



## MEETING MINUTES

The Fire Board of the Rio Rico Medical and Fire District (RRMFD) met in regular session on Wednesday, April 20, 2022 at 5:30 p.m. The meeting was held at Rio Rico Medical and Fire District administrative office, 822 Pendleton Drive, Rio Rico, AZ.

### 1. CALL MEETING TO ORDER

- Meeting called to order by Dean Davis at 5:30 pm

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL OF BOARD MEMBERS

Present: Brad Beach, Michael Carlson, Dean Davis and Dora Urias

Absent: Frank Bejarano

### 4. CALL TO THE PUBLIC

- a. Steve McEwen requested time to speak. Mr. McEwen is a fellow responder with the LAA program with the Santa Cruz County Sheriff's department and chairman of the Republican committee of Santa Cruz County. His request to speak is to inform members of the board that his constituency backs all RRMFD does and is against annexation. He is offering his support – access to propaganda avenues (text and telephoning). He has been instrumental in promoting an additional mayoral candidate who is against annexation. Requested RRMFD keep channels open, keep him updated to help support him in this matter.

### 5. CONSENT AGENDA

#### a. Approval of minutes

##### i. Executive Session of February 23, 2022 and Regular Session of March 30, 2022.

- Motion to approve the Executive Session minutes of February 23<sup>rd</sup> of this year and also the Regular Session minutes of March 30<sup>th</sup> of this year made by Michael Carlson, second by Brad Beach
- Motion passed unanimously by verbal vote

### 6. REPORTS AND CORRESPONDENCE:

#### a. Correspondence - None

#### b. Fire Chief's report

##### i. Emergency calls summary

- Total calls: 159 calls      EMS 56 (39%)      IFTS 56 (35%)      Fire 8 (5%)  
Others 39 (21%)

##### ii. Operational

#### 1. Equipment, vehicle, station

- Excursion sold – reduced sale value by \$1000 for needed front end repair
- ADHS inspection – vehicle R5314 passed
- Type 1 Ford ambulance sold
- Type 3 fire engine – estimated time of arrival is August 2022
- 2012 Dodge Ram truck purchased for wildland (replaces Excursion that was sold)
- Stations 1, 2 and 3 all passed backflow testing following preventor maintenance and repairs
- Station 3 artificial grass in front
- Red Flag warnings throughout the month

#### 2. Training

- EMS STR (special training required). Base hospital will come train with quarterly refreshers

- Fire/Rescue Drills throughout the month
  - Wildland Pack Test
  - Rope I Rescue training
3. Operations
    - EMT Academy has been completed- Muster April 9<sup>th</sup>; Graduation April 14<sup>th</sup>
  4. Personnel –
    - Jennifer Rayon hired as HR Generalist
    - Administrative team building event held at Tubac Resort
    - Paramedic Graduation April 21 – Captain Ibarra and Firefighter Ringston will be graduating
    - No Labor meeting
- c. Fire Marshal Report –
    - RRMFD logos for vehicles enlarged
    - NFIRS good through February 2022
    - Attended 7 webinars/trainings
    - 1 Burn Permit renewed
    - 6 Plan Reviews/Inspections – Trucks have been removed from Prime Sales
    - 8 Fire Calls
    - Red Flag warnings
  - d. Fire Board Member Report  
None
  - e. Financial Report
    - i. Presentation of Financial Reports up to March 31, 2022
      - Financial reports presented by Ana Holman
      - New ambulance rates approved and implemented April 14, 2022
      - Will end fiscal year with approximately \$500,000 to invest or carry over

## 7. OLD BUSINESS

- a. Discussion, update and possible action re: Nogales City Annexation
  - i. This is a continuation of previous discussion related to the Nogales City Annexation and RRMFD committee
    - City of Nogales has not presented anything regarding annexation
- b. Discussion and possible action re: Expansion of RRMFD CON Ambulance boundaries
  - i. This is a continuation of previous discussion related to the Expansion of RRMFD CON Ambulance Boundaries
    - Chief Amezaga spoke with Chief Horvath who has not had a response on rate increase which is the priority at the present
- c. Discussion, review and possible action re: Personnel PPE and cancer risks
  - i. This is a continuation of previous discussion related to the Personnel PPE and cancer risks
    - DC Urbanski has researched and gear prior to last few years had chemicals in PPE; cannot completely remove chemicals but new technologies are reducing exposure. Any gear purchased from here forward will be top of the line and advanced. 10 year issue for turnouts with several needing to be replaced. Decon procedures also elevated
- d. Discussion, review and possible action re: Billing Policy update and approval
  - i. This is a continuation of previous discussion related to the updated Billing Policy
    - Presented last month; however, there was a concern regarding the issue of a 1099C. As RRMFD is not a financial institute lending monies, this would not pertain to the fire district
    - Michael Carlson would like to revisit the policy with Chief Amezaga, Ana Holman and Ruth Hardwick. Would like RRMFD to remain supportive and compassionate with people during hardship but doesn't want to lose the opportunity to collect in the future.
    - Readdress this item in June

