

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL MEETING
HELD January 21, 2021**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **January 21, 2021 at 6:00 P.M.** as a Virtual Meeting. **Meeting ID: meet.google.com/obn-kbhd-tdn. Join by phone: (US) +1 470-705-0523 PIN: 711 030 489#** Present at the meeting were the following members of the Rincon Valley Fire District Governing Board: Chairperson Michelle Harrington, Clerk Jennifer Spears, Member Kevin McKinley, Member Klasen, Member Messmer.

The following matters were discussed, considered and decided at the meeting:

1. Call to Order at 6:08 P.M by Chairperson Harrington

A. Roll Call - Chairperson Michelle Harrington	present by virtual meeting
Clerk Jennifer Spears	present by virtual meeting
Member Chris Klasen	present by virtual meeting
Member Kevin McKinley	present by virtual meeting
Member Matt Messmer	present by virtual meeting

- Also attending – Fire Chief Jayme Kahle, Battalion Chief Jim Tucker, Community Relations Manager Fiona De Young, and Administrative Manager Laura Bucklin.

2. Pledge of Allegiance – Chairperson Harrington lead the pledge of allegiance.

3. Date of next meeting scheduled for February 18, 2021 at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- Chief Kahle mentioned the great response we are receiving from the community regarding the various social media posts from our Community Relations Manager, Fiona de Young.

5. Consent Agenda

Approval of Consent Agenda – Motion by Member Spears, second by Member Messmer to approve all items on the Consent Agenda. Motion passed 5 to 0.

- A.** Approval of the Minutes of the December 17, 2020 Regular Board Meeting.
- B.** Approval of Resolution #21-065 Joshua & Aariah Goss Annexation (13462 S Hunting Dog Rd).
- C.** Approval of Resolution #21-066 Michelle & Anthony D’Agostino Annexation (840 N Wentworth Rd).

- D. Approval of Resolution #21-067 DEO ANTHONY A & DANA L & SMITH JERRY E & MYRAN D & SMITH DALLAS L & TAMMARIE ALL JT\RS Annexation (3381 E Slippery Rock Dr. Vail, AZ 85641).
- E. Approval of Resolution #21-068 Christopher and Betty Archuleta Annexation (242 N Suntan Dr, Vail, AZ 84641).
- F. Approval of Resolution #21-069 Estate of Sigmund Fensel Annexation (3525 E Calle Agassiz, Vail, AZ 85641).
- G. Approval of Resolution #21-070 Ardner and Carolyn Cheshire Annexation (6300 S Upper Valley Rd, Vail, AZ 85641).
- H. Approval of Resolution #21-071 Vail UPRR South, L.L.C. Annexation (Hanson Ridge Lots 64A, 65A, 67A, and 68A and Blocks 1, 2, and 3).
- I. Approval of Resolution #21-072 Meritage Homes of Arizona, Inc. Annexation (Hanson Ridge Lots 35 through 59, inclusive, Lots 61A, 62A, and 63A, and Lots 70 through 99, inclusive).
- J. Approval of Resolution #21-073 Forestar (USA) Real Estate Group Inc. Annexation (Hanson Ridge Lots 1 through 34 inclusive, and Lots 100 through 200, inclusive).
- K. Approval of Resolution #21-074 James & Julia Shaw Annexation (3731 E Sahuarita Rd).

