

Minutes of the Regular Meeting of the Elected Officials  
of Rio Rico Medical & Fire District held on June 27<sup>th</sup> 2019

1. Meeting called to order by Mike Vohland at 5:32 p.m.
2. Pledge of Allegiance.
3. Call to the public.
  - None
4. Roll call for board members
  - Present: Mike Vohland, Michael Carlson, Brad Beach and Dean Davis
  - Absent: Frank Bejarano
5. Approval of minutes for the Special District Meeting and Executive Sessions held May 7<sup>th</sup>, 2019 and the District Meeting and Executive Sessions held on May 28<sup>th</sup>, 2019.
  - Error Noted – May 7<sup>th</sup> minutes approved at May 28<sup>th</sup> meeting
  - Motion to approve minutes from the District Meeting and Executive Sessions held on May 28<sup>th</sup>, 2019 made by Dean Davis, second by Michael Carlson
  - Motion passed unanimously by verbal vote
6. Fire Chief's Reports and Staff Reports:
  - a. Call Summary - Presented by Chief Amezaga
    - Total annual calls: 1,441
    - Month's calls: 225 Fire 5 IFT 134 EMS 61 Public assist 15 Other/cancels 10
  - b. Operational Reports – Presented by Chief Amezaga
    - i. Equipment, vehicle, station
      - UTV Trailer – enclosed to house UTV and supplies for state medical calls on wildland assignment. Will stay in trailer and stored at Station 2
      - Apparatus report in packets
      - Landscaping and trees
      - Dean Davis requested sign on bio diesel oil container needs to be straightened
    - ii. Training-
      - Jose Trevino & Chris Cruz attended the National HazMat Conference in Baltimore June 12<sup>th</sup> through the 16<sup>th</sup>. No cost to District – paid by Santa Cruz Emergency Management
      - Module 1 testing – currently training Marlon Posada
      - Invited to Tubac for Nozzle & Hose training June 19<sup>th</sup> and 20<sup>th</sup>
      - Nick Quiroga training crews on ropes, knots and swift water rescues June 24<sup>th</sup>, 26<sup>th</sup> & 29<sup>th</sup>; we no longer do body recovery
      - Deputy Chief Johnson has initiated firefighter skills for all shifts. Conducting evaluations for skill set assessment June 21st, 25<sup>th</sup> & 28<sup>th</sup> on SCBA, Ladders and Knots
      - Tucson Fire DO Class being attended by Jorge Hernandez, Antonio Sanchez & Charles Bradley
      - Wildland – Mark South has been busy – Silver Fire June 6<sup>th</sup>, San Carlos now, 16,000 acres initial attack; Hells Gate Fire; Window Fire in Sonoita  
James Sheldon -Gardner Control Burn 150 acre controlled burn June 7<sup>th</sup>, I19 fire – started by mowing equipment 5 acres no structures, airstrip fire June 19<sup>th</sup> & 20<sup>th</sup> Sheldon, Cruz & Moffitt; Agua Fria Fire – mutual aid 15 acres
      - Santa Cruz County Emergency Management has loaned RRMFD a drone but there is a very intense training for use of the drone. Deputy Chief Johnson will be the first to go through the training.
      - Michael Carlson thanked the crews on the Agua Fria Fire which was close to his house
    - iii. Personnel –
      - Aaron Slachter Retirement gathering held June 20<sup>th</sup>, 2019. 12 year career shortened due to back injury
      - Clint Quiroga hired on full time June 24<sup>th</sup>, 2019. Nick Quiroga's brother.
    - iv. Legislative Update
      - Nothing outstanding to report

