

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
VIRTUAL MEETING  
HELD November 19, 2020**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **November 19, 2020 at 6:00 P.M.** as a Virtual Meeting. **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 Mark Tate, 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 6:01 P.M by Chairperson Harrington

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

- Also attending – Fire Chief Jayme Kahle, Community Relations Manager Fiona De Young, and Administrative Manager Laura Bucklin. Jennifer Phillips and Matthew Messmer was also in attendance by virtual meeting.

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

**3. Date of next meeting scheduled for December 17, 2020 at 6:00 P.M.**

- Confirmed by all five board members.

**4. Call to the Public**

- A Thank You letter was presented from a patient who was rescued from an incident at Saguaro National Park.
- A letter of appreciation was presented from a district resident wanting to thank RVFD for the positive effect on the community.
- A letter from Saguaro National Park was presented regarding wireless communication coverage concerns in the area.

**5. Consent Agenda**

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

- A.** Approval of the Minutes of the October 15, 2020 Regular Board Meeting.
- B.** Approval of Resolution **#21-046** Michael Ortega Annexation (859 N Drystone Ct, Vail, AZ 85641).

- C. Approval of Resolution #21-047 Andrew John and Mary Ellen Machain Annexation (940 N Solar Dr, Vail, AZ 85641).
- D. Approval of Resolution #21-048 Landen Standifer Annexation (510 N Slate Dr, Vail, AZ 85641).
- E. Approval of Resolution #21-049 Helm Revoc Tr (Jay Helm) Annexation (6151 S Mesquite Tr, Vail, AZ 85641).
- F. Approval of Resolution #21-050 Michael and Sharon Englert Annexation (13500 E Rex Molly Rd, Vail, AZ 85641).
- G. Approval of Resolution #21-051 Michael and Sharon Englert Annexation (305-05-0810).
- H. Approval of Resolution #21-052 Michael Hall Annexation (9840 S Calle Rinconado, Vail, AZ 85641).
- I. Approval of Resolution #21-053 Maria Grimm Annexation (201 N Sharon Rd, Vail, AZ 85641).
- J. Approval of Resolution #21-054 John Earl and Majorie Anne Sullivan Annexation (1200 N Alderwood Manor Dr, Vail, AZ 84641).
- K. Approval of Resolution #21-055 Ronald and Cynthia Coles Annexation (1101 N Vidal Dr, Vail, AZ 85641).
- L. Approval of Resolution #21-056 MARILYN INVESTMENT CO LLC & DAVID INVESTMENT CO LLC (3435 E Calle Agassiz, Vail, AZ 85641).
- M. Approval of Resolution #21-057 Dwight and Kathleen Jackson Annexation (1264 N Calle Rinconado, Vail, AZ 84641).
- N. Approval of Resolution #21-058 Vincent and Samantha Colaianni Annexation (13271 E Vail Ranch Rd, Vail, AZ 85641).
- O. Approval of Resolution #21-059 Jeanette Allouche Anexation (2830 E Wiley ln, Vail, AZ 85641).
- P. Approval of Resolution #21-060 Monica and Stephen McKelvy Annexation (190 N Sharon Rd, Vail, AZ 85641).

## 6. Reports and Correspondence

- A. **Fire Chief's Report** – Reviewed by the Board. Report on file.
  - We began recruitment for the Battalion Chief in anticipation of the Assistant Chief Position planned next quarter. Unfortunately, we do not have any internal candidates. Therefore, we are currently advertising for an external candidate.
  - We have decided to remove all Class B foam from our apparatus. The AG's office sent us a notice that Class B foam contains carcinogens – specifically PFAS, PFOS, and PFOA. These chemicals have been found in the ground water near DMAFB and Marana. We are awaiting guidance from the PCOEM and ADEQ.
  - Chief Kahle attended a monthly PAG Citizen Advisory Committee meeting – videoconference. We started to grade a number of road projects, but ran out of time. Significant projects for the District area include: Widening of I-10, Mary Ann Cleveland and a train bypass for Colossal Cave Road.
  - We formed a multi-rank deployment committee to discuss the effective deployment of the upcoming 15th firefighter. We are also addressing our

two needs of 1) reducing CON times and 2) adding a fire station to the west end. This committee, like all, includes a Union representative. A charter has been established and we have met twice.

- Chief Kahle attended a quarterly SAFERC meeting (dispatch consortium). Primary topic of discussion was the increased call processing times and their plan to reduce. Reported that the consolidation has been the primary driver and resulting change process. The City has created a taskforce to address.
- Station Alerting Project. The new station alerting system has been installed in both stations and went operational on 10/27/2020.
- Mutual Aid – We are making progress with mutual aid. The Backup CON has been approved and the MOA has been signed.
- Growth. We have been notified of two more “zombie” developments that are being resurrected. Both are on the west side of Rancho del Lago. Riverwalk (84 homes), and The Pinnacle (30 homes).
- Grants
  - CARES Act Funding – We submitted a request for \$13,268.93 for PPE and related equipment for the COVID-19 Pandemic. Note: This is in lieu of the 2019 AFG-S.

**B. October’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 October 2020.
- Monthly Expense Report for the month of October 2020.
- Monthly Bank Reconciliations and Balance Sheet for the month of October 2020.

-Motion by Member Spears, second by Clerk Tate to approve the district’s financial reports and expenses for the month of October 2020. Motion passed unanimously 5 to 0.

