

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
HELD May 17, 2018**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **May 17, 2018 at 6:00 P.M.** at RVFD Station 2; 14550 E. Sands Ranch Rd. Vail, AZ 85641. Present at the meeting were the following members of the Rincon Valley Fire District Governing Board: Chairperson Raymond Phillips, Clerk Michelle Harrington, Member Mark Tate, Member Terry Newman, and Member Kirsten Schlenker.

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

1. Call to Order at 6:01 P.M by Chairperson Phillips

A. Roll Call - Chairperson Raymond Phillips	present
Clerk Michelle Harrington	present
Member Terry Newman	present
Member Kirsten Schlenker	present
Member Mark Tate	present

- Also attending – Fire Chief Jayme Kahle, Administrative Manager Laura Bucklin, Battalion Chief Cornejo. (See hand written sign in sheet attached for others present).

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

3. Date of next meeting June 21, 2018 at 6:00 P.M.

- Confirmed by four board members. Clerk Harrington will not be able to attend.
- The Board Meeting for July 19, 2018 will be moved to July 26, 2018 per Chief Kahle's request. Confirmed by Board.

4. Call to the Public

- In order to celebrate the arrival of our new Engine, Chief Kahle requested the Board Members to participate in a new tradition to push-in the apparatus into the fire station bay area.

Motion by Chairperson Phillips, second by Member Schlenker to adjourn the Regular Meeting for the Push-In Ceremony of the new Fire Engine. Motion passed 5 to 0. Meeting adjourned at 6:03 pm.

Motion by Chairperson Phillips, second by Member Schlenker to reconvene the Regular Board Meeting. Motion passed 5 to 0.

Regular Meeting reconvened at 6:11 pm.

5. Consent Agenda

Approval of Consent Agenda – Motion by Clerk Harrington, second by Chairperson Phillips to approve all items on the Consent Agenda.
Motion passed 5 to 0.

- A. Approval of the Minutes of the April 19, 2018 Regular Board Meeting.
- B. Approval of **Resolution #18-019** Single Parcel Annexation for William & Patricia Baker (12240 E Hillcrest Circle.)

6. Reports and Correspondence

- A. Fire Chief's Report – Reviewed by the Board. Report on file.
 - Workers Compensation Claims – There are two employees with a Workers Compensation claim. One is on Light Duty, the other is Off-Duty.
 - Recruitment Process – 46 applications accepted, Written Test is scheduled for May 10, 2018.
 - Brush Truck was sold through Public Surplus.
- B. April's Financial Reports – Review, discussion and possible action, of the district's financial status including monthly summary reports.
 - Monthly Financial Report – Motion by Member Tate, second by Member Newman to approve the Financial Report for the month of April 2018. Motion passed unanimously 5 to 0.
 - Expense Report – Motion by Member Tate, second by Member Newman to approve the expenses for the month of April 2018. Motion passed unanimously 5 to 0.
 - Monthly Bank Reconciliations and Balance Sheet – Motion by Member Tate, second by Member Newman to approve the Bank Reconciliations and Balance Sheet for the month of April 2018. Motion passed unanimously 5 to 0.

7. Unfinished Business

- A. Review, discussion and possible action to adopt the 2018/19 Tentative Budget.
 - Chief Kahle recommend the Board to approve the 2018/19 tentative budget and authorize the public hearing for June 21. Includes General Fund, Bond Fund and Capital Projects Fund.
 - GENERAL FUND- This year's budget is expected to increase the general fund tax rate by \$0.09 \$2.7834 (2017/18 rate). Average homeowner impact will be an estimated tax increase of \$38.71 per year (\$556.68 vs. \$514.68). The tax levy will increase to \$237,652 with expense increase of \$99,192. The budget includes: 1)fully funded

PSPRS increase, 2)COLA, 3)11 person minimum staffing, 4)health insurance increases, 5)fire marshal services, and 6)Capital Project Fund transfer.

- BOND FUND - The bond fund is self-sustaining and the rate will actually lower by \$0.04 again this year to \$0.4885.
- CAPITAL PROJECTS FUND - Includes \$225,000 for 1) ambulance replacement, 2) MDT replacements, and 3) modem replacements. Total Tax Rate, increases \$3.2193 to 327.19, \$0.5.25 increase, 6.29% increase
- The overall general budget is increasing by \$237,652.

-Motion by Clerk Harrington, second by Chairperson Phillips to adopt the FY 1819 Tentative Budget. Motion passed 5 to 0.

B. Review, discussion and possible action to approve the Notification of Fire Board Vacancies to the Pima County Board of Supervisors for the November 2018 Election.

- The Rincon Valley Fire District will hold general elections for three (3) Board Member vacancies on November 6, 2018. The 2018 Election Year Procedure begins at the end of May 2018. Laura has attached a Notification of Fire Board Vacancies that shall be sent to the Pima County Board of Supervisors. The soonest a candidate can file a Nonpartisan Election Petition is July 9, 2018. The deadline for candidates to file a petition is August 8, 2018. The minimum required signatures a candidate needs to file a petition is 42. Budgeted \$6,500 for FY 1819 Account #5221 District Elections.