- v. Chief and Labor discussions.
  - Chief did contact Union regarding a meeting and received no response. No meeting held.
- c. EMS - Presented by Tangye Beckham, EMS Coordinator
  - Base Hospital trainings – TBI; EMS Drug Administration; Updates in EMS. Trainings over for the summer, will resume in August
  - EPIC Refresher course – Worldwide study of 80,000 patients during 5 years
  - Attended SAEMS Council Meeting, AZMIH Network Meeting (started by RRMFD in 2017; now statewide) and Area Agency on Aging Meeting
  - FSBS was reported as only be performed on 4% of calls. Further research discovered providers weren't entering information correctly so this has been resolved.
  - RRMFD has been awarded our Treat and Refer AHCCCS ID number which allows RRMFD to bill for Treat & Refer and set up contracts with payer's for services and pilot projects
  - Began using Mediview June 1<sup>st</sup> which allows crews to transfer data electronically to hospitals so that reports can be attached to permanent patient care records.
  - Grant requests submitted to Centene for a new ventilator and CHIPP related services
  - Hands only CPR, choking and uncontrolled bleeding taught to kids at summer program
  - Prior to entering Executive Session (Item 9 g.) James Sheldon and Tangye Beckham showed the Wildland Medical Kit which weighs approximately 45 pounds (plus shelter, approximately 4 pounds), contains EMS supplies with medicines (controlled substances in state only), no firefighting equipment. Can send out as single resource med only; with a truck or with a truck and crew. All engines have trauma kits.
- d. Fire Marshall – Presented by George Cluff
  - i. Inspections and Plans
    - NFIRS Reports for 2018 - 248 checked and errors corrected
    - NFIRS Reports for January through May, 2019 125 checked and errors corrected
    - Now in full compliance with the National Fire Data Base in Washington, D.C.
    - Fire Inspection for 1060 Yavapai Drive – Adding entrance from Frontage Road; Car wash and Little Caesars Pizza
    - Growers Alliance warehouse expansion approved
    - Possible office building on West Frontage Rd.
    - Burn permit issued for property south of Station 1
  - ii. Community Events
    - CBP Staff Appreciation Day– James Sheldon, Carlos Morales & Karla Manjarrez represented RRMFD
    - Fire Safety and Demonstration at Rio Rico Community Center for kids camp cancelled due to fire
    - Participated in the 4<sup>th</sup> of July Parade in Nogales
    - Bike event at Station 2
    - Farewell gathering at La Bocanita for George Cluff being promoted to Fire Marshall

7. Administrative Report:

- a. Presentation of monthly Financial Reports up to May 31, 2019 by Ana Holman
  - Chase being utilized for operational account
  - B of A still being used for payroll – additional documentation needed to convert to Chase
  - Spike in January/February – due to write offs not being done monthly
  - On task for tax collection – County collects 98% of taxes
  - Michael Carlson asked about the ambulance registration value under budget – Chief Amezaga believes RRMFD was considering purchasing additional units and added that to the registration value; fees have not changed and was missed in review
  - Michael Carlson asked if the collection agency being down 31% was due to the collection agency not collecting what we expected them to collect. Added to the budget at his request; and when reclassified, it was at \$3,000; originally was -0-

- Michael Carlson asked about supplies being ½ of what we expected; are we short on supplies. Ana and Chief worked on classification of budgeted items. Budget variances, better or worse, typically are a bad thing. Need to know the why of the variances; deferred
  - Mike Vohland thanked Ana for a great job since she has come on board
- b. Presentation of final Fiscal Year 2019-2020 Budget
- Posted the final actual budget – there was a change of \$93 due to the FDAT tax due to Tubac figures given to the County. Actual budget has been posted for the required 30 days.
8. Old Business
- a. Discussion and possible action regarding service providers for updating policies and training
- Lexipol has been added to the previous providers. They are more fire policy oriented but felt many of their policies could be incorporated to HR, Financial and Board policy. Per item basis or hourly fee.
  - Board policies, HR Training, Operational, Policies and Procedures need review and updating with alignment of policies
  - Additional discussion, review and information before moving forward
  - Additional information from Mike Vohland for City of Nogales training
  - Michael Carlson asked if necessary to have only one firm do all policies.
9. New Business:
- a. Discussion and possible action to approve monthly financial reports.
- Motion to approve monthly financial reports made by Dean Davis, second by Michael Carlson
  - Motion approved unanimously by verbal vote
- b. Public Hearing on the Rio Rico Medical & Fire District fiscal year 2019-2020 budget.
- i. Chairman will open the hearing.
    - Michael Vohland opened hearing at 6:30 p.m.
  - 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.
    - Call to present - none
  - iii. Chairman will close the hearing.
    - Hearing closed at 6:31 p.m.
- c. Discussion and possible action to approve Resolution 2019-02 approving and formally adopting the Fiscal Year 2019- 2020 Budget.
- Motion to approve Resolution 2019-02 to approve and formally adopt the Fiscal Year 2019-2020 Budget made by Michael Carlson, second by Dean Davis
  - Motion passed unanimously by verbal vote
- d. Discussion and possible action to approve BeachFleischman Audit Engagement Letter for a gross fee, excluding expenses, not to exceed \$14,750
- Mike Vohland informed the Board he also uses the BeachFleischman firm
  - Motion to approve BeachFleischman Audit Engagement Letter for a gross fee not to exceed \$14,750, excluding expenses made by Dean Davis, second by Brad Beach
  - Motion passed unanimously by verbal vote
- e. Discussion and possible action to amend Board Policy, Article 3, Policy of the Board to elect Officers of the Board at the first meeting in the month of December. Originally implemented in April, 2018 to meet Article 3,3.1 Election of Officers. Need to revise/agree on month for election of Board officers
- December date in policy – will implement effective December as written in policy
- f. Discussion and possible action to amend Board Policy, Article 3, 3.4 Local Pension Board from Board Clerk as the designated Chairperson of the District Pension Board to Board Chairman to comply with Pension Board requirements
- Michael Carlson motioned to amend board policy to conform with PSPRS policy changing the chair of the PSPRS board from the clerk to the chairman, second by Dean Davis
  - Motion passed unanimously by verbal vote
  - Mike Vohland requested to step down from the PSPRS Board as the Chairman and appointed Michael Carlson as the PSPRS Chairman
- g. Possible Executive Session - The Fire Board may vote to go into Executive Session pursuant to A.R.S. 38-431.03(A)(1) for discussion or consideration of salaries including possible changes to adjust pay scale for employees.

