

Minutes of the Regular Meeting of the Elected Officials of Rio Rico Medical & Fire District  
Held on March 31st, 2020 at Station #3, 822 Pendleton Dr., Rio Rico, AZ

To comply with Governor Ducey's social distance guidelines,  
this meeting was closed to the public and held telephonically

1. Call meeting to order.
  - Meeting called to order by Michael Carlson at 5:30 p.m.
2. Pledge of Allegiance. Motion pas
  - Dispensed with due to remote meeting
3. Read submitted comments or questions from public.
  - No comments or questions from the public
4. Roll call for board members
  - Present telephonically: Michael Carlson, Brad Beach, Frank Bejarano, Dean Davis and Mike Vohland
5. Approval of minutes for the District Meeting held on February 25th, 2020
  - Motion to approve minutes of the District Meeting held on February 25<sup>th</sup>, 2020 made by Frank Bejarano, second by Dean Davis
  - Motion passed unanimously by verbal vote
6. Approval of minutes for the Executive Session held February 25<sup>th</sup>, 2020
  - Tabled due to confidentiality and being off site. Minutes available for review Monday April 6<sup>th</sup>, by appointment with Eva at the office
7. Fire Chief's Reports and Staff Reports:
  - a. Call Summary
    - Total Calls: 198 IFT 107 911 45 Fire 6 Other 40
    - Decline in amount of billing which will affect our numbers
  - b. Operational Reports
    - i. Equipment, vehicle, station
      - Stryker Power Load Gurneys delayed due to COVID-19
      - Ford Transit Ambulances delayed due to COVID-19
      - Zoll prehospital ventilator delayed due to COVID-19—have an older model available in district
      - District projects on hold due to COVID-19
      - March apparatus update
    - ii. Training
      - Tuesday Fire Trainings-Ventilation training; Probationary Firefighter training-SCBA's; Ladder & Aerial training
      - Friday EMS Trainings done remotely
      - Group trainings of 10 or more are cancelled; trainings per station will continue at less than five persons
    - iii. Personnel
      - Due to COVID-19 – Ana Holman, Maribel Pesqueira and Eva Barreda are working from home. Paul Sanchez, at his request, is working at Station 3 and assisting Administration personnel. Fire Marshal Cluff has reduced office work hours, is doing no regular inspections and doing plan reviews and special inspections as needed using his best judgement. Chief Amezaga, Deputy Chief Johnson and Senior Advisor Frank Granados are working a flexible schedule to work from home as needed. Andy Corona and Jose Orozco have limited work days and mostly work alone.
      - One employee has been tested and was sent home
      - Two individuals out on extended leave – one on injury; one on personal leave
    - iv. COVID-19 Update
      - It was noted dispatch is asking if the individual has Flu like symptoms – what precautions are taken:
        - Limited number of personnel (2) on call to assess – upon assessment Captain makes the call on additional personnel

Requesting patient be moved within home to larger room for access

- Michael Carlson thanked Michael Vohland for the donation of 300 surgical masks for the staff
  - Numerous weekly meetings and communications with dissemination of information to all team members
- c. Chief and Labor Discussions
- Mike Fielder, Union President, inquired if the District could pay for banners for COVID-19 hotline info in Spanish & English to be displayed throughout the community.
  - Mike Vohland offered to donate funds toward the banners
  - DC Johnson picked up banners today
- d. Fire Marshal
- i. Inspections and Plans
    - NFIRS reports for February uploaded (198 reports)
    - Water line inspections done for sprinkler installs
    - Code revision meeting with Tubac Fire and Santa Cruz Building Department delayed due to current events
    - Hose testing completed
    - ISO Material and Hydrant testing completed
    - Received the PPE order from Investigator Supply
  - ii. Community Events
    - Crews participated in Read Across America; Science Fair at Calabazas Middle School and two Senior Projects: Meet and Greet at the Library and Picnic Day for the Santa Cruz Training Programs
    - Brad Beach thanked RRMFD for working with the schools and the community
    - Frank Bejarano asked if crews were instructed to disperse CDC and ADHS information/forms for COVID-19 – they are distributing information/forms
8. Administrative Report:
- a. Presentation of monthly Financial Reports up to February 29th, 2020
    - Presented by Ana Holman
    - Michael Carlson noted we may have shortfalls in the future due to COVID-19
    - Ana Holman noted there are less calls for March, incoming payment receipts slower (average 4-6 weeks; now 6-10 weeks) and there could possibly be a decrease in tax revenue received
    - Michael Carlson stated repairs & maintenance are much lower. Last year there were some major repairs on equipment and we budgeted higher for this year. Equipment has been running smoothly, no major repairs, forecasting needs of apparatus, Andy has done an excellent job as well as Frankie's in maintaining equipment. Thank You to Frank Granados for your guidance and stepping in.
9. Old Business:
- a. Update on Workmen's Compensation Insurance
    - As noted last meeting Copperpoint has pulled out and will not renew policy July 1, 2020
    - 7710 Benchmark will give a quote 60 days prior to policy start which would be by May 1, 2020. As mentioned previously, there was an indication of a premium increase up to 230%. At this time, 7710 Benchmark is looking at a minimal increase as they want to be competitive
    - Fire Districts Worker's Compensation Pool has been formed – we are submitting our application for a quote. Chief Amezaga uncertain to rely on a non-fully funded insurance.
    - Crest Insurance will give a quote from an assigned risk pool which is similar to current costs – with an approximate 5% increase
    - Michael Carlson requested a pros and cons list between 7710 Benchmark and the assigned risk pool – Ana will send information
    - Frank Bejarano asked Chief Amezaga about his doubts for the Fire Districts Worker's Compensation Pool. Chief Amezaga said as it is self funded rate could possibly be lower, but it is not a well funded group; peace of mind not there to cover costs. 7710 & Assigned Risk Pool are experienced and have coverage for staff. Staff welfare is the top priority.
  - b. Update, discussion and possible action on proposals of services regarding RRMFD & NSFD Merger/Consolidation
    - John Flynn of PolicyLogic, LLC joined the meeting telephonically and reviewed his proposal –

