

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
VIRTUAL AND IN-PERSON MEETING  
HELD October 21, 2021**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **October 21, 2021 at 6:05 P.M.** as a Virtual Meeting and In-Person. **Meeting ID: [meet.google.com/obn-kbhd-tdn](https://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 Christopher Klasen and Member Matt Messmer.

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

**1. Call to Order** at 6:06 P.M. by Chairperson Harrington

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

- Also attending – Fire Chief Jayme Kahle, Assistant Chief Jim Tucker, Acting Battalion Chief Michael Cassabaum, and Administrative Assistant Claudia McMullen.

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

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

- Confirmed by all board members present.

**4. Call to the Public**

- Thank you letter from Greater Tucson Fire Foundation for our participation in the Annual Fiesta de los Bomberos.
- Thank you letter from Davis Yalen regarding his Summer Internship at Rincon Valley Fire.

**5. Consent Agenda**

**Approval of Consent Agenda** – Motion by Clerk 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 September 16, 2021 Regular Board Meeting.
- B. Approval of Resolution #22-010 Slay Annexation (14074 S Old Sonoita Hwy).

## 6. Reports and Correspondence

### A. Fire Chief's Report – Reviewed by the Board. Report on file.

- We participated in the Prickly Pear Jamboree Parade and Block Party. Fire Chief Kahle served as the grand marshal of the parade and Assistant Chief Tucker made a speech about the 9/11 memorial. We also attended numerous preparatory meetings for this event.
- We processed health care insurance refunds for our members. Since RVFD did a great job in lowering health care costs, EMI Health Insurance issued us a refund of \$47,000. Employee portions of approximately \$12,000 were returned to the employees.
- Community Relations Manager Fiona and Fire Chief Kahle met with a concerned neighborhood in the Rincon Creek neighborhood. There are concerns about our access when their creek is running. We agreed to continue to work with them on preparedness and connect them with local government officials. We scheduled a listening session with a representative from Steve Christy's office. We also met with the owners of the Rincon Creek Ranch to see if we can use their footbridge during emergencies.
- Fire Chief Kahle attended another local pension board meeting in which Rincon Valley Fire accepted a second captain into the DROP system.
- Station 293 Project. The board approved the feasibility study with WSM Architects and we they have begun that process.
- Station 291 Project. We have had one scoping meeting to date.
- Growth. We continue to monitor growth. Pima County issued 109 housing permits last month. (This is a significant increase from previous months).

### B. September'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 September 2021.
- Monthly Expense Report for the month of September 2021.
- Monthly Bank Reconciliations and Balance Sheet for the month of September 2021.

-Motion by Clerk Spears, second by Member Messmer to approve the district's financial reports and expenses for the month of August 2021. Motion passed unanimously 5 to 0.

## 7. Unfinished Business

### A. None.

## 8. New Business

### A. 2022-011 – Presentation by the District's auditor of the District's FY 2020-2021 Annual Financial Audit and review, discussion and possible action by the Board to officially receive the audit.

- Auditors Chris Heinfeld and Tracy Posuniak presented their Audit work to our Board Members.
- Rincon Valley Fire District received a clean audit.
- Fire Chief Kahle, Administrative Manager Laura Bucklin and Administrative Assistant Claudia McMullen received praise from Chris and Tracy regarding the financial system in place.
- The Board showed their gratitude to Heinfeld and Meech for their assistance.

-Motion by Clerk Spears, second by Member Messmer, to approve the District's FY 2020-2021 Annual Financial Audit. Motion passed 5 to 0.

### B. 2022-012 – Review, discussion and possible action to switch banks to Chase Bank from Pima Federal Credit Union.

- As part of our FY 19/20 audit process, our auditors recommended that we ensure that our bank deposits are collateralized. After speaking with our current bank, Pima Federal Credit Union, they indicated that our deposits are not, and they do not offer that service.
- Upon further research, Fire Chief Kahle found a statute that also recommends that our deposits are collateralized. The Arizona State Treasurer provides a list of banks that offer this service. Fire Chief Kahle found that Chase Bank is on this list and they are the only bank within our district.

-Motion by Chairperson Harrington, second by Clerk Spears to approve switching of banks to Chase Bank from Pima Federal Credit Union. Motion passed 5 to 0.