- i. Notice: Executive sessions are confidential pursuant to A.R.S.38-431.03(C)
  - ii. Notice: Salary discussions are exempt from additional notice requirements and exempt from request that consideration be conducted in open session pursuant to A.R.S. 38-431.03(a)(1)
  - iii. Notice: No action is taken during an executive session. Any action taken by the Board will take place during an open meeting.
    - Motion to enter Executive Session made by Michael Carlson, second by Dean Davis
    - Motion passed unanimously by verbal vote
    - Entered Executive Session at 6:39 p.m.
    - Returned from Executive Session at 7:11 p.m.
- h. Discussion and possible action to adjust the District's pay scale.
- Chairman reminded everyone Executive Sessions are confidential. Anything discussed during Executive Session stays within Executive Session.
  - Dean Davis motioned to adjust the District pay scale as presented in the highlighted format for both Administrative staff and Suppression Staff, second by Brad Beach
  - Motion passed unanimously by verbal vote
- i. Possible Executive Session – The Fire Board may vote to go into Executive Session pursuant to A.R.S. 38-431.03(A)(1) for discussion or consideration for the Chief's contract.
- i. Notice: The Chairperson will confirm Chief Amezaga received at least 24 hours notice
  - ii. Notice: Executive sessions are confidential pursuant to A.R.S. section 38-431.03(C).
  - iii. Notice: No action is taken during an executive session. Any action taken by the Board will take place during an open meeting.
    - Mike Vohland confirmed Chief Amezaga received at least 24 hours notice
    - Motion to enter Executive Session made by Michael Carlson, second by Dean Davis
    - Motion passed unanimously by verbal vote
    - Entered Executive Session at 7:13 p.m.
    - Returned from Executive Session at 7:23 p.m.
- j. Discussion and possible action to approve Chief Amezaga's contract
- Chairman reminded everyone Executive Sessions are confidential. Anything discussed during Executive Session stays within Executive Session.
  - Michael Carlson motioned to approve Chief Amezaga's contract with the two changes agreed upon, second by Brad Beach
  - Motion passed unanimously by verbal vote
- k. Possible 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. section 38-431.03(C).
  - ii. Notice: No action is taken during an executive session. Any action taken by the Board will take place during an open meeting
    - Motion to enter Executive Session made by Michael Carlson, second by Dean Davis
    - Motion passed unanimously by verbal vote
    - Entered Executive Session at 7:24 p.m.
    - Returned from Executive Session at 7:57 p.m.
- l. Discussion and possible action for personnel matter.
- Chairman reminded everyone Executive Sessions are confidential. Anything discussed during Executive Session stays within Executive Session.
  - Michael Vohland asked the members to present a motion to come up with Rules of Engagement for the Union that goes to all employees in reference to the way that any employee must go through the chain of command prior to contacting any Board member
  - Michael Carlson motioned to create Rules of Engagement following policies and procedures, second by Dean Davis
  - Discussion amongst members regarding Rules of Engagement; whom to be distributed to; policies and procedures to be included and proper steps to follow the chain of command prior to contacting a Board member. Educate Board members on guiding employees through situations if contacted; educate employees on following the process through the chain of command.
  - Motion passed unanimously by verbal vote

10. Upcoming meeting discussion:

- a. Monthly Board Meeting – July 30, 2019
- b. AFDA conference July 9<sup>th</sup> to 11<sup>th</sup> – Fire Board member Brad Beach attending. Frank Bejarano will do on line classes.

11. Adjournment:

- Motion to adjourn made by Dean Davis, second by Michael Carlson.
- Meeting adjourned at 8:10 p.m.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Rio Rico Medical & Fire District Elected Official

Michael Carlson,

Clerk of the Board