



Nogales Suburban Fire District

Mailing Address:
Nogales Suburban Fire District
HC2 Box 36
Nogales, AZ 85621

Station 1
558 Highway 82
Nogales, Arizona
(520) 287-2324
Fax (520) 287-2342

Station 2
80 Old Tucson Road
Nogales, Arizona
(520) 281-1126

MINUTES

March 11, 2021

1. Call the Meeting to Order

Chairman Castillo called the meeting to order at 18:37.

2. Pledge of Allegiance

Ms. Madrid led the Pledge of Allegiance, and it was recited by those present.

3. Roll Call of Board Members

The following board members were present: Armando Castillo -Board Chairman
Dora Madrid -Board Clerk
David Valenzuela -Board Member

The following personnel were present: Carlos Parra Jr. -District Fire Chief
E. Philip Damon -Finance Manager

4. Call to the Public

Chief Adam Amezaga -Rio Rico Medical Fire District
Deputy Chief Johnson - Rio Rico Medical Fire District
Fire Marshall George Cluff - Rio Rico Medical Fire District
Ana Holman, Administrative Manager - Rio Rico Medical Fire District
Eva Barreda, Administrative Staff - Rio Rico Medical Fire District

5. Fire Chief's Report to the Board

A. Emergency Calls

Chief Parra reported that there were 11 calls for January 2021 as follows: one brush fire and 10 medical calls. He reported that there were no Covid-19 calls.

Chief Parra reported that there were 6 calls for February 2021 as follows: six medical calls.

Chief Parra stated that it was very windy and that he was afraid a brush fire could start. He stated that they had 21 calls to date compared to the city that had hundreds of calls.

Chairman Castillo asked if people could request to be transported to Tucson.

Chief Parra replied that the ambulance could transport them. He said like a man that wanted to be transported to the VA hospital that day.

Chief Parra stated that concluded his report.

Ms. Madrid thanked the fire chief for his report.

B. Training

C. Operations

Ms. Madrid made a motion to approve the Fire Chief's Report to the Board. Mr. Valenzuela seconded the motion, and the motion was carried by three votes.

6. Finance Manager's Report to the Board

A. Financial Reports

Mr. Damon reported the following cash balances from the Santa Cruz County Treasurer's Office for the funds with the Santa Cruz County Treasurer's Office as of March 11, 2021 were as follows:

T-055 Bond Building \$0.00
 T-057 Bond Interest \$10.13
 T-059 Miscellaneous \$0.00
 T-060 Operating \$104,332.10
 T-073 Capital Reserve \$0.00

Mr. Damon reported that the tax levy revenue for the month of January 2021 had been \$7,100.58 with \$2.94 in interest. He stated there had been a total of \$40,377.83 in warrants issued. He reported that he had made a deposit to the T-060 Fund on January 6, 2021, in the amount of \$2,500 from the donation from Arizona Minerals South 32. He stated that the \$2,500.00 was withdrawn by Chief Parra from the Chase account in the form of a cashier's check and that the amount that was originally deposited electronically from Arizona Minerals South 32. He reported that he made a deposit to the T-060 Fund on January 12, 2021, in the amount of \$20,705.00 for the first half of the FDAT payment from Santa Cruz County. Mr. Damon stated that after the T-060 fund reconciliation, the ending balance for the T-060 operating fund was \$86,534.90.

Mr. Damon reported that the tax levy revenue for the month of February 2021 had been \$29,258.08 with \$3.20 in interest. He stated there had been a total of \$18,959.72 in warrants issued. Mr. Damon stated that after the T-060 fund reconciliation, the ending balance for the operating fund was \$96,885.96.

Mr. Damon reported for the Chase account for the month of January 2021 there had been a deposit of \$1,975.75 for the December 2020 EFTPS payment, December 2020 Arizona State Withholding Tax payment, and \$100.00 for the account analysis fees. He stated that there were electronic withdrawals as follows: \$1,527.20 for the December 2020 EFTPS payment and \$348.55 for the December 2020 Arizona State Withholding Tax. He stated that the account analysis fee was \$9.51. He reported that after the reconciliation of the Chase account, the balance for January 2021 was \$124.57.

Mr. Damon reported for the Chase account for the month of February 2021 there had been a deposit of \$1,514.92 for the January 2021 EFTPS payment and January 2021 Arizona State Withholding Tax payment. He stated that there were electronic withdrawals as follows: \$1,221.36 for the January 2021 EFTPS payment and \$293.56 for the January 2021 Arizona State Withholding Tax. He stated that the account analysis fee was \$9.33. He reported that after the reconciliation of the Chase account, the balance for February 2021 was \$115.24.

