

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD December 16, 2021**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **December 16, 2021 at 6:00 P.M.** as a Virtual Meeting and In-Person. **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 Christopher Klasen and.

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

1. Call to Order at 6:02 P.M. by Chairperson Harrington

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

- Also attending – Fire Chief Jayme Kahle, Assistant Chief Jim Tucker, Community Relations Manager Fiona DeYoung, Battalion Chief Kris Middleton, Administrative Manager Laura Bucklin and Administrative Assistant Claudia McMullen.

2. Pledge of Allegiance – Firefighter Jeramy Johnson lead the pledge of allegiance.

3. Date of next meeting scheduled for January 20, 2021 at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- Thank you letters to Captain Scott Laird for his First Aid and CPR Class.
- Thank you letter from Ocotillo Ridge Elementary for the District's involvement in the school's STEM showcase.
- Thank you letter from Drexel Heights Fire District's Fire Chief Chappell for the District's participation in the Memorial Service for Captain Samuel Criner.
- Thank you letter from Vail Preservation Society's President JJ Lamb for the District's participation in The 16th Tis the Season. Our crews helped with Christmas lights.

5. Consent Agenda

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

- A. Approval of the Minutes of the November 18, 2021 Regular Board Meeting.
- B. Approval of Resolution #22-014 MacNeil Annexation (2030 N Calle Rinconado).

6. Reports and Correspondence

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

- Fire Chief Kahle attended a web meeting in which the concept of a state-wide .01% fire tax was discussed. The PFFA is leading this initiative.
- Fire Chief Kahle met with our Bond Agency to determine our current bonding ability. They report that we still have \$10,285,000 in voter authorized capacity. However, we can only currently sell \$7,385,000 due to our current assessed valuation. They anticipate we will have the ability to issue the full \$10,285,000 by 2024.
- No comments or concerns from the Fire Board.

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

-Motion by Clerk Spears, second by Chairperson Harrington to approve the district's financial reports and expenses for the month of November 2021. Motion passed unanimously 4 to 0.

7. Unfinished Business

A. None.

8. New Business

A. 2022-020 – Review, discussion and possible action to elect board officer positions.

- Our board bylaws require that we hold an organizational meeting each year to establish the officer positions.
- The two officer positions are chairperson and clerk. The chairperson provides the "administrative force", signs checks, and signs contracts. The clerk assists the chairperson, causes the agenda, and maintains official records.
- The Fire bylaws do not specify the selection process.

- Comment from Member Klasen regarding the Board Bylaws. Member Klasen would like to review bylaws at a later date. The board will receive bylaws via email for their review.

-Motion by Clerk Spears, second by Member Klasen to appoint Michelle Harrington to the position of Chairperson. Motion by Chairperson Harrington, second by Member Klasen to appoint Jennifer Spears to the position of Clerk. Motion passed 4 to 0.

B. 2022-021 – Review and discussion concerning the FY 2020/2021 Ambulance Revenue and Cost Report.

- Arizona Department of Health Services requires us to file an Ambulance Revenue and Cost Report for each fiscal year. The report is FY 19/20 is attached. Highlights are:
 - \$1,986,071 billed (19/20 - \$1,671,265)
 - \$1,077,079 in settlements (19/20 - \$902, 707)
 - \$352,302 in Medicare (19/20 - \$376,000)
 - \$88,084 District Residents (19/20 - \$39,067)
 - \$73,829 in uncollectible (19/20 - \$63, 953)
- Calculated Operating Expenses - \$1,414,025) (19/20-\$1,397,753)
- Local Support - \$336,946 (19/20 - \$495,046)

-No motion required. Discussion only.

C. 2022-022 – Review, discussion and possible action to adopt trigger points for managed growth.

- One of the strategic objectives is 1.F. Develop trigger points for the addition of services such as units and stations. Although this objective is not due until FY 22/23, given the recent rapid growth of the District, its essential that we establish trigger points now.
- The trigger points allow us to bridge the gap between current and future needs and will guide our future.
- The proposed trigger points are: CON times, ISO Class 2, SOC performance, Reliability, Call Volume, UHU, and New Subdivisions.
- We currently meet most trigger points except that of the SOC performance standards. To rectify, we should add a 3rd ambulance next year and we should plan for a third station.
- Chairperson Harrington, Clerk Spears and Member McKinley praised FC Kahle for his research and work in putting together the information necessary to present.
- General discussion between FC Kahle and the Board.

-Motion by Clerk Spears, second by Member Klasen to approve use of trigger points to manage the predicted growth. Motion passed 4 to 0.

