



Rio Rico Medical & Fire District

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MINUTES OF THE REGULAR MEETING OF THE NOGALES SUBURBAN FIRE DISTRICT BOARD HELD MAY 13, 2021

1. Call meeting to order
 - Meeting is being recorded
 - Meeting called to order by Armando Castillo at 5:38 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
 - Former Fire Chief Carlos Parra noted he would like to discuss the Volunteer Pension Fund during agenda item 8 a. discussion
5. Approval of minutes for the meeting held on March 11, 2021
 - Motion to approve the minutes of the March 11, 2021 meeting made by Dora Madrid, second by David Valenzuela
 - Motion passed unanimously by verbal vote
6. Fire Chief's report
 - a. Emergency calls summary
 - March 11th through April 30, 2021 Total calls: 27 911's 17 Brush Fire 1 Others 9
 - b. Operational
 - i. Equipment, vehicle, station
 - Prior to RRMFD taking on management, Brush Truck had been taken to Horne Ford for repair due to gas being placed in the diesel tank. Unit moved to Green Valley for completion of work-approximately two weeks to complete. Covered under insurance with a co-pay of \$900.00
 - Rescue 624 broken rear shock mount was repaired
 - Engine 624 – parking air brake valve replaced, priming pump was rebuilt and the ladder rack lowering system was repaired. Additional work on air leaks needed prior to pump testing
 - Updates made to the living, sleeping and bathroom areas at Station 1
 - ii. Training
 - EMS training done via on-line platforms
 - Minimum company trainings-Captains breaking down quarterly trainings with Individual/Shift trainings set for Tuesdays
 - Basic Pump Operations for non-driver operators held April 2nd and 6th
 - EVOC training for all Fire District personnel April 10th, 14th and 23rd
 - HIPAA Training April 5th, 7th and 9th
 - UTV Driver Training April 12th, 16th, 19th and 21st
 - Fire Module Training April 7th
 - Technical Rescue Regional Training – Ropes III and Confined Space Rescue



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attended by FF Hodgeson, Cortinas and Cruz; Emergency Building Stabilization attended by FF Hodgeson and Cortinas

- Fire Officer Training – students have completed drills and taken their final exam. Students testing for Captain position include FF Fielder, Hernandez, Manjarrez, and Sanchez

iii. Operations

- COVID Update:
 - 76% of RRMFD personnel are vaccinated – setting up educational session with Dr. Pereira for those not vaccinated.
 - COVID transports are down.
 - RRMFD personnel assisting at the vaccination POD in Nogales.
 - Rio Rico vaccination POD is open.
 - Santa Cruz County Health Department available to register persons for vaccinations.

7. Financial Report

a. Presentation of Financial Reports up to April 30, 2021

- Financial reports presented by Ana Holman
- Discussion and clarification regarding percentage and disbursement of NSFD funds to RRMFD.
- Property value for year is a bit higher than projected.
- NSFD Chase account used for payment of employment tax liabilities. This account is not being used, as payroll is now processed through RRMFD. Currently being charged a monthly service. Consider action needed and make decision at next meeting.

8. Old Business

a. Volunteer Pension Fund (by former Fire Chief Carlos Parra)

- Former Fire Chief Parra noted transition to IGA has been beneficial.
- Former Fire Chief Parra stated he has been working with accountant David Peraza regarding the Volunteer Pension Fund and distribution of funds. Listing created of moneys due to the 75 volunteers; 55 checks have been issued with a signed receipt for each check and proper tax documentation. Will continue locating volunteers for disbursement; if not located, funds will be remitted to the State.
- Discussion regarding lack of reports on pension plan; funding and disbursement; investments and financial advisor; Washington Federal account; direction for account.
- Chief Amezaga noted discussion with Carlos Parra regarding account and management. As Carlos Parra is no longer part of the District, Board needs to take on responsibility of account and determine direction and usage of account.
- Ana Holman suggested the State Fire Marshal office be contacted regarding use of received funds.



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- Former Fire Chief Parra has submitted an invoice for payment of 3 weeks worked in the amount of \$900.00
- Ana Holman noted an invoice has been received from Jeong Lizardi, PC in the amount of \$1,765.00 with a down payment of \$800.00 leaving a balance due of \$965.00
- Recommendation made to form a Volunteer Pension Fund committee to meet and discuss the volunteer pension funds and present information at a future Board meeting. Committee members are Dora Madrid, Ana Holman and former Fire Chief Parra.
- Motion to form committee as recommended made by Armando Castillo, second by Dora Madrid
- Motion passed unanimously by verbal vote.
- b. Update on IGA with RRMFD for Emergency Services Transition.
 - This item kept from last agenda. Addressed in financial presentation.
 - Discussion included present equipment utilization; review of equipment and determination of needs will be addressed at Board meetings as needed.
 - Station 1 managed daily except for one day a month.
 - Goal is to have funds to place in a capital replacement fund by end of year two.
 - Grants submitted for Wildland equipment and for PPE.
 - Accommodation for agenda and minutes available prior to meeting for review; Dora Madrid volunteered to deliver information to Board members.
- 9. New Business
 - a. Discussion and possible action to approve financial reports up to April 30th 2021, as presented.
 - Motion to approve financial reports up to April 30, 2021 made by Dora Madrid, second by David Valenzuela.
 - Motion passed unanimously by verbal vote.
 - b. Presentation of the 2021-2022 Budget proposal with discussion and possible action to approve publication of the budget as presented.
 - 2021-2022 Budget proposal presented by Ana Holman.
 - Proposed budget will be posted for 20 days as required.
 - Motion to approve publication of the 2021-2022 Budget as presented made by second by Dora Madrid, second by Armando Castillo
 - Motion passed unanimously by verbal vote.
 - c. Presentation and possible action to start the process of adopting 2018 International Fire Code as per Arizona State Fire Marshal's Office
 - Chief Amezaga noted the NSFD area has not enforced the International Fire Code. Under the IGA, Chief Amezaga would like NSFD to have a Fire Code, using Fire Marshal Cluff to do inspections, etc. to create a better, more sound management plan, the District should adopt it's own and not rely on Rio Rico. In the future, should NSFD be it's own district, it can enforce fire codes, placement of hydrants, sprinkling



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of buildings, materials being used for fire safety, etc. for the safety of the community. Recommend moving forward and giving Fire Marshal Cluff the opportunity to move forward and start the process to get the District to adopt the Fire Code. RRMFD adopted the 2018 International Fire Code. Without the Fire Code you still are covered under the code, but who will be enforcing the code?

- Fire Marshal Cluff noted with him working with NSFD he would follow 2018 Fire Code due to adoption by RRMFD; however, NSFD is currently under State 2012 as there are no exemptions. This would not affect current buildings; only additions and new buildings.
- Motion to recommend process of adopting the 2018 International Fire Code per Arizona State Fire marshal's Office made by Armando Castillo, second by Dora Madrid.
- Motion passed unanimously by verbal vote.

d. District meeting dates, times, and locations

- Next meeting July 8, 2021 at 5:30 p.m.

10. Future meeting agenda items

- Volunteer Pension Fund committee update
- Possible closure of Chase account

11. Adjournment

- Motion to adjourn made by Dora Madrid, second by Armando Castillo.
- Motion passed unanimously by verbal vote.
- Meeting adjourned at 7:10 p.m.

Dated this 15th day of July, 2021.

Nogales Suburban Fire District Board

Dora Madrid,

Clerk of the Board