

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL MEETING
HELD May 21, 2020**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **May 21, 2020 at 6:01 P.M.** as a Virtual Meeting. **Meeting ID: meet.google.com/obn-kbhd-tdn. Phone Numbers: (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, Member Jennifer Spears, Member Kevin McKinley and Member Christopher Klasen.

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

1. Call to Order at 6:03 P.M by Chairperson Harrington

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|--|--------------------------|
| A. Roll Call - Chairperson Michelle Harrington | present - telephonically |
| Clerk Mark Tate | absent |
| Member Jennifer Spears | present - telephonically |
| Member Chris Klasen | present - telephonically |
| Member Kevin McKinley | present – telephonically |

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

2. Pledge of Allegiance – Firefighter Martin Diaz lead the pledge of allegiance.

3. Date of next meeting scheduled for June 18, 2020 at 6:00 P.M.

- Confirmed by four board members.

4. Call to the Public

- A few Thank You Notes and emails were provided to the Board from community members wishing to thank the Firefighters for their dedication, sacrifices, and commitment to our community.

5. Consent Agenda

Approval of Consent Agenda – Motion by Chairperson Harrington, second by Member Spears to approve all items on the Consent Agenda. Motion passed 4 to 0.

Approval of the Minutes of the April 16, 2020 Regular Board Meeting.
Approval of Resolution #20-139 Cole Annexation (2561 E Roslyn Ln)
Approval of Resolution #20-140 Bender Annexation (6221 S Mesquite Trail)

Note: The Board took agenda items out of order:

(Item 8-A. 2020-037 – Presentation of Outstanding Service)

- Firefighters Wayne Davies and Marlon Posada, were presented with Certificates of Outstanding Service. Congratulations on their outstanding service in saving the life of a Tucson resident. Through this, they embody the vision, mission, and values of the Rincon Valley Fire District. Crew Members, family and friends were present to celebrate the special occasion.

6. Reports and Correspondence

- A. Fire Chief's Report** – Reviewed by the Board. Report on file.
- RVFD achieved Treat and Refer Status with ADHS. We are the second agency in southern Arizona to receive this status. This is critical given the COVID response. For the future, this will open up some additional revenue sources. BC Yalen will be investigating this opportunity this fall.
 - ADHS sets an ambulance rate increase that we must request every year. We made the request and have received our new rates.
- B. April'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 April 2020.
 - Monthly Expense Report for the month of April 2020.
 - Monthly Bank Reconciliations and Balance Sheet for the month of April 2020.

-Motion by Member Spears, second by Member McKinley to approve the district's financial reports for the month of April 2020. Motion passed unanimously 4 to 0.

7. Unfinished Business

A. 2020-028c – Review, discussion and possible action to approve the FY 20/21 Tentative Budget.

- Chief Kahle provided a tentative budget for FY 20/21. For the third year, we are able to maintain the operating tax rate at \$2.7834.

Significant Elements:

- Updated Pay Plan with Merit/COLA
- Added investment in training and paramedic training
- 2 New Employees (full year CRM, 1/3rd year Assistant Chief)
- Workers Comp Impact
- PSPRS Impact

Revenue/Expense Increase: \$464,000
(Note: \$100,000 is potential COVID Grant)

\$312,500 to reward/retain our personnel

Average Taxpayer - \$697.45 - 2.66% increase over last year (\$18.05)

Combined Tax Rate decrease of \$0.697 (\$3.1550 vs \$3.2248)

Assumes \$221,060 Avg RVFD Home.

Combined Revenue Budget of \$5,932,182. General Fund is \$5,382,200.

Bond Fund is \$539,981. Capital Fund is \$10,000.

-Motion by Member McKinley, second by Member Spears to adopt the Tentative FY 20/21 Budget. Motion passed unanimously 4 to 0.

B. 2020-036a - Review and discussion concerning 2020 Board Elections.

- The Rincon Valley Fire District will hold general elections for two (2) Board Member vacancies on November 3, 2020. The 2020 Election Year Procedure begins at the end of May 2020. A Notification of Fire Board Vacancies and a Call of Election Resolution shall be sent to the Pima County Board of Supervisors. The soonest a candidate can file a Nonpartisan Election Petition is June 8, 2020. The deadline for candidates to file a petition is July 6, 2020. The minimum required signatures a candidate needs to file a petition is 51. The maximum required signature a candidate need to file a petition is 250. An Election Timeline is provided for Board reference. Budgeted \$10,000 for FY 2021 Account #5221 District Elections.