6. Reports and Correspondence

- A. **Fire Chief's Report** – Reviewed by the Board. Report on file.
 - **Recruitment** - 2019 SAFER Recruitment – 3 candidates undergoing background checks. Battalion Chief Position – one candidate undergoing background checks. Admin Assistant - 34 applications reviewed. 3 candidates were selected for virtual interviews on January 6, 2021. Assistant Chief Position – Battalion Chief Jim Tucker has been promoted to the Assistant Chief Position effective March 1, 2021.
 - **COVID-19** - COVID-19 vaccinations became available for our people last month at Banner and TMC hospitals. We remain at Level 2A. We have had one additional employee become diagnosed with COVID-19. Luckily, we were able to test all of their crewmembers and no one else has contracted – using our station based testing. We continue to work with Pima County Health Department for vaccination process.
 - We have also been coordinating with the Pima County Health Department, the United Community Health Center, and the Vail Unified School District to provide COVID-19 immunizations to our community. To date, we have immunized approximately 70 VUSD health professionals and 85 residents over the age of 75.
- B. **December's Financial Reports** – Review, discussion and possible action, of the district's financial status including monthly summary reports.

- Monthly Financial Report for the month of December 2020.
- Monthly Expense Report for the month of December 2020.
- Monthly Bank Reconciliations and Balance Sheet for the month of December 2020.

-Motion by Member McKinley, second by Member Spears to approve the district's financial reports and expenses for the month of December 2020. Motion passed unanimously 5 to 0.

7. Unfinished Business

A. None

8. New Business

A. 2021-029 – Review and discussion regarding the FY 21/22 Budget Process.

- Chief Kahle has attached the draft budget schedule for FY 2021/22. In accordance with this schedule, he hopes to present the first draft budget at the March meeting and a final budget by May meeting. Fortunately, we already know the status of our assessed valuation numbers for FY21/22. Our new assessed valuation is \$157,883,596 which translates to a 9.07% increase. As part of the first draft, I am considering the following financial implications: funding to maintain benefits and maintain our capital replacement plan. We will also incorporate any budget requests submitted from the membership and board. In addition, Chief Kahle is also recommending a pay increase adjustment for our firefighters. In comparison to other fire districts, our firefighter pay is slightly low. We must stay competitive to retain our firefighters.

Chief Kahle would also ask that the board provide a budget advisor for this year's process again. Clerk Spears and Member Klasen volunteered to be budget advisors. No action taken. Discussion only.

B. 2021-030 – Review, discussion and possible action to approve the FY 21/22 Capital Replacement Plan.

- At the beginning of every annual budget process, the Logistics Manager, Danny Lawson and Chief Kahle get together to review the status of our fixed assets and predict the needs for the next ten years. Attached is our latest capital replacement plan that covers Years 21/22 - 30/31. This plan calls for the replacement of electronic Patient Care Reporting tablets (ePCR) for \$19,000; Replace one gurney (\$6,000); and 3 desktops (\$3,000). This plan does not include any new capital items. Total \$228,000. \$28,000 in 5720 for equipment and \$200,000 in 5730 for already ordered ambulance.

-Motion by Clerk Spears, second by Member Klasen to approve the FY 2021/22 Capital Replacement Plan. Motion passed 5 to 0.

C. 2021-031 – Review, discussion and possible action to approve revised Policy #3-001 Compensation Administration.

- Chief Kahle is requesting two changes to our compensation policies. The first change is to allow exempt chief officers to work extra battalion chief shifts. It is sometimes difficult to find acting Battalion Chiefs since only have a few qualified captains that can step up. However, we have three battalion chiefs that could fill those positions. This policy change would allow our current qualified chief officers to work those extra shifts at a flat rate that would not affect their FLSA exempt status. This increases our ability to have the right people in the right seats. The second change is to increase the call back pay from two to four hours. This is critical during major incidents and multiple incidents. As it stands now, we are having difficulty getting people to come back off duty.

-Motion by Member Klasen, second by Member Messmer to approve the revised Policy #03-001 Compensation Administration. Motion passed unanimously 5 to 0.

