NORTH COUNTY FIRE & MEDICAL DISTRICT
FIRE BOARD
SPECIAL MEETING

Tuesday, October 18, 2016

MINUTES

(Agenda items may have been taken out of order at the discretion of the Chairman.)

I. CALL TO ORDER

Board Chairman David Wilson called the Board Meeting to order on Tuesday, October 18, 2016, at 9:00 a.m. at the District Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona.

II. ROLL CALL/AFFIRMATION OF QUORUM

Members Present: Board Chairman David Wilson, Board Clerk Russell Smith, Board Member Dick Cherry, Board Member Jack Meyer, and Board Member Dawn Miller

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Tim Van Scoter, Assistant Chief Mary Dalton, Accounting Supervisor Coaleen Poland, Health & Medical Coordinator Rebecca Haro, and Administrative Coordinator Deb Johnson

Public Comment: None

Media Present: Chris Caraveo, Independent Newspaper

III. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

IV. REVIEW OF MINUTES

Chairman Wilson requested that the Board members review the minutes for consideration of approval at the regularly scheduled Board meeting on October 20, 2016.

V. FINANCIAL REPORTS

A. Financial Services Division Current Events Summary for September 2016
Accounting Supervisor Poland reviewed the Financial Services Division Current Events Summary and Monthly Financial Report for September 2016 and answered any related questions from the Board members. The September 2016 Financial Services Division Current Events Summary and the Monthly Financial Report are attached to the official Fire Board Workshop packet.

Approved

VI. CURRENT EVENTS SUMMARIES, REPORTS, AND/OR CORRESPONDENCE

A. Emergency/Support Services Divisions Current Events Summary for September 2016

Assistant Chief Van Scoter reviewed the Emergency/Support Services Divisions Currents Events Summary for September 2016 and answered any questions from the Board.

B. Administrative/Community Risk Management Divisions Current Events Summary for September 2016

Assistant Chief Dalton reviewed the Administrative/Community Risk Management Divisions Current Events Summary for September 2016 and answered any questions from the Board.

VII. NEW BUSINESS

A. Discussion & Possible Action re: Adoption of Ratification Resolution 16-1018-1, ratifying actions taken by the North County Fire & Medical District Governing Board on October 13, 2016, including name adoption, Board Member recognition, lease purchase payment, asset acceptance, approval of proposed capital projects, termination of Wittmann Fire & Medical District Fire Chief's contract, acceptance of liabilities of Wittmann Fire & Medical District, including liabilities arising from the Volunteer Relief and Pension Plan.

Upon advice of legal counsel, staff recommended that Ratification Resolution 16-1018-1 be adopted which ratifies the decisions regarding the consolidation between North County & Wittmann Fire & Medical Districts that occurred during their duly noticed meeting held starting at 5:00 p.m. on October 13, 2016. Staff answered any questions from the Board regarding the resolution.

Board Member Smith moved that the Governing Board adopt Ratification Resolution 16-1018-1, ratifying actions taken by the North County Fire & Medical District Governing Board on October 13, 2016, including name adoption, Board Member recognition, lease purchase payment, asset acceptance, approval of proposed capital projects, termination of Wittmann Fire & Medical District Fire Chief's contract, acceptance of liabilities of Wittmann Fire & Medical District, including liabilities arising from the Volunteer Relief and Pension Plan. Board Member Cherry seconded the motion. Discussion continued.

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Meyer, Miller
NAYS: None

Approved

B. Discussion & Possible Action re: Wittmann Fire & Medical District Fiscal Year 2015/2016 Audit

Following the consolidation of North County & Wittmann Fire Districts, it is necessary for the Wittmann Fire & Medical District Fiscal Year 2015/2016 audit to be completed. Staff recommended the auditing firm of Accounting Professionals, LLC. Staff answered any questions regarding the proposed audit.

Board Member Meyer moved that the Governing Board approve the external Audit Engagement Letter for Accounting Professionals, LLC to complete the Fiscal Year Ended for June 30, 2016 Wittmann Fire & Medical District External Audit for a fee not to exceed $6,000. Board Clerk Smith seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Meyer, Miller
NAYS: None

C. Discussion & Possible Action re: District Consolidation Transition Related Expenses

Staff reviewed for the Board a portion of the District consolidation transition related expenses outlined in the Consolidation Feasibility Analysis completed by The James Vincent Group and ESM Consulting. Some one-time expenditures will be necessary to standardize the equipment, training, technology, etc. to bring the Wittmann Fire & Medical District operations in line with North County. These funds will be covered by the reserve funding transferring from Wittmann Fire District to North County Fire & Medical District as a result of the consolidation. Staff answered any questions from the Board related to the transition expenses.