### C. 2022-013 – Review, discussion and possible action to approve the Securis Pre Paid Account Participation Agreement.

- In July of 2020 we switched workers compensation providers to Securis. We had an option to pay a capital reserve over three years or pay the full amount and the board elected to pay the full amount. Since then, Securis was told that we had to keep our full payment in trust and only pull out 1/3 of the total each year. This agreement specifies this change.

-Motion by Clerk Spears, second by Member Messmer to approve the Securis PrePaid Account Participation Agreement. Motion passed 5 to 0.

**D. 2022-014 - Review, discussion and possible action to approve the FY 21/22 Organizational Statement.**

- The statement identifies who we are and what our capabilities are. The statement includes our vision, mission, values, risk management policy, and levels of service. For instance, we identify that we can provide the public with technical rope rescue. But we don't have the skills, manpower, and equipment to complete a structural collapse incident.
- The primary change from the last year statement reflects the upgrade in personnel. We now are authorized for 51 full-time personnel.

-Motion by Member Messmer, second by Clerk Spears to approve the 2021/22 Organizational Statement. Motion passed 5 to 0.

**E. 2022-015 – Review, discussion and possible action to declare misc. items as surplus and to authorize staff to donate to a recognized charity.**

- The attached sheet provides the details of items that Rincon Valley Fire District would like sell through Public Surplus and/or donate to Rise Recycling Center.
- Policy 5-004 allows us to dispose of that equipment or transfer it to a recognized charity.

-Motion by Clerk Spears, second by Member Messmer to declare miscellaneous items as surplus and to authorize staff to sell through Public Surplus and/or donate to a recognized charity. Motion passed 5 to 0.

**F. 2022-016 – Review, discussion and possible action to authorize an agreement with Old Pueblo Mechanical to enhance the existing bay exhaust system.**

- The board has made it a priority this year to reduce the chances of an occupational caused cancer to our folks. We had originally hoped to install a full exhaust and cooling system at Station 291. Unfortunately, the bid of \$472,000 grossly exceeded our available budget. Instead, we have installed Ward Diesel systems in all 2010 and older vehicles that do not have the Diesel Particulate Filter.
- The next step that we can do is to leverage the existing exhaust system at Station 292 so that it exhausts on a more frequent basis and thereby reducing the chance of carcinogens entering our living areas. Station 292 currently has a basic exhaust system that kicks on with a Carbon Monoxide or Nitrogen Oxide sensor. An added layer of safety can be achieved if we set the exhaust to also run whenever a bay door goes up or down.
- We budgeted \$85,000 for bay exhaust upgrades and have spent \$29,808.06 to date leaving us \$55,191.94 in our facilities improvement capital budget line. This purchase will still allow us to roll-over \$30,000 in that line for next year.

- Motion by Member Messmer, second by Chairperson Harrington to declare miscellaneous items as surplus and to authorize staff to sell through Public Surplus and/or donate to a recognized charity. Motion passed 5 to 0.

**A. 2022-017 – Presentation of Strategic Objective 4.B, Training Facilities Needs Analysis.**

- Strategic Plan 4B is to "perform a training facilities needs analysis to determine necessary facilities to support a comprehensive training program."
- Assistant Chief Jim Tucker was assigned to this objective and he will present his research and recommendations:
  - i. ISO requires 18 hours of facility training per year
  - ii. FF Safety requires that we perform facility
  - iii. RVFD does not have a facility and can't afford one at this time
  - iv. But, there are three facilities in the region that we could use
  - v. RVFD needs to improve its company training and it will increase OT costs
  - vi. In the future, we will need a training facility to ensure firefighter and public safety
- Fiscal Impact: \$38,000 per year in OT. \$500,000 for basic training building

**9. ADJOURNMENT** - Motion by Member Messmer, second by Clerk Spears to adjourn. Motion passed 5 to 0. Meeting adjourned at 6:56 p.m.

Dated this 22<sup>nd</sup> day of October 2021.

Rincon Valley Fire District Governing Board

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Chairperson Harrington

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Clerk Spears

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Member McKinley

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Member Klasen

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Member Messmer