



Minutes of the Regular Meeting of the Elected Officials of Rio Rico Medical & Fire District
held on July 28th, 2020 at Station #3, 822 Pendleton Dr., Rio Rico, AZ

To comply with Governor's social distancing guidelines,
this meeting was closed to the public and held remotely.

1. Call meeting to order
 - Michael Carlson called the meeting to order at 5:30 p.m.
2. Pledge of Allegiance.
 - Dispensed with due to remote meeting
3. Call to the Public
 - None
4. Roll call for board members
 - Present remotely: Michael Carlson, Mike Vohland (dropped after roll call), Brad Beach, Frank Bejarano
 - Present telephonically: Dean Davis and Frank Bejarano
 - Absent after roll call: Mike Vohland
5. Approval of minutes for the Executive Sessions held on May 26th, 2020 and June 30th, 2020 - individually read and/or approved in writing by Board Members
 - Read and approved in person/writing: Michael Carlson, Dean Davis and Mike Vohland
 - Read through encrypted email: Brad Beach and Frank Bejarano
 - Motion to approve Executive Session minutes of the May 26th, 2020 and June 30th, 2020 sessions made by Dean Davis, second by Brad Beach
 - Motion passed by verbal vote of Frank Bejarano, Brad Beach, Dean Davis and Michael Carlson
 - Mike Vohland has removed himself from the meeting due to technical issues
6. Approval of minutes for the District Meeting held on June 30th, 2020
 - Motion to approve minutes of the District Meeting held June 30th, 2020 made by Dean Davis, second by Frank Bejarano
 - Motion passed by verbal vote of Frank Bejarano, Brad Beach, Dean Davis and Michael Carlson
7. Fire Chief's Reports and Staff Reports:
 - a. Call Summary
 - Calls: 247 Total 911's 76 IFT's 128 Fires 10 Others 37
 - Seeing plateau going back to our original numbers
 - Michael Carlson commented regarding the increase in Fire calls
 - b. Operational Reports
 - i. Equipment, vehicle, station
 - E520 back in service – called out on wildland severity patrol outside San Diego leaving tomorrow
 - UTV not repaired-waiting on parts (due to age of unit, difficult to find parts). Parts shipped 7-28-20
 - Ambulance inspections R5311 & PM531 – both passed
 - Ford Transit needs radios, striping and inspection
 - Pump testing of engines & ladders (includes drafting testing)– all passed inspection with no issues
 - Deputy Chief Johnson's command vehicle – needed engine replaced, under warranty and was covered by dealership. 3 year unlimited mileage warranty on the new engine

- Frank Granados hoping to have one of the new transits inspected by Friday to go into service
 - Station maintenance – new plants and landscaping at Station 3
 - ii. Training
 - BUMC distance trainings every Friday
 - Target Solutions
 - Captains Choice for minimum company trainings
 - Probationary training and testing
 - iii. Personnel
 - Nick Quiroga and Josh Hoogeveen leaving and going to Northwest Fire
 - Two new hires from reserves: Seth Hodgeson & Andres Sanchez
 - New Hire reserve – Paramedic retired from Nogales Fire
 - Captain in house process approximate start September, 2020, leadership academy
 - Two positions available
 - iv. COVID-19 Update
 - Testing Blitz – 920 in Nogales, this coming Friday and Saturday in Rio Rico & Patagonia
 - COVID transports averaging 4-5 per day the first part of the month; as of the 17th only 2 per day and 4 days with none, although we had 3 today
 - COVID numbers show a plateau – positive sign
 - We are in good position for PPE but need to be boost up for fall and winter seasons
 - Santa Cruz County has 2,517 cases and 49 deaths as of July 27, 2020
 - Admin staff still splitting between office and working at home
 - Masks worn in group setting – Follow CDC guidelines
 - COVID 19 return to work SOG implemented with the assistance of Dr. Pereira and Dr. Williams. We have had one person positive-asymptomatic who is back at work; one person negative twice back at work
 - Brad Beach commented on keeping everyone safe
 - c. Chief and Labor Discussions
 - Spoke with Fielder-good open communications. Suggested having a COVID table stocked with supplies for disinfecting units and personnel; discussed upcoming Captain testing and staffing.
 - d. Fire Marshal
 - i. Inspections and Plans
 - NFIRS reports for June, 295 reports uploaded (Highest month)
 - Attended several webinars
 - Burn permits – still under Stage II fire restrictions – no permits issued
 - Plan Review – Yesal Court
 - Inspections - Calle Cristina, Avenida Acafoneta
 - Continued preplans on Calle Cristina and Avenida Acafoneta
 - Tractor Trailer Fire 7-8-20; House Fire 7-22-20 (minimal damage due to moisture from rain night before) 7-15-20 – Lightning strike caused two brush fires near Calle Coyote and Paseo Guebabi
 - ii. Community Events
 - Back to School Blitz at Calabasas School – 549 packets given out
 - Dollar Store in Rio Rico donated bottled water to RRMFD and Tubac Fire
8. Administrative Report:
- a. Presentation of monthly Financial Reports up to June 30th, 2020
 - Presented by Ana Holman
 - Additional stimulus payment received bringing total received to \$39,000
 - 98.8 % tax revenue collected
 - Ended the fiscal year with a \$213,000 profit and a strong financial position
 - Michael Carlson expressed his appreciation on behalf of the board for a job well done with a \$500,000 shortfall to maintain and come out with a profit – outstanding job
 - Mr. Carlson asked about the PSPRS monthly credit of \$1400 which was agreed to go toward the

PSPRS shortfall on a regular basis – awaiting actuarial report to move forward. Mr. Carlson stated this was decided in a previous Board meeting and should be reinvested without waiting for the actuarial report.

- \$213,123 profit – Mr. Carlson recommends it goes to the contingency fund until we finish capital reserve fund review and determine where it should go.
- Frank Bejarano commended for a job well done

9. Old Business:

- a. None

10. New Business:

- a. Discussion and possible action to approve June 30th, 2020 monthly financial reports.
- Motion to approve the June 30th, 2020 monthly financial reports made by Brad Beach, second by Frank Bejarano
 - Motion passed unanimously by verbal vote
- b. Discussion and possible action to approve BeachFleischman FY 19-20 Audit Engagement Letter for a gross fee, excluding expenses, not to exceed \$15,000
- Audit date set for September 14, 2020 with preliminary meetings beginning next week
 - Will try to do audit remotely
 - Mr. Carlson has high expectations and know we will be able to top last year's audit
 - Motion to approve the BeachFleischman FY 19-20 Audit Engagement Letter for a gross fee, excluding expenses, not to exceed \$15,000 made by Frank Bejarano, second by Brad Beach
 - Motion passed by verbal vote of Frank Bejarano, Brad Beach and Michael Carlson
 - Dean Davis has removed himself from the meeting due to technical issues
 - Calendar will be sent for scheduling meetings and times

11. Upcoming meeting discussion:

- a. Monthly Board Meeting – August 25th, 2020
- b. Chief Amezaga would like to look at the use of some of the excess funds to purchase defibrillators; 7 needed possibly 8. RRMFD has been unable to secure a grant for these. Frank Bejarano suggested contacting MCHC regarding purchasing; Michael Carlson suggested contacting Tucson Fire as well

12. Adjournment:

- Motion to adjourn made by Frank Bejarano, second by Brad Beach
- Motion passed unanimously by verbal vote
- Meeting adjourned at 6:24 p.m.

Dated this 26TH **day of** AUGUST **, 2020.**

Rio Rico Medical & Fire District Elected Official

Michael Vohland,  **Clerk of the Board**

