



MEETING MINUTES

The Fire Board of the Rio Rico Medical and Fire District (RRMFD) met in regular session on Wednesday, May 31, 2023 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 is being recorded
- Meeting called to order at 5:32 p.m. by Dora Urias

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD MEMBERS

- Present: Dora Urias, Dean Davis and Frank Bejarano
- Absent: Brad Beach and Michael Carlson

4. CALL TO THE PUBLIC

- None

CONSENT AGENDA

a. Approval of minutes

i. Regular Session and Executive Session of April 26, 2023.

- Motion to approve the April 26, 2023 regular session and executive session minutes of April Made by Dean Davis, second by Frank Bejarano
- Motion passed unanimously by verbal vote

6. REPORTS AND CORRESPONDENCE:

a. Correspondence

- Stan and Liz Hitzeman sent a note thanking for the care and professionalism – Juan Tapia and Andres Sanchez were the firefighters who answered the call

b. Fire Chief's report

i. Emergency calls summary

- Total Calls: 240 IFT's 109 911's 64 Fires 7 Public Assist 38 Others 22
- Mutual aid given: 18 NFD 5 NSFD 3 Patagonia 2 Tubac 7 Sonoita/Elgin 1
- Mutual aid received: 3 Tubac

ii. Operational

1. Equipment, vehicle, station

- Draft pump testing – E523 and South T reserve engine
- Met with CORE construction for training tower
- ADHS Ambulance Inspection
- ADEQ picked up old AFFF foam for disposal
- Antimicrobial IPAD covers with straps and chargers installed throughout the District

2. Training

- Module Probationary Testing
 - CPR training
 - Fire Investigation for First Responders
 - MIS 5 Blue Card Initial Radio Report
 - Tubac end of probation testing
 - Numerous CE opportunities
 - Vector Solutions
 - RAD Training
 - CAMEO Webinar
3. Swift Water Rescue Training
4. Operations
- Wildland/roadside fires/brush fires
 - Bluecard
 - Mutual aid to Nogales Fire – structure fire reignited
 - Vehicle Fire
5. Personnel
- Fire Department Instructor Conference, Indiana – attended by Karla Manjarrez and James Sheldon
 - Community Emergency Response Team Training attended by Daniel Acedo
 - Naloxbox installations at all stations in addition Safe Stations
 - Multi-Disciplinary Study Session for School Safety
 - Image Trend EPCR went live May 1, 2023
 - Driver Operator/Aerial Course Completion ceremony
 - NFFF Light the Night for Fallen Firefighters
 - Engineer Promotional testing
 - MIS 4 SCBA Champion – Daniel Acedo
 - EMS Week – Shift Standouts : Luis Saenz, A Shift; Jeremy Carrillo, B Shift; Ricardo Ugarte, C Shift. Standouts chosen by peers
 - Employee appreciation luncheons held for each shift with Firefighter of the Year given to Daniel Acedo
 - Pima Community College EMS/Fire Advisory Board Meeting – Chris Renteria, Chairman
 - EMS Week – Carondolet Holy Cross Hospital held and appreciation luncheon for EMS personnel and CEO Dina Sanchez came and served finitos at the employee appreciation luncheon
 - Columbian Firefighters in conjunction with USFS toured stations with focus on standards followed, mutual aid and the EOC used and challenges encountered
 - Fire Academy – recruits present at PCC/SCCC job fair; participated in ¼ mile marathon; propane “Dragon Drill”; Hazardous Materials; Fire Safety presentation at San Cayetano Elementary School and PT out and about throughout Rio Rico
- c. Fire Marshal Report
- Assisted Chevron with flag pulley for new flag
 - NFIRS good thru end of March, 2023 – full compliance
 - Attended 9 webinars/trainings
 - No burn permits issued for May, 2023

- 7 Plan Reviews/Inspections
 - Mobile Food Preparation Inspections – now valid for statewide use with inspection sticker
 - Love’s Travel Center moving along-pressure testing for sprinkler system within two weeks
 - \$8.6 million awarded by ADOT for Exits 12 and 17
 - 9 Fire Calls and 9 False Alarms
 - Community Events: SCC Career and Education Event
 - Blood Drive at Rio Rico Community center
 - Light Up Red to honor the fallen and their families
 - Calabasas School splash out
 - Bracker Elementary School splash out
 - Appreciation certificate given to Safeway for donation of water to the district
- d. Fire Board Member Report
- None
- e. Financial Report
- i. Presentation of Financial Reports up to April 30, 2023
- Financial Reports presented by Ana Holman
 - Financial Policy sent to board members for review – July agenda for adoption
 - NSFD annexation documents submitted to SCC BOS for approval
 - New hire for the front office, Deerianna Soto, joining us June 12th
 - At close of business May 31, 2023 we have collected \$2,002,000 and still have one month
 - Frank Bejarano questioned if the front door would be unlocked – Chief Amezaga stated the door would continue to be locked due to safety concerns for staff

OLD BUSINESS

- a. Discussion, review and update re: Expansion of RRMFD CON Ambulance Boundaries
- i. This is a continuation of previous discussion related to the Expansion of RRMFD CON Ambulance Boundaries
- Spoke with the attorney – documentation from RRMFD and Tubac Fire has been received and will be submitted to the state for approval. Approval will take approximately one to two months. RRMFD is currently serving these areas, this will make boundaries official.
- b. Discussion and possible action re: Approval for installation costs of the BlueStar Power System Industrial Outdoor Generator for Station 1 per proposal
- i. This is a continuation of previous discussion related to the installation of a BlueStar Power System Industrial Outdoor Generator for Station 1
- Delivery will be January 2024; bidding process for placement; consideration of flood zone; electrical quote of \$15,000 received from Safari Electric; have been in contact with Unlimited Plumbing, looking at placement location and possible alternate locations

MOVING TO NEW BUSINESS, ITEM 8 a.