D. 2022-023 - Review, discussion and possible action to purchase a new ambulance not to exceed \$220,000

- We need to order a new ambulance to meet our increasing service load.
- The previous presentation showed that we are not meeting our Standards of Cover performance standards. Furthermore, our CON response times are also creeping up. In November, we responded with 9.7 minutes 55% of the time and our maximum is 10 minutes. We are very close to exceeding CON requirements.
- Due to supply chain issues, the ambulance delivery will be in December of 2022 and as such, will be included in the FY 22/23 budget. There are plans to add one additional firefighter position next fiscal year. That would allow us to staff a third ambulance 80% of the time.
- The paramedic committee recommends that we purchase our standard ambulance. Please note that this is a new manufacturer since our current vendor was unable to provide a quote.
- Fiscal Impact: The purchase price is \$199,074. Also needed will be tax of 5.6% at \$11,148.14. The total purchase price is \$210,222.14. However, I would like an allowance of \$9,777.86 for any additional expenses such as gurney retention, equipment mounting, and striping.

-Motion by Member McKinley, second by Chairperson Harrington to enter into a purchase agreement with Republic EVS utilizing the HGAC Cooperative for an ambulance in the amount not to exceed \$220,000. Motion passed 4 to 0.

E. 2022-024 – Review, discussion and possible action to purchase a power lift ambulance gurney.

- Fire Chief Kahle would like to purchase one power lift ambulance gurney.
- We had planned to purchase a replacement ambulance gurney this fiscal year as part of our capital replacement plan. We hoped to replace a 16 year old gurney for one new one. Originally, we had only planned to replace it with another manual gurney and as such, we only budgeted \$6,000 for it. However, in working with the paramedic committee and knowing that we have had a firefighter off due to a lifting injury for four months now, it might be time to look at purchasing the power lift gurneys.
- We evaluated the two providers - Stryker and Ferno and we feel that not only is Ferno the better gurney, but it also provides the best value. (Stryker - \$21,428.49).
- FC Kahle submitted a grant through the AFG program for two additional gurneys under the MicroGrant program to ensure all front-line ambulances will soon have the safest equipment.

- Fiscal Impact: Quote is for \$16,780.94. Although we only budgeted \$6,000 and this gurney is \$10,781 over, we still have estimated budget capacity within our capital line items of \$29,311.61.

-Motion by Clerk Spears, second by Chairperson Harrington to purchase a power lift ambulance gurney from the Ferno Corporation in the amount not to exceed \$17,000.00. Motion passed 4 to 0.

F. 2022-025 – Review, discussion and possible action to authorize the purchase of a fire engine from EOne using the HGAC purchasing cooperative agreement.

- This item has been tabled to a later date.

- No motion required.

G. 2022-026 – Review, discussion and possible action to adopt the 2022/27 Capital Improvement Plan

- The District has done a great job in capturing all capital items for replacement, such as SCBA's and apparatus. However, we have not predicted our future capital needs. This plan satisfies Strategic Objective 1G to identify future capital needs and allows us to prepare for future needs.
- The capital improvement plan (CIP) will be updated each year for a five year cycle.
- The CIP also allows us to anticipate the general fund impact on capital spending.
- We will need additional bond funding for the District to grow.
- We need to modify our carryover policy so we can use that working capital for growth.
- Fiscal Impact: The plan has identified the need for \$9,846,942 in capital needs over the next five years.
- General discussion between the Fire Board, further clarification from Fire Chief Kahle.

-Motion by Clerk Spears, second by Member Klasen to adopt the 2022/27 Capital Improvement Plan. Motion passed 4 to 0

H. 2022-026 – Review, discussion and possible action to approve the amended Policy 5-003, Financial Management.

- Fire Chief Kahle would like the Board to authorize the approval of the amended Policy 05-003, Financial Management.
- Our current policy requires us to rollover 29% each year and FC Kahle would like to lower that to 20%. The intent of this policy is to ensure we have enough money between the start of the fiscal year and when we actually start receiving tax revenue. However, this amount has increased over the years and far exceeds what we really need. In

addition, our ambulance revenue also provides funds throughout the year.

- For instance, in this fiscal year, we set aside \$1,750,000 but we only needed \$617,000. (Spent \$1,470,000 and generated \$850,000). If we reduce to a more reasonable 20%, we will lower our rollover requirement to \$1,261,000. That still leaves us a large cushion during the beginning of the fiscal year.
- The Government Finance Officers Association recommends that agencies hold 15-25% in reserve.
- Fiscal Impact: This action will free up \$500,000 from rollover.

-Motion by Clerk Spears, second by Member McKinley to approve the amended Policy 5-003, Financial Management. Motion passed 4 to 0

9. ADJOURNMENT - Motion by Chairperson Harrington, second by Clerk Spears to adjourn. Motion passed 4 to 0. Meeting adjourned at 7:07 p.m.

Dated this 17th day of December 2021.

Rincon Valley Fire District Governing Board

Chairperson Harrington

Clerk Spears

Member McKinley

Member Klasen

Member Messmer