-Motion by Chairperson Harrington, second by Member Spears to approve the Notification of Fire Board Vacancies to the Pima County Board of Supervisors and to approve the Call of Election Resolution #20-141 for the November 3, 2020 Election. Motion passed unanimously 4 to 0.

8. New Business

A. 2020-037 - Presentation of Outstanding Service.

- This item was moved to the beginning of the agenda.

B. 2020-038 - Review, discussion and possible action to renew the Prevention Services IGA with Northwest Fire District.

- At the beginning of this fiscal year, we identified a need for fire marshal services. We entered into an intergovernmental agreement with Northwest Fire District to provide those services. After ten months, this agreement has deemed to be beneficial to both Rincon Valley and Northwest Fire. The agreement allowed us to update our fire code, properly apply the fire code to new buildings, apply the fire code to new residential subdivisions, investigate fires, and inspect our existing occupancies. The new agreement reflects a 5% increase for a total of \$57,758.40. To date, we offset this cost by collecting \$11,666.63 in plan reviews.

-Motion by Member McKinley, second by Member Spears to renew the second amendment of the IGA for fire marshal services with Northwest Fire District. Motion passed unanimously 4 to 0.

C. 2020-039 - Review, discussion and possible action to renew the Dispatch Services IGA with Northwest Fire District.

- Chief Kahle as not yet received the final IGA. Tabled to next Board Meeting.

D. 2020-040 - Review, discussion and possible action to authorize the Fire Chief to renew the General Insurance Agreement.

- The District needs to maintain a general insurance policy. 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. We did not get out to bid this year, but plan to next year. We have been with McNeil for many years and they provide a great value. The proposed agreement is for \$40,389, which represents a 4% increase over last year.

-Motion by Chairperson Harrington, second by Member Spears to renew the general insurance policy with the McNeil Insurance Company. Motion passed 4 to 0.

E. 2020-041 - Review, discussion and possible action to approve the amended Policy 4-003, Paid Time Off.

- Chief Kahle is requesting to add a new section to our PTO policy to ensure that no employee falls through the cracks when taking an unacceptable pattern of PTO use. Specifically, if we notice a pattern of excessive PTO use or misuse, we want to have a "welfare check" with that employee to ensure they are getting all the support they need. Additionally, as our agency grows, we need to find the proper balance in providing our folks needed R&R while ensuring we have enough firefighters on shift to meet our mission. This policy has been developed in collaboration with our local union. The process has been extremely beneficial to see both management and labor views while producing a superior policy. VFAA President Mooney spoke in favor of this policy change.

-Motion by Member Spears, second by Chairperson Harrington to approve the amended Policy #4-003 Paid Time Off. Motion passed 4 to 0.

F. 2020-042 - Review, discussion and possible action to temporarily suspend Policy 1-003, Recruitment and Selection.

- In early May, we had one of our SAFER grant firefighters resign for personal reasons. A few days later, Chief Kahle received a phone call from a former firefighter paramedic (resigned in good standing). He is very interested in coming back to Rincon Valley and Chief Kahle would


like to hire him. However, our current hiring policy requires the Fire Chief to only hire from a current eligibility list. Chief Kahle feels this section of the policy wrongly limits the chief in meeting the overall purpose of our hiring policy to "maximize District efforts and resources in the recruitment and selection process in order to identify the best applicants available." Our resources can be maximized by hiring a proven, reliable and highly qualified former employee, which is also clearly the best applicant. (Past performance is the best indicator of future work). It's in the District's best interest to hire this employee by reducing pre-employment costs and gaining a more highly certified firefighter. We will avoid overtime backfill costs and pre-employment costs.

-Motion by Member Klasen, second by Member Spears to temporarily suspend Policy #1-003 Recruitment and Selection. Motion passed unanimously 4 to 0.

9. ADJOURNMENT - Motion by Member Spears, second by Member McKinley to adjourn. Motion passed 4 to 0. Meeting adjourned at 6:43 p.m.

Dated this 22nd day of May 2020.

Rincon Valley Fire District Governing Board




Chairperson Harrington



Clerk Tate



Member McKinley



Member Spears



Member Klasen