**7. Unfinished Business**

**A. None**

**8. New Business**

**A. 2021-019 - Review, discussion, and possible action to appoint the 2020 RVFD District governing board slate of candidates to the District Governing Board.**

- RVFD will have two vacant board positions on December 1, 2020. Luckily, we have two qualified candidates. As such, the Board voted to cancel the election and to appoint the two qualified candidates. The two qualified candidates are: Matt Messmer and Kevin McKinley. We need to formally appoint them to the Board. These positions will be a four year term.

- A swearing in ceremony was conducted for the two board members with the Oath of Office.
- An Appreciation Plaque was presented to Clerk Mark Tate for his years of service as a board member.

-Motion by Chairperson Harrington, second by Member Spears to appoint the two qualified candidates, Matt Messmer and Kevin McKinley to the District Governing Board. Motion passed 5 to 0.

**B. 2021-020 - Presentation by the District's auditor of the District's FY 2019-2020 Annual Financial Audit and review, discussion and possible action by the Board to officially receive the audit.**

- Jennifer Phillips C.P.A was available to review the audit with board members and answer questions. This was clean audit with no findings. However, there were two recommendations from the auditor that Chief Kahle and Administrative Manager Laura Bucklin have corrected and improved the process.

-Motion by Member Klasen, second by Member Spears to officially receive the District FY 19/20 Annual Financial Audit. Motion passed 5 to 0.

**C. 2021-021 - Review, discussion and possible action to enter into a purchase agreement with the Emergency Vehicle Group, Inc. for a replacement ambulance.**

- The 2020/21 Apparatus Replacement Plan calls for the replacement of our 2012 ambulance (Shop 1202). That ambulance will be 9 years old and is estimated to have 159,000 miles by July 2021. The reserve ambulance will be replaced by one of our front line units, a 2015 unit that will have approximately 151,537 miles. Although the 2015 unit will be 6 years old, we anticipate that it will be a great reserve until 2020. Given our call volume, we can safely get 6 years (160,000 miles) of front line service from our ambulances and 9 years (200,000 miles) out of our reserve ambulances. This ambulance is a replica of our 2018 unit and the Paramedic committee recommends the purchase of an exact copy. For now, we would like to keep this unit as a mechanical reserve unit for three additional years. The deployment committee is meeting to potentially expand the number of in-service ambulances. The purchase price is \$184,451. Also needed will be tax of 5.6% at \$10,330. The total purchase price is \$194,751. However, I would like a \$5,249 allowance for any additional expenses such as registration, equipment mounting, and striping. Note: We may need to also order a new gurney in FY21/22.

-Motion by Clerk Tate, second by Member McKinley to enter into a purchase agreement with Emergency Vehicle Group, Inc. utilizing the HGAC Cooperative for a replacement ambulance in the amount not to exceed \$200,000. Motion passed 5 to 0.

**D. 2021-022 - Review, discussion, and possible action to purchase additional dual-band portables radios utilizing contingency funds.**

- We are already purchasing 14 portables from the 2019 AFG regional grant. Unfortunately, we will have added three new positions since we originally applied for the grant and the grant can't be expanded. We need a total of 17 dual band radios. Fortunately, Motorola will allow us to purchase three additional radios at the grant price. The grant price is heavily discounted from the normal price. The list price is approximately \$8,000 for the APX8000XE and the current county contract price is \$6,668.94. However, we would be able to purchase these for \$5,133 each. The addition of these radios will ensure that all suppression personnel have a dual band radio for maximum safety. By purchasing now, we can also avoid the December 2023 replacement. This is not a budgeted item, but a purchase now will save us later. The total future savings will be approximately \$6,000.00.

-Motion by Member Spears, second by Member Klasen to purchase three dual band portable radios from Motorola utilizing Northwest Fire District cooperative purchasing agreement in the amount not to exceed \$37,000 using contingency funds. Motion passed 5 to 0.

**E. 2021-023 – Review, discussion and possible action to purchase two treadmills.**

- Last month we surplused a worn out elliptical with the intention of replacing it with a treadmill for each station. Unfortunately, we did not adequately budget for two treadmills that will meet our needs. However, the need still exists and we should still purchase two. As stated in the original firefighter budget request, the treadmills are needed to: 1) Reduce response time. When on the track, it takes time to get to the truck. 2) Reduce injury. We had one of our firefighters suffer a snake bite last year. 3) Increased Fitness. An indoor treadmill allows our firefighters to train regardless of high heat or inclement weather. The slight overage can be made up in savings from other capital projects. It is also hoped that the improved fitness levels will offset future injury expenses. We budgeted \$8,000 but are unable to purchase two machines at this price. The total is \$10,267.11 which is \$2,267.11. However, we should have overall savings in capital budget items and can absorb the overage.

-Motion by Chairperson Harrington, second by Member Spears to purchase two treadmills from FitLogistix for \$10,267.11 using the Mohave Contract. Motion passed 5 to 0.

- 9. ADJOURNMENT** - Motion by Chairperson Harrington, second by Member Spears to adjourn. Motion passed 5 to 0. Meeting adjourned at 6:44 p.m.

Dated this 24th day of November 2020.

Rincon Valley Fire District Governing Board

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Chairperson Harrington

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Clerk Tate

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Member McKinley

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Member Spears

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Member Klasen