Mr. Damon presented the board with financial reports for the month of January 2021 and February 2021 as follows: revenue projections, expenditure projections, balance sheet, income statement, warrant register, fund reconciliations, bank reconciliation, account expenditure balance reports, as well as revenue and expenditure projection for 2020-2021, 2021-2022, and 2022-2023, 2020-2021 adopted budget, and statements for the funds from SCC Treasurer's Office and bank statements from JP Morgan Chase bank. Mr. Damon stated that concluded his report to the Board. He asked if there were any questions.

Chairman Castillo asked if the \$30,000.00 line of credit was still in play.

Mr. Damon replied that the line of credit had not been processed, but the Santa Cruz County Treasurer had to honor the warrants.

Ms. Madrid made a motion to approve the Finance Manager's Report to the Board. Mr. Valenzuela seconded the motion, and the motion was carried by three votes.

7. Old Business

A. Volunteer Pension Fund

Chief Parra reported that he had been very busy going to the dump, getting the station ready, helping the man fix the sewer system, and getting the brush truck fixed. He stated that he proposed hiring him to work on the Volunteer Pension and pay for his services out of the Volunteer Pension fund. He stated it would take time to work with the CPA to figure out the numbers. Chief Parra said he had a list of volunteers, but he said that he did not think for sure they were accurate. He stated that he had to get the title signed over for the Mack truck and had been working every day and night getting the stations ready before they left. Chief Parra said that he had gone to the bank one more time to change a document, so the signer changes for Armando Castillo and David Valenzuela could be completed.

Chairman Castillo asked if all the money for the Volunteer Pension was at Washington Federal Bank.

Chief Parra replied that \$23,000.00 was at the bank, and the rest was with American Funds and managed by Aaron Alonzo of Lincoln Financial. He stated that Aaron Alonzo was their advisor. Chief Parra stated he could be the

administrator for a small fee, but they would need to talk to Aaron Alonzo. He asked the board if they would be willing to pay a small fee to continue the work of the Volunteer Pension Fund. He stated that the locks would be changed, and he would need access to the records to work on the pension fund.

Ms. Madrid asked if they just needed someone to find documentation and separate and sort documentation.

Chief Parra replied that it was where it would have to get started, and he had been working on doing that but needed more time. He stated that he did not like to leave things unfinished. Chief Parra said he could talk to Aaron Alonzo to see if the funds from the Volunteer Pension Fund could pay for his services as an administrator.

Ms. Madrid made a motion to direct Chief Parra to contact Aaron Alonzo with Lincoln Financial to determine if Chief Parra could continue as administrator for the Volunteer Pension Fund and be paid a nominal fee from the Volunteer Pension Fund. Mr. Valenzuela seconded the motion, and the motion was carried by three votes.

8. New Business

A. Intergovernmental Agreement with Rio Rico Fire District for Emergency Services Transition

Mr. Damon reported that they were working on providing Chief Amezaga and Ms. Holman with the information they had requested. He stated that they were making repairs and were going to have the station cleaned and the carpet shampooed on Friday. He said that they were having the multi-flow sewer system serviced. Mr. Damon stated that Chairman Castillo and Mr. Valenzuela had been added as signers to the Chase account and the warrant account.

Chief Amezaga introduced staff members of Rio Rico Medical Fire District.

Ms. Holman introduced herself and said she had been working for RRMFD since 2018. She said that she worked in administration and finance.

Ms. Barreda introduced herself and stated that she had worked 29 years in banking and produce, and she had worked at First Interstate Bank.

Deputy Chief Johnson introduced himself and stated that he retired from Tucson Fire Department and had been with RRMFD for three years.

Fire Marshal Cluff introduced himself and said he was the fire marshal and had been a volunteer with Nogales Suburban.

Chief Amezaga introduced himself and said he had worked locally as a volunteer, firefighter, EMT, and paramedic. He stated that he had 29 years of experience in the fire service.

Ms. Madrid introduced herself to the RRMFD staff. She stated that she had been a board member since 2012. She said that she had over 26 years of experience in the banking industry.

Mr. Valenzuela stated that he had been a board member for two years and wanted to continue to help out. He stated that he had been an equipment engineer for 40 years.

Chairman Castillo stated he was the board chairman and that he had been with NSFD for four years. He said he hoped the transfer would go well.

Chief Amezaga reported that he was ready to staff Station 1 at 8:00 a.m. on Sunday, March 14, 2021. He stated that he had a lot of new, young people and was training new EMT's and hoped to have 12 new EMT's. He said that it was the budget time of the year and was anxious to start working with Ms. Holman and the board and get them involved. Chief Amezaga reported that Manny Coppola had written a very poorly written article regarding the posting of minutes. He stated that if they had any questions from the newspaper or anyone, to refer them to him and he would answer any questions. He stated that they had been doing a good job and were proud of the work they did for the community. Chief Amezaga said he had talked about needing funds to get started and pay for expenses.