Board Clerk Smith moved that the Governing Board approve the Wittmann Fire & Medical District consolidation transition related expenses as outlined in the September 28, 2016 Consolidation Feasibility Analysis prepared by the James Vincent Group and ESM Consulting for an amount not to exceed $210,000. Board Member Meyer seconded the motion.

AYES: Wilson, Smith, Cherry, Meyer, Miller
NAYS: None

D. Discussion & Possible Action re: North County Fire & Medical District Application for Certificate of Necessity (CON) Expansion

Health & Medical Coordinator Haro outlined for the Board the basis for expanding the boundaries of the District's current ambulance transport Certificate of Necessity (CON) to add, at a minimum, the additional area covered by the former Wittmann Fire & Medical District which is now included in the North County Fire & Medical District boundaries. This process will necessitate the hiring of an attorney who specializes in the CON process. Coordinator Haro answered any questions from the Board regarding the CON Expansion process.

Approved

Board Member Meyer moved that the Governing Board authorize staff to retain an attorney to assist with the expansion of the District's current Certificate of Necessity (CON) boundaries to, at a minimum, include all portions of the newly consolidated District for an initial amount not to exceed $30,000.

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Meyer, Miller
NAYS: None

E. Discussion & Possible Action re: North County Fire & Medical Billing
Health & Medical Coordinator Haro related to the Board the ongoing issues and concerns that the District has experienced with Intermedix Corporation since the inception of the agreement between the two entities. The revenue projections and expectations for customer service that were to be provided have not been met. The District also entered into an agreement with Intermedix for the provision of billing and software services for the District's Nurse Practitioner program. This process has also experience repeated delays and is still not available to the District. Therefore, staff recommended the termination of both agreements with Intermedix and finalizing an agreement with Mediclaim Data Services, Inc., the District's previous ambulance billing vendor, for medical billing services. Coordinator Haro answered questions from the Board regarding the change.

Board Member Meyer moved that the Governing Board authorize the termination of the Ambulance Billing and Related Professional Services Agreement with Advanced Data Processing, Inc., a Subsidiary of Intermedix with the Intermedix Corporation. Board Member Meyer further moved that the District authorize staff to finalize an agreement with Mediclaim Data Services, Inc. following final legal review, for medical billing services. Board Clerk Smith seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Smith, Cherry, Meyer, Miller
NAYS: None

F. Discussion & Possible Action re: North County Fire & Medical District Board Member Weekly Signing Schedule
This item was placed on the agenda at the request of some of the Board members. It was decided that for a minimum of the next three months, Board members would have a weekly signing schedule to rotate the signing of District warrants.

Approved

G. Discussion re: Board Member's Use of Personal Computers and Phones for District Business

Board Chairman Wilson stated that the Board had received a memo from the District's legal counsel regarding the use of personal computers and phones for personal business. He advised the Board members to review the memo.

H. Discussion & Possible Action re: North County Fire & Medical District Amended Budget

Assistant Chief Dalton related to the Board that the consolidation of the North County & Wittmann Fire & Medical Districts would necessitate an amendment to North County's current budget and operational plan. This will require holding two public hearings which are currently scheduled as follows: the October 18, 2016 Special Meeting and a Special Meeting on October 20, 2016. Then, a Special Meeting will be scheduled for November 15, 2016 per the statute, to adopt the revised budget. Chief Dalton answered any questions from the Board regarding the revised budget.

VIII. PROPOSED AMENDMENTS TO FISCAL YEAR 2016/2017 BUDGET AND OPERATIONAL PLAN OVERVIEW/PUBLIC BUDGET HEARING

A. Overview of Proposed Amendments to Fiscal Year 2016/2017 Budget and Operational Plan

Assistant Chief Dalton and Accounting Supervisor Poland provided an overview of the proposed amendments to the Fiscal Year 2016/2017 Budget and Operational Plan and answered any questions from the Board.

B. Public Hearing/Comments

Chairman Wilson opened the Public Hearing at 10:23 a.m.

There were no comments.

Chairman Wilson closed the Public Hearing at 10:25 a.m.

IX. CALL TO THE PUBLIC

There was no response to the Call to the Public.

X. SUGGESTED ITEMS FOR BOARD MEETING AGENDA/ADJOURNMENT

There were no new items suggested. The meeting adjourned at 10:31 a.m.

Russell Smith, Board Clerk

Approved