standard consultant proposal, viability analysis; look at both districts; with and without annexation effort by the City of Nogales. Only caveat would be the pandemic outcome.

- John Flynn highlighted some of his personal background which includes 30 years Arizona Fire Service working for 2 agencies, 16 ½ years as the Fire Chief at Apache Junction (now Superstition). Left in January, 2008 and have been doing consulting in the fire world; working for cities & counties of Arizona and is an Executive Director of the Arizona Fire District Association
- Mike Vohland asked about turnaround time on report 90 days. Start mid April, done mid July
- Michael Carlson asked about communication with Chief & Board regarding issues. With the Chief it would be on a regular basis. Once data is pulled together and analytical work is done, a written report and presentation would be made at the public Board meeting with recommendations.
- Michael Carlson thanked John Flynn for the proposal and taking the time to speak with Board, noting the proposal would be reviewed for board decision.
- Chief Amezaga noted a Mutual Confidentiality and Non-Disclosure and Other Agreements had been signed by NSFD. Michael Carlson made notice of items which may need to be corrected: opening paragraph has two options (PolicyLogic or Walker & Armstrong); Viability Analysis only has one. Chief Parra signed the document with an incorrect date (March 3, 2020 should be March 30, 2020). Michael Carlson asked for clarification on item #8 regarding completeness or accuracy of Proprietary Information. Mike Vohland explained the information given is what would need to be used for study – information is only as valid and accurate as provider makes it.
- Chief Amezaga asked if the Board would want to take possible action – motion to choose a vendor or review and take action at a later date.
- Board discussion regarding proposals and vendors included: consensus for John Flynn; proposal in line with other proposals; concern as an individual whereas Walker & Armstrong is a band of people; availability for completion of project by timeline as he had previously been scheduled with the Board and was unavailable; experience and background as Firefighter and Chief; both Chiefs are comfortable with him and have spoken with him regarding other issues. Would need specific timeline and consequences for not meeting the timeline which Chief Amezaga should address with him.
- Board discussion regarding merger/consolidation benefits included: presently respond to 100% of medical; assist on fire calls; consolidate and possibly expand and grow; Patagonia Lake residents interested; airport coverage; gain territory; possible additional tax revenue; with possible annexation there are still areas needing coverage; break even at best; don't want to pick up a liability without benefit or buy a money pit and jeopardize our current staff. Viability Analysis will address these concerns
- Motion made by Mike Vohland to enter into contract with John Flynn/PolicyLogics LLC in the amount of \$14,500 for feasibility study with RRFD and NSFD. Contract to include timeline and penalties should the timeline not be met. Contract to be reviewed by legal. Second by Dean Davis
- Motion passed unanimously by verbal vote

10. New Business:

- a. Discussion and possible action to approve February 29th, 2020 monthly financial reports.
  - Motion to approve February 29<sup>th</sup>, 2020 monthly financial reports made by Dean Davis, second by Frank Bejarano
  - Motion passed unanimously by verbal vote
- b. Discussion and possible action to nominate two Fire Board Members to work on upcoming Budget Committee
  - Mike Vohland volunteered Michael Carlson and Frank Bejarano volunteered. Committee limited to 2 board members per Board policy

11. Upcoming meeting discussion:

- a. Monthly Board Meeting – April 28th, 2020
  - Frank Bejarano asked to have an update at the next meeting regarding Tubac Fire, District boundary lines and response to calls
  - Mike Vohland asked if we could look into video communication for next meeting
  - Chief Carlos Parra thanked the Board for being included in the meeting and looks forward to the study - it will be great for both Districts

12. Adjournment:

- Motion to adjourn made by Frank Bejarano, second by Dean Davis
- Motion passed unanimously by verbal vote
- Adjourned at 7:05 p.m.

Dated this 7 day of July, 2020.

Rio Rico Medical & Fire District Elected Official

Michael Vohland,  Clerk of the Board