

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
HELD December 20, 2018**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **December 20, 2018 at 6:00 P.M.** at RVFD Station 2; 14550 E. Sands Ranch Rd. Vail, AZ 85641. Present at the meeting were the following members of the Rincon Valley Fire District Governing Board: Clerk Michelle Harrington, Member Terry Newman, and Member Mark Tate.

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

1. Call to Order at 6:01 P.M by Clerk Harrington

A. Roll Call - Clerk Michelle Harrington	present
Member Terry Newman	present
Member Mark Tate	present
Member Jennifer Spears	present telephonically
Member Chris Klasen	present telephonically

- Also attending – Fire Chief Jayme Kahle, and Administrative Manager Laura Bucklin (See hand written sign in sheet attached for others present).

2. Pledge of Allegiance – Clerk Harrington lead the pledge of allegiance.

Note: The Board took agenda items out of order.

(Item #8-A – 2019-015) - Review, discussion and possible action to elect Chairperson and Clerk for a one year term.

- Our board bylaws and Arizona statutes require that we hold an organizational meeting after a new board is seated 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 Tate, second by Member Newman to elect Michelle Harrington as Chairperson. Motion passed unanimously 5 to 0, to elect Michelle Harrington as Chairperson.

Two nominations were made for the position of Clerk:

1. Mark Tate – 3 votes by Harrington, Newman, and Tate.
2. Jennifer Spears – 2 votes by Klasen and Spears.

-Motion by Chairperson Harrington, second by Member Newman to elect Mark Tate as Clerk. Motion passed 3 to 2.

3. Date of next meeting scheduled for January 24, 2018 at 6:00 P.M.

- Confirmed by five board members.

4. Call to the Public

- A memo of appreciation was written by Battalion Chief Yalen for his crew members Aaron Brown, Chris Heady, Captain Jim Tucker, Luis SantaMaria and Clint Bell for going above and beyond to help a patient during an incident.
- An email from J.J. Lamb with the Vail Preservation Society was sent to Chief Kahle thanking Battalion Chief Cornejo and his crew for helping with the Christmas lights.

5. Consent Agenda

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

- A. Approval of the Minutes of the November 20, 2018 Regular Board Meeting.
- B. Approval of Resolution #19-012 Olson Annexation (14605 E. Colossal Cave Rd.)

6. Reports and Correspondence

- A. Fire Chief's Report** – Reviewed by the Board. Report on file.
 - No comments from the Board.
- B. November's Financial Reports** – Review, discussion and possible action, of the district's financial status including monthly summary reports.
 - Monthly Financial Report – Motion by Member Spears, second by Member Newman to approve the Financial Report for the month of November 2018. Motion passed unanimously 5 to 0.
 - Expense Report – Motion by Member Spears, second by Member Newman to approve the Expense Report for the month of November 2018. Motion passed unanimously 5 to 0.
 - Monthly Bank Reconciliations and Balance Sheet – Motion by Member Spears, second by Member Newman to approve the Bank Reconciliations and Balance Sheet for the month of November 2018. Motion passed unanimously 5 to 0.

7. Unfinished Business

- A. 2019-036 – Review, discussion and possible action regarding the November 2018 Election.**
 - Since our last meeting, we have not been able to get all parties together as anticipated by Supervisor Christy's office. We have received one letter

from the Records office which we have decided to not reply at this time. I recommend that we defer this item until constructive dialogue can exist. I will approach affected parties after the first of the calendar year and see if we can find a resolution that is satisfactory to all parties. Please note that all current annexations, since February 2018, are meeting all count agency reporting requests. I believe our goal is to have an accurate voter registration role prior to our next election (2020). Discussion only. No action taken.

8. New Business

A. 2019-015 – Review, discussion and possible action to elect Chairperson and Clerk for a one year term.

- Discussed and decided at the beginning of agenda. (See above comments and motions.)

