

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL MEETING
HELD December 17, 2020**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **December 17, 2020 at 6:04 P.M.** as a Virtual Meeting. **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, Member Jennifer Spears, and Member Kevin McKinley.

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

1. Call to Order at 6:04 P.M by Chairperson Harrington

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

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

2. Pledge of Allegiance – Board Member McKinley lead the pledge of allegiance.

3. Date of next meeting scheduled for January 21, 2021 at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- No response.

5. Consent Agenda

Approval of Consent Agenda – Motion by Member Spears, second by Member McKinley to approve all items on the Consent Agenda. Motion passed 3 to 0.

- A.** Approval of the Minutes of the November 19, 2020 Regular Board Meeting.
- B.** Approval of Resolution **#21-061** Leonard M and Norma M Cook Annexation (1160 N Vail View Rd, Vail, AZ 85641).
- C.** Approval of Resolution **#21-062** Laura Pawlak Annexation (18345 E Cactus Hill Rd, Vail, AZ 85641).
- D.** Approval of Resolution **#21-063** Michael J and Melinda S Grinnell Annexation (14211 E Camino Dorotea, Tucson, AZ 85647).
- E.** Approval of Resolution **#21-064** Luminex LLC, LH Vail LLC, Vail Romero LLC. Annexation (Seasons at Old Vail).

6. Reports and Correspondence

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

- Thank you for authorizing the USDD system. Chief Kahle wanted to let the Board know that it was a great investment. Please see the note from BC Tucker: The new station-alerting package became operational on November 1st. Prior to installation, typical EMS turn out times ranged from 120 to 130 seconds and fire turnout times were approximately 164 seconds. The addition of this equipment has decreased EMS turn out times by 18% and fire turnout times by 13%.
- COVID-19 – Chief Kahle authored a new comprehensive COVID-19 Prevention Procedure. We are in discussions with the Pima County Health Department concerning COVID-19 vaccinations. Initial program would provide immunizations for employees. We have enacted further precautions given the increase in COVID-19 cases. We are at Level 2A.
- VFFA Local 5100. We had one meeting on November 25, 2020 in which we discussed BC Testing, COVID, Car Vandalism, and the Deployment Committee.
- 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.
 - 2019 AFG Regional. – Awarded. The radios have been ordered and we should start to get them next month.
 - 2019 SAFER – Awarded \$585,000. We initiated the selection process and will make contingent job offers in December.
 - 2019 FP&S – We were awarded \$36,000. Fiona and Captain Palette are planning its implementation.
 - 2018 SAFER. In process
 - GTFF – We received funding for additional fitness equipment from GTFF – bikes and sleds.
- Staffing. We are at full staffing. The assessment center is scheduled for December 7-9 for the Battalion Chief position. 2019 SAFER Recruitment - 18 candidates meet all certification requirements and were invited to participate in the PAT scheduled for November 9, 2020. 16 Candidates passed the PAT and were invited to Interviews on November 30, 2020. Applications are being accepted for the Administrative Assistant position.
- Exhaust Systems – Chief Kahle is working with an architect to provide a proposal to put a passive exhaust system at Station 291. We should receive a bid from an industrial hygienist in December to determine air quality.

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 2020.
- Monthly Expense Report for the month of November 2020.
- Monthly Bank Reconciliations and Balance Sheet for the month of November 2020.

-Motion by Chairperson Harrington, second by Member Spears to approve the district's financial reports and expenses for the month of November 2020.
Motion passed unanimously 3 to 0.

7. Unfinished Business

A. None

8. New Business

A. 2021-024 – Review, discussion and possible action to elect Board Officers 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 bylaws do not specify the selection process.
- Motion by Member Spears, second by Member McKinley to move to appoint Michelle Harrington as Chairperson. Motion passed 3 to 0.
- Motion by Chairperson Harrington, second by Member McKinley to move to appoint Jennifer Spears as Clerk. Motion passed 3 to 0.

B. 2021-025 – Review and discussion concerning the FY 2019/2020 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:
 - \$1,671,265 billed
 - \$768,000 in settlements
 - \$376,739 in Medicare
 - \$39,067 District Residents
 - \$63,953 in UncollectiblesCalculated Operating Expenses - \$1,397,753 Local Support - \$495,046.

Discussion only. No action taken.

C. 2021-026 – Review and discussion concerning RVFD anticipated growth.

- As part of our strategic plan, we have identified growth as a major focus area. The attached document identifies our historical and recent growth. From the past growth, three different potential growth predictions are presented. The potential rapid growth in the Vail area will have a tremendous impact on Rincon's ability to continue to provide excellent services. While the impact can be positive or negative, the organization needs to take this information and make appropriate plans for the future.

Historical Growth - 33.25% resident growth between 2013 and 2018
Incident growth of 23% over last five years.

Recent Growth - 13.01% resident growth between 2018 and 2019
Incident growth of 7% each year (average over last five years).

Predicted Growth - Three Models - 24.6% (Incident), 11.93%
(Population), 21.3% (Household).

Member McKinley asked if the growth presented was just for the district or the service area. Chief Kahle stated that the growth evaluation was for both.

Chairperson Harrington stated to continue evaluating the growth and stay with the curve. Discussion only. No action taken.

D. 2021-027 – Presentation and discussion concerning the 15th Firefighter deployment plan.

- The deployment committee presented their findings concerning the 15th firefighter deployment, present three deployment options and then present their recommended option. However, all options have long term operational and political implications. As such, the committee would appreciate guidance from this governing board.

Option A - 15th firefighter at Station 292. Continues Corona trial move ups from 0800-1700. Slight improvement of response times.

Option B - 15th firefighter at Station 291. Additional person cross staffs the Squad and Tender. Will have no impact on the increasing response times.

Option C (Preferred) - 15th firefighter at Station 292. Prioritize southern deployment. Remove third ambulance from service as staffing levels decrease. One 4-person engine is available 100% of the time. Two 4-person engines are available with staffing levels at 15 and 13.

The Board and Chief Kahle discussed concerns regarding political issues, financial impacts, retaining our C.O.N., and the pros and cons of hiring civilians.

The Board agreed to allow Chief Kahle and the Deployment Committee to continue with what they think is best. The Board stated they have their full support on their decision. Chief Kahle will keep this topic as ongoing in his monthly Chief's Report.

**E. 2021-028 – Review Discussion and possible action to extent Policy #4-022
Emergency Paid Sick Leave.**

- As current numbers indicate, the COVID-19 Pandemic will not be over by December 31, 2020. As such, we need to extend the emergency sick leave policy. To date, we have used 224.5 hours of leave or approximately \$6,400.

- Motion by Clerk Spears, second by Member McKinley to move to extend Policy #4-022 Emergency Paid Sick Leave to December 31, 2021. Motion passed 3 to 0.

9. ADJOURNMENT - Motion by Chairperson Harrington, second by Clerk Spears to adjourn. Motion passed 3 to 0. Meeting adjourned at 7:13 p.m.

Dated this 18th day of December 2020.

Rincon Valley Fire District Governing Board

Chairperson Harrington

Clerk Spears

Member McKinley

Member Klasen

Member Messmer