D. 2021-032 – Review, discussion and possible action to approve revised Policy #5-007 Pension Funding.

- HB2097 requires that a PSPRS employer updates its funding policy annually. The updated policy must contain funding objectives that address the following: 1) how to maintain the stability of the governing body's contribution to the system, 2) how and when the governing body's funding requirements of the system will be met, 3) defining the governing body's funded ratio target under the system and the time line for reaching the targeted funded ratio. The policy must also formally accept the employer's share of liabilities and then post the pension policy on our website. Since last year, our assets increased by \$752,223 but our unfunded liability increased by \$1,215,470. As a result, our unfunded liability also increased by \$463, 247 and is now \$2,337,035. Our funded ratio also decreased by 2.1% to 78.1%. Please note that our employer rate increased by 0.9%. These increases are all much less than last year and we are heading in the right direction. Tier 3 Pension fund is fully funded at 101.4%. Increases our annual cost by approximately \$30,000 and increase our unfunded liability by \$463,247. (Last year's increase was \$639,117).

-Motion by Clerk Spears, second by Chairperson Harrington to approve the revised Policy #05-007 Pension Funding Policy. Motion passed 5 to 0.

E. 2021-033 – Review, discussion and possible action concerning the implementation of an upgraded exhaust system.

- Over the last few months, Chief Kahle has been researching vehicle exhaust systems to improve the long term health of our firefighters. His research indicates: The only NFPA 1500 compliant system is direct capture. The only FEMA grant compliant system is direct capture. He has not found any southern Arizona agencies using direct capture (cold areas). Predominant system in southern Arizona is HVAC Upgrade. U of A study indicates that HVAC Upgrade works. There are three predominant systems in use and all have pros/cons (see attached). Station 291 does not have bay cooling. Bay exhaust that leaks into living areas is dangerous to firefighters. The U of A is willing to study our two stations for \$19,268. Conclusion: The HVAC Upgrade is the most effective and we should proceed with the WSM proposal. We may want the U of A study to verify need/efficacy. The estimate is \$19,268 and is non-budgeted.

-Motion by Member Klasen, second by Member Messmer to authorize a design agreement with WSM Architects, without conducting a study, and to use contingency funding to begin the project immediately. Motion passed unanimously 5 to 0.

F. 2021-034 – Review, discussion and possible action to request 2020 AFG Grant Funding for Powered Ambulance Gurney's.

- Our paramedic committee has asked that we purchase powered gurneys. Luckily, the 2020 Assistance to Firefighters Grant considers this a high priority. According to Mosby's, 1 in 4 EMS workers will suffer a career ending back injury within their first four years with the number one cause of lifting. A powered gurney, along with our people movers virtually eliminates this risk. Specifically, the powered gurney reduces spinal loading, which will result in reduced injuries, lost work days, and increased workers compensation costs. A powered gurney may also help us with retention of current folks. The grant request would be for approximately \$198,000 for power lift and gurney systems.. As such, the District's match would be approximately \$9,900.

-Motion by Clerk Spears, second by Member Klasen to approve the 2020 AFG application for the powered gurneys.

G. 2021-035 - Review, discussion and possible action to approve an Intergovernmental Agreement with Pima County for the administration of immunizations and testing.

- Tabled to next month's board meeting. Pima County is revising the IGA and will provide a draft for next board meeting.

H. 2021-036 - Review, discussion and possible action to approve revised Policy 02-026, Physical Fitness.

- As part of our normal review, it was discovered that some of our language from our 2013 fitness policy has become outdated. Specifically, the old policy specified a Pack Test and a PPA. However, we no longer have the PPA, but a new substitute. Chief Kahle is asking that we strike the last sentence under the policy to avoid confusion with potential future changes.

-Motion by Chairperson Harrington, second by Member Klasen to approve the revised Policy #02-026 Physical Fitness. Motion passed 5 to 0.

9. ADJOURNMENT - Motion by Chairperson Harrington, second by Clerk Spears to adjourn. Motion passed 5 to 0. Meeting adjourned at 7:04 p.m.

Dated this 22nd day of January 2021.

Rincon Valley Fire District Governing Board

Chairperson Harrington

Clerk Spears

Member McKinley

Member Klasen

Member Messmer