B. 2019-016 - Review, discussion and possible action to approve the FY 2018/19 Organizational Statement.

- In addition to the 2018/19 Budget and the 2018/19 Work Plan that were already approved, we also need to adopt an 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. There was very little change from last year's statement. Chief stated the only change is to the full alarm responses. Full alarm responses shall have an initial assignment consisting of: 2 engines, 1 ambulance, and 1 command vehicle given units are not already committed to other calls.

-Motion by Chairperson Harrington, second by Clerk Tate to approve the FY 2018/19 Organizational Statement. Motion passed unanimously 5 to 0.

C. 2019-017 - Review, discussion and possible action to approve the IGA with Northwest Fire Rescue District for Prevention Services.

- During the last few weeks over November and December, Rincon Valley was responsible to provide fire code enforcement for approximately 6 new commercial occupancies. Unfortunately, we do not have anyone within our organization that is qualified/capable to review commercial plans and provide the necessary building construction inspections; especially at this volume of need. I had previously reached out to the southern area fire agencies to see if they had capacity to assist Rincon. Unfortunately, they did not have capacity to assist Rincon. I then branched out to other area fire agencies and Northwest Fire indicated that they would be willing to provide fire prevention services. In fact, one of their deputy fire marshals lives in the area and could be readily available. Furthermore, Northwest Fire is accustomed in providing fire prevention services to other agencies.

Note: Other options for these services are: 1) hire fire marshal, 2) outsource to private agency, or 3) eliminate fire code. None of these are recommended today. Our 2018/19 Budget includes \$20,000 for fire marshal services (5360).

Member Klasen had some concerns regarding the fee schedule from Northwest Fire vs Rincon Valley Fire current fee schedule. Member Spears also had the same concerns and asked if Chief Kahle could update our current fee schedule. Chief Kahle noted those concerns and will add the fee schedule update as an Agenda item for next month's Board Meeting. Member Klasen also had some questions regarding which fire code Northwest and Rincon were enforcing. Chief Kahle stated they were both at the 2012 fire code. Chief Kahle explained most fire districts are on the 2012 fire code with amendments, but many district are working on adopting 2018 IFC soon. Chief Kahle also explained what the options are if we do not enter into this agreement, he also clarified that the IGA is only temporary until we determine other options.

-Motion by Chairperson Harrington, second by Clerk Tate to approve the IGA with Northwest Fire Rescue District for Prevention Services. Motion passed at 4 aye's and 1 abstention.

D. 2019-018 - Review, discussion and possible action to temporarily increase the authorized firefighter staffing from 39 positions to 40 positions.

- Unfortunately, one of our firefighters has a significant on-duty injury that has prevented him from returning to duty. He was recently able to do modified duty, but now requires additional medical care that prevents even modified duty. We are not sure when and if he can return to work. Anytime we don't have full staffing strength, it puts a load on all members. To alleviate that strain, I would like permission to temporarily over hire our authorized 39 firefighters and go to 40 firefighters. This will cause a strain on our budget and we may exceed the budgeted line. An average firefighter will cost us approximately \$4,000/month in payroll alone. This expense will be slightly offset by CopperPoint payments. If necessary, we could transfer from Contingency (5930).

Clerk Tate had concerns regarding overstaffing if both firefighters that are currently on leave return to work full-duty. Chief Kahle stated that we would just be overstaffed at 40. Chairperson Harrington asked if our budget could handle the overstaff? Chief Kahle explained may have to transfer from Contingency line item (5930).

Member Spears had concerns regarding the position being temporary. Chief Kahle explained that the position is not a temporary position, but that we would be overstaffed temporarily.

-Motion by Clerk Tate, second by Member Newman to authorize Chief Kahle to temporarily increase the authorized firefighter staffing from 39 positions to 40 positions. Motion passed unanimously 5 to 0.

9. Future Agenda Items (no discussion)

- Annexations
- Fee Schedule (Plan Reviews)

10. Adjournment - Motion by Clerk Tate, second by Member Newman to adjourn. Motion passed 5 to 0. Meeting adjourned at 6:50 p.m.

Dated this 24th day of December 2018.

Rincon Valley Fire District Governing Board

Chairperson Harrington

Clerk Tate

Member Newman

Member Spears

Member Klasen