- c. 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
- i. Note: The Chairperson will confirm Chief Amezaga received at least 24 hours notice
- Chief Amezaga confirmed notice was received
- 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
- iii. Note: No action is taken during an Executive Session. Any action taken by the Board will take place during an open meeting
- iv. This is a continuation of previous discussion related to the personnel matter

- Motion to leave regular session and enter Executive Session made by Frank Bejarano, second by Dean Davis
- Entered Executive Session at 7:12 p.m.
- Returned from Executive Session at 8:22 p.m.
- Dora Urias noted 7 c. ii
- Frank Bejarano motioned to make the following changes to Chief Amezaga's contract:
 - Page 1 item #2, Term – change date from June 30, 2023 to June 30, 2025
 - Page 3 item #8, Compensation a. change to read Annual salary shall be \$135,000
 - Page 3 item #8, Compensation b. change to read Continuing education and courses will be approved by the Board and paid by the District
 - Page 4 item #8, Compensation d. change to read The District shall provide Chief the same medical, dental and vision coverage as available to all District employees at District expense
 - Page 4, item #8, Compensation f. Sick Vacation Time. Sick leave will accrue at current District policy rate and vacation time shall be accrued and capped at 440 hours
 - Page 4, item #8, Compensation h. will be removed from contract
 - Page 4, item #8, Compensation l. Annual Compensation Review will be changed from annual basis to two year basis
 - Page 6, item #12, Performance Evaluation a. The Board will evaluate the Chief's performance in April every 2 years thereafter
 - Page 6, item #12, Performance Evaluation c. Remove “and benefits” and change annual performance evaluation to every two year evaluation
 - Page 7, item #15 Indemnification c. Value to be changed after seeking legal advice
- Motion second by Dean Davis
- Motion passed unanimously by verbal vote
- Motion to approve Chief Amezaga's salary increase to \$142,000 made by Frank Bejarano, second by Dean Davis
- Motion passed unanimously by verbal vote

8. NEW BUSINESS

- a. Discussion and possible action re: Approval of financial reports for April 2023.
 - Motion to approve April financial reports made by Dean Davis, second by Frank Bejarano
 - Motion passed unanimously by verbal vote
- b. Discussion and possible action re: Board member attendance at the AFDA Summer Conference July 11-14, 2023 in Glendale, Az.
 - Brad Beach and Frank Bejarano will be attending
- c. Discussion and possible action re: NSFD-RRMFD IGA term extension to June 30, 2024
 - Met with the NSFD Fire Board regarding IGA which expires June 30, 2023. Due to annexation process the NSFD Board agreed to continue to extend through June 30, 2024
 - Motion to extend the NSFD IGA through June 30, 2024 made by Frank Bejarano, second by Dean Davis
 - Motion passed unanimously by verbal vote
- d. Discussion and possible action re: Approval for publication of the 2023-2024 Budget Proposal as presented by the Budget Committee
 - Budget committee members were Frank Bejarano, Michael Carlson, Chief Amezaga and Ana Holman
 - Budget Proposal presented by Ana Holman

- Current tax rate is 3.27%; proposal for 2023-2024 is to increase to 3.5% (maximum allowed)
 - Wages increased by 2.3%
 - Workers Compensation insurance reduced
 - Health Benefits increase 1.9%
 - Very few changes on wage scale – increased medics, steps changed for BC Training and Medical Billing Supervisor, percentage changes for Administrative Manager and increase for Fire Chief
 - Dean Davis expressed concern with the increase in tax rate – Chief Amezaga stated due to inflation; staffing requirements and wages, costs of fuel and maintenance of building and equipment increase is necessary.
 - Academy wages were originally included in budget; however, were not sustainable and were removed. If an academy is to take place, it will be without pay unless funding becomes available.
 - Motion to approve the 2023-2024 Budget Proposal as presented by the Budget Committee made by Dean Davis, second by Frank Bejarano
 - Motion passed unanimously by verbal vote
- e. Discussion and possible action re: Approval of Beach Fleischman FY22-23 Audit Engagement Letter for an estimated fee, excluding expenses, of \$24,500.00
- Motion to approve Beach Fleischman FY22-23 Audit Engagement Letter made by Dean Davis, second by Frank Bejarano
 - Motion passed unanimously by verbal vote
 - Dean Davis inquired regarding number of wildland crews and availability. Chief Amezaga noted we have Cota and Carrillo as Engine Boss Trainees – have equipment

RETURNED TO OLD BUSINESS 7. c

9. FUTURE MEETING AGENDA ITEMS

- a. Next Board Meeting June 28, 2023 5:30 p.m.
- Frank Bejarano noted training provided for safety; non-violent situation; break away moves. Will bring up during Fire Board Report at the next Board meeting.
 - Dean Davis wished Happy Birthday for June 6th

10. ADJOURNMENT

- Motion to adjourn made by Dean Davis, second by Frank Bejarano
- Motion passed unanimously by verbal vote
- Meeting adjourned at 8:38 p.m.

Dated this 28th day of June, 2023.

Rio Rico Medical & Fire District Elected Official

Dora Urias, Dora Urias Clerk of the Board