Ms. Holman reported that she had spoken to Mr. Damon regarding needing funds to get started with the transfer.

Mr. Damon stated that Ms. Holman could talk to the board as needed regarding transferring funds from the county.

Ms. Holman asked if the board had their telephone numbers.

The RRMFD staff gave their business cards to the board members.

Mr. Damon asked Chief Amezaga if he wanted to keep Chief Parra's cell phone.

Chief Amezaga replied that it was better to let him keep the number.

Chief Parra replied that it would be better for him to keep the number.

Mr. Damon asked if he could leave the computer with Chairman Castillo on Saturday.

Chairman Castillo said he could take care of it.

Chief Amezaga replied that it was better if Mr. Damon kept it, and they would get it back later.

Chief Parra stated that he had made many trips to the dump, and they had been working very hard to get the station ready. He reported that the multi-flow system was ready and had been serviced. He asked if they would have an

ambulance on Sunday, March 14, 2021. Chief Parra said they would not be able to fit Engine 1 at Station 2.

Mr. Damon recommended a plexiglass case to put agendas and announce to the public that RRMFD was operating NSFD.

Chairman Castillo asked if someone would put up the flag and turn the lights on.

Chief Amezaga replied that they would have people stopping by to check on the station and put a dusk-to-dawn light.

Deputy Chief Johnson stated that they could put a solar light for the flag.

Chief Amezaga reminded the board that they had to complete mandatory statutory training. He asked them if they wanted to take it online or in person.

Ms. Madrid replied that she preferred to take it online.

Chairman Castillo replied that he preferred to take it in person.

Mr. Valenzuela replied that he preferred an in-person class.

Chief Amezaga stated that they would get back to them as to when they could take the courses.

Mr. Damon stated that he had spoken to Kelly from the Arizona Fire District Association regarding the statutory courses and said that Ms. Madrid and Mr. Valenzuela had to take the coursework with a year after the November election. He stated that Kelly was going to get back to him if they had to pay their membership dues to be able to take the courses. Mr. Damon stated that Kelly was going to check if Chairman Castillo had to take a course. He stated the dues were over \$500.00.

Chief Parra reported that they had performed additional work and for many hours because they had to get the station ready for Rio Rico. He asked the board if they could be paid \$300.00 extra.

B. District Meeting Dates, Times, and Locations

Chief Amezaga asked the board if they could change the meeting time to 6:00 p.m. He stated they could keep the meeting to every two months.

Chairman Castillo replied that he was okay with the meeting at 6:00 p.m.

Ms. Madrid replied that she was okay with meeting at 6:00 p.m.

Ms. Madrid made a motion to change the meeting time from 6:30 p.m. to 6:00 p.m. and to continue the district meetings every two months on the second Thursday of the month at Station 2. Mr. Valenzuela seconded the motion, and the motion was carried by three votes.

C. Reading and Approval of the Minutes from the Special Meeting on February 25, 2021

Ms. Madrid made a motion to approve the Minutes from the Special Meeting on February 25, 2021 as read. Chairman Castillo seconded the motion, and the motion was carried by three votes.

D. Vacation Time

Chief Parra stated that past employees had been paid for untaken vacation because they were shorthanded, and employees preferred to sell their vacation. He stated that they had allowed employees to sell their vacation time for about 20 years.

Chairman Castillo replied that employees should be paid for their vacation.

Ms. Madrid replied that they should be paid for accrued vacation time.

Mr. Damon stated that employees had accrued vacation time that they had not taken, including employees who had left.

Ms. Madrid made a motion to pay accrued vacation time to employees due to termination of their employment. Mr. Valenzuela seconded the motion, and the motion was carried by three votes.

9. Future Meeting Agenda Items

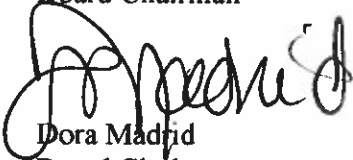
Ms. Madrid made a motion to table the item of additional compensation for extra duties performed during the IGA transition. Mr. Valenzuela seconded the motion, and the motion was carried by three votes.

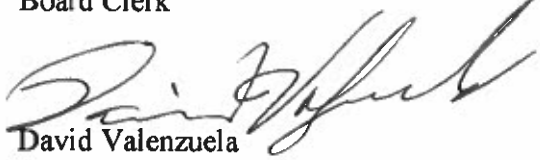
10. Adjournment

Ms. Madrid motion to adjourn the meeting at 21:10. Mr. Valenzuela seconded the motion, and the motion was carried by three votes.

Minutes approved by,


Armando Castillo
Board Chairman


Dora Madrid
Board Clerk


David Valenzuela
Board Member