carlos Parra as trustee from the American Funds Volunteer Pension account and adding Board Member Armando Castillo as the new trustee American Funds Volunteer Pension account to further assist with the reconciliation of the pension account, second by David Valenzuela
 - Motion passed unanimously by verbal vote
9. NEW BUSINESS
- a. Discussion and possible action re: Approval of financial report for June 2021.
 - Motion to table approval of the financial report for June, 2021 until final numbers received made by Armando Castillo, second by David Valenzuela
 - Motion passed unanimously by verbal vote
 - b. Discussion and possible action re: Closure of Chase bank account used to pay payroll tax liabilities.
 - Current balance of account is \$78.64. Monthly service charge is \$8.00.
 - Motion to close Chase Bank account 936802750 made by Armando Castillo, second by Dora Madrid
 - Motion passed unanimously by verbal vote
 - Motion to amend previous motion to close Chase Bank account in the amount of \$78.64 and deposit proceeds to the T60 warrant account made by Dora Madrid, second by Armando Castillo
 - Amended motion passed unanimously by verbal vote
 - c. Public Hearing re: Nogales Suburban Fire District year 2021-2022 budget.
 - i. Chairman will open the hearing.
 - Public Hearing opened at 6:01 p.m. by Armando Castillo
 - ii. Chairman will call to all present for those who wish to comment on the budget and each person desiring to speak will be provided 3 minutes.
 - Budget was posted at all agenda posting locations, posted to the website and submitted to the Board of Supervisors and the County Finance Department within required time.
 - iii. Chairman will close the hearing.
 - Public Hearing closed at 6:06 p.m. by Armando Castillo
 - d. Discussion and possible action re: Approval of Resolution #2022-01 formally adopting the Fiscal Year 2021-2022 Budget.
 - Motion to approve Resolution #2022-01 adopting the Fiscal Year 2021-2022 Budget made by Dora Madrid, second by David Valenzuela
 - Motion passed unanimously by verbal vote
 - e. Discussion and possible action re: Repair/replace of air conditioning unit at Station #2.
 - True Mechanical Solutions checked unit; not worth repairing. Chief Amezaga requested additional quotes; companies too busy to provide quote or did not show up. NSFD has funds available to replace the unit.
 - Motion to authorize Chief Amezaga up to \$7,000 for replacement of the air conditioning unit at Station #2 made by Dora Madrid, second by David Valenzuela
 - Motion passed unanimously by verbal vote
 - f. Discussion and possible action re: Suggesting reducing amount of locations Notice of Meetings are posted, currently 13 locations.



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- Fire Chief Amezaga recommends reducing the number of locations and post notice at the two NSFD stations, Kino Village and the RRMFD website
- Motion to approve suggestion of changing number of locations for posting from 13 to 4 made by Dora Madrid, second by David Valenzuela
- Motion passed unanimously by verbal vote
- g. Discussion and possible action re: Presentation of Board Policies and Procedures.
 - Discussion amongst Board, Fire Chief Amezaga and Ana Holman; determined there is no Board Policy and Procedures currently in place. Chief Amezaga suggested he work with one of the Board members to create Board Policies and Procedures from the template used by RRMFD; bring draft to the Board for review/changes and then adopt.
 - Motion to explore the possibility to create and adopt Board Policies and Procedures of RRMFD customized to NSFD made by Armando Castillo, Dora Madrid will work with Chief Amezaga on the draft, second by Dora Madrid
 - Motion passed unanimously by verbal vote
- h. Discussion and possible action re: Presentation of Financial Policies and Procedures.
 - Chief Amezaga noted this would be similar to Board Policies and Procedures from the template used by RRMFD. Board member would work with Ana Holman on creating.
 - Motion to approve possible action for the presentation of Financial Policies and Procedures for NSFD, to be drafted by Dora Madrid and Ana Holman, second by David Valenzuela
 - Motion passed unanimously by verbal vote.
 - MOVING TO AGENDA ITEM 7, technical difficulties resolved.
- i. Discussion and possible action re: Entering 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. Notice: Executive Sessions are confidential pursuant to A.R.S. 38-431.03 (C).
 - ii. Notice: No action is taken during and executive session. Any action taken by the Board will take place during an open meeting.
 - Executive session attendees: Board Members, Chief Amezaga and Ana Holman
 - Entered executive session at 7:53 p.m.
 - Returned from executive session at 8:29 p.m.
 - Armando Castillo noted Executive Sessions are confidential pursuant to A.R.S. 38-431.03 (C)

10. FUTURE MEETING AGENDA ITEMS

- None noted

11. ADJOURNMENT

- Motion to adjourn made by David Valenzuela at 20:30, second by Armando Castillo
- Meeting adjourned at 8:30 p.m.

Dated this 9 day of September, 2021.

Nogales Suburban Fire District Board

Dora Madrid,

Clerk of the Board