8. New Business

A. 2018-038 – Review, discussion and possible action to approve the W/Comp. Insurance Renewal.

- Rincon Valley has been with this agency for many years and staff has a good working relationship that ensures our employees are covered for work related injuries and illnesses. Our rate did slightly increase this year since our emod increased to 0.91 from the prior year rate of 0.83. The estimated rate, without overtime, is \$103,558. \$130,000 budgeted in account #5130. Approximate \$20,000 decrease over prior year. Decrease due to prepayment in FY 2017/18.

-Motion by Clerk Harrington, second by Member Schlenker to approve the Workers Compensation Insurance renewal with Copperpoint. Motion passed 5 to 0.

B. 2018-039 – Review, discussion and possible action to approve the General Insurance Renewal.

- The general insurance policy covers all aspects of insurance needs except workers compensation insurance. As such, it includes automotive, facilities, liability, errors and omissions, directors, volunteers, cyber, fire and EMS liability, and employee theft. There are three insurance providers for fire

department insurance needs. Those three are Crest, ESIP and VFIS. The three insurance companies are represented by various brokers. We sought bids with Marana Insurance for ESIP and VFIS of Arizona for VFIS. Crest submitted two bids. Please note: that we only seek bids every few years to provide continuity of coverage. A fair comparison of the bids were completed and it appears that ESIP will provide the best value for Rincon Valley taxpayers. A comparable analysis was complete to ensure an accurate assessment between the bids was completed. The results are attached. Bids ranged from \$30,164 to \$39,433. \$35,106 of which a total of \$49,000 is budgeted in General Insurance (5280). This represents a \$3,835 savings over 2017/18 rate.

-Motion by Member Schlenker, second by Member Tate to approve the General Insurance Renewal with ESIP. Motion passed 5 to 0.

C. 2018-040 – Review, discussion and possible action to approve the IGA with Drexel Heights Fire District for dispatch services.

- This is a renewal of last year's agreement in which Drexel Heights Fire District provides Rincon Valley with dispatch services. Drexel Heights and Green Valley Fire District jointly operate the Valley Emergency Communications Center (VECC). The agreement has increased by 6% over last year. The increased cost still represents a good value for RVFD residents. The increase is a result of increased VECC costs and a slight increase in call volume. The expense of \$56,710 was budgeted in our dispatch services line (5430) of \$60,000.

- Motion by Chairperson Phillips, second by Member Schlenker to approve the IGA Drexel Heights Fire District for dispatch services. Motion passed 5 to 0.

D. 2018-041 – Review, discussion and possible action to approve an IGA with Pima County Wireless Integrated Network for Radio Maintenance.

- Our PCWIN radios are now approximately five years old and they are starting to have additional maintenance needs. (Note: PCWIN radios provided to RVFD from Pima County Bond proceeds in 2013). PCWIN offers two maintenance plans, fee for service and managed plan. Until now, the best value was to only pay for services as needed. However, given the aging radios, the best value is go to the flat fee for all maintenance needs. This is a one year agreement that automatically renews for five years. The expense of \$2,521 is budgeted in our radio maintenance line (5440) of \$3,000.

-Motion by Member Tate, second by Member Newman to approve the IGA with PCWIN for Radio Maintenance. Motion passed 5 to 0.

E. 2018-042 – Review, discussion and possible action to enter into an agreement for annual auditing services.

- Rincon Valley is required to have an audit annually. It is a good practice to seek bids every three to five years. Therefore, I sought bids from three reputable firms. All bids were qualified and acceptable. The first bid is from Heinfeld Meech and they are proposing a fee of \$29,275. The second bid came from our most recent auditor, Beach Fleischman for a total of \$25,500. Our third bid came from Jennifer Phillips, CPA, LLC for a total of \$21,000. The Phillips firm completed our audits from 2012-2014. Since all bids are acceptable, the Phillips firm seems to present the best value for taxpayers. \$8,000 is budgeted in account 5320.

-Motion by Chairperson Phillips, second by Clerk Harrington to approve the Annual Audit Agreement with Jennifer Phillips C.P.A. Motion passed 5 to 0.

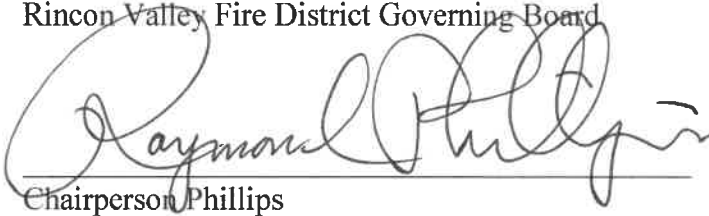
10. Future Agenda Items (no discussion)

- Annexations
- FY 1819 Budget Process.

11. Adjournment - Motion by Member Schlenker, second by Clerk Harrington to adjourn. Motion passed 5 to 0. Meeting adjourned at 6:35 p.m.

Dated this 23rd day of May 2018.

Rincon Valley Fire District Governing Board



Chairperson Phillips

Clerk Harrington



Member Newman

Member Schlenker



Member Tate