## 8. NEW BUSINESS

- a. Discussion and possible action re: Approval of financial reports for March 2022.
  - Motion to approve financial reports of March 2022 made by Michael Carlson, second by Dora Urias
  - Motion passed unanimously by verbal vote
- b. Discussion and possible action re: Approval of Technimount System LLC quote for Gurney Mounting Solution for LP15s in an amount up to \$18,195.00
  - ADHS regulations requires items which may become projectiles need to be secured. 7 units will cover current units with funds coming from CARES Act monies
  - Motion to approve Technimount System LLC quote for Gurney Mounting Solution for LP15s in an amount up to \$18,195.00 made by Brad Beach, second by Dean Davis
  - Motion passed unanimously by verbal vote

MOVED TO ITEM 8e.

- c. Presentation, discussion and possible action re: approval for publication of the 2022-2023 Budget Proposal as presented by the Budget Committee
  - Information presented by Ana Holman. Committee members from the Board were Dean Davis and Dora Urias. Proactive in balancing budget.
  - Proposed change – Current 2021-2022 tax rate is 3.6786%. To avoid increase in taxes shifted Bond obligation from .47% to .4086% to the property tax rate from 3.20% to 3.27%
  - Discussion regarding projected ambulance fees, suggestion made to match to actual amount of 2021-2022 year.
  - Dean Davis noted this is an overview of the budget and suggested the Board members review for discussion next month
  - Capital reserve account funds – list as line item
  - Personnel is the large expense this year. Great deal of work put into this item by Ana Holman. Trying to stay competitive with area - Entry level values increased; removed steps 11 and 12; yearly increase of 3% for full time, reserves 1%. Savings between \$15/hour to \$14.56/hour would be approximately \$103,000
  - Workers compensation insurance increased to \$309,000
  - Budget is on an accrual basis
  - Michael Carlson expressed concern regarding actively funding our capital reserve and our PSPRS shortfall. Need appropriate funding for these. Commended the committee for a wonderful job – tons of work and lots of compromise
  - Ana Holman asked for guidance for adjustments discussed. Dean Davis suggested to leave it as proposed. Michael Carlson noted if changes need to be made, come with appropriate information for counter balance.
- d. Discussion and possible action re: HR Policy and Procedures draft version review
  - Chief Amezaga and Michael Carlson went through with a fine tooth comb; sent to HR Consultant for review, legal has reviewed and is now ready for Michael Carlson and Chief Amezaga to finish it up and present to Board for review
  - Motion to approve Michael Carlson to review the HR Policy and Procedures draft, Brad Beach second
  - Motion passed unanimously by verbal vote
- e. Discussion and possible action re: Station 1 Roof Repair per proposal with payment from Capital Replacement account
  - Dean Davis noted there is a gaping hole in the membrane of the roof which needs to be repaired prior to monsoons.
  - Motion to approve F & S to replace the roof of Station 1 as per the contract of \$20,152 and give Chief Amezaga a 10% variance with payment from the Capital Reserve account made by Michael Carlson, second by Dora Urias
  - Motion passed unanimously by verbal vote

RETURNED TO ITEM 8c.

- f. Discussion and possible action re: 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

- Motion to move from Regular Session to Executive Session made by Michael Carlson, second by Dora Urias
- Motion passed unanimously by verbal vote
- Left Regular Session 7:32 p.m.
  - i. Note: The Chairperson will confirm Chief Amezaga received at least 24 hours notice  
Confirmed
  - ii. Note: Executive sessions are confidential pursuant to A.R.S. section 38-431.03(C)  
Anything discussed within Executive Session is to remain within Executive Session.  
Violation could lead to civil penalties pursuant to A.R.S. 38-431-07(A)
  - iii. Note: No action is taken during an executive session. Any action taken by the Board will take place during an open meeting
- Returned to Regular Session at 8:02 p.m.
- Motion to remove maximum salary cap for the Fire Chief of the Rio Medical and Fire District made by Michael Carlson, second by Dora Urias
  - Motion passed unanimously by verbal vote
  - Michael Carlson requested Chief Amezaga take his achievement list from last year, update it, identify the top ten achievements that are most significant and give to the Board within the next three weeks for review prior to the next meeting.

9. FUTURE MEETING AGENDA ITEMS

- a. Next Board Meeting May 25, 2022 5:30 p.m.

10. ADJOURNMENT

- Motion to adjourn made by Michael Carlson, second by Brad Beach
- Motion passed unanimously by verbal vote
- Meeting adjourned 8:12 p.m.

Dated this 29 day of June, 2022.

Rio Rico Medical & Fire District Elected Official

Michael Carlson,  Clerk of the Board