

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
VIRTUAL AND IN-PERSON MEETING  
HELD March 17, 2022**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **March 17, 2022 at 6:00 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 Chris Klasen, and Member Kevin McKinley.

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
Member Matt Messmer	absent

- Also attending – Fire Chief Jayme Kahle, Assistant Chief Jim Tucker, Battalion Chief Edward Cornejo, Administrative Manager Laura Bucklin and Administrative Assistant Claudia McMullen.

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

**3. Date of next meeting scheduled for April 21, 2022 at 6:00 P.M.**

- Confirmed by all board members present.

**4. Call to the Public**

- No response from the public.
- The Board discussed suspending virtual meetings and holding in-person board meetings in the future.

**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 February 17, 2022 Regular Board Meeting.
- B.** Approval of Resolution #22-022 Old Vail Middle School and Ocotillo Ridge Elementary School Annexation.
- C.** Approval of Resolution #22-023 David Cherek and Letha Grady Annexation (13480 E Buffalo Dance Tr.).

- D. Approval of Resolution #22-024 Adrian Gonzalez Annexation (3580 E Andrada Rd.)
- E. Approval of Resolution #22-025 Todd and Karen Johannessen Annexation (14715 E Crysmon Ln.)
- F. Approval of Resolution #22-026 Gregg and Veronica Novak Annexation (14360 E Costello Ranch Place).
- G. Approval of Resolution #22-027 Kathleen Brady Annexation (13685 E Greystokes Dr.)

## 6. Reports and Correspondence

- A. **Fire Chief's Report** – Reviewed by the Board. Report on file.
  - Chief Kahle has been tracking a number of legislative activity. Unfortunately, the TPT (sales tax) for fire districts died in committee.
  - Chief Kahle attended the monthly Pima Chiefs meeting and they finalized the process to request for COVID related costs. RVFD submitted for \$56,529.34 of which \$52,166.32 was personnel related. When we receive the funds, we will first reimburse the District for the overtime expense and then we will reimburse the employee's Sick and PTO accounts.
  - Recruitment Process for the Firefighter Eligibility List began on January 19, 2022. Applications and testing assessments are being accepted through the National Testing Network.
- B. **February'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 February 2022.
  - Monthly Expense Report for the month of February 2022.
  - Monthly Bank Reconciliations and Balance Sheet for the month of February 2022.

-Motion by Member McKinley, second by Clerk Spears to approve the district's financial reports and expenses for the month of February 2022. Motion passed 4 to 0.

## 7. Unfinished Business

- A. **2022-029 - Review, discussion and possible action to purchase land for future fire station 293.**
  - The board made an offer last month and it was presented to Pastor Hook. We are just awaiting Pastor Hook to accept or request a modification. We received the appraisal and it came in at \$190,000. General discussion only. No action taken.

**B. 2022-032 – Review, discussion, and possible action to amend the District Board Bylaws.**

- General discussion regarding updating the current District Board Bylaws. Board members agreed to schedule a Special Study Session to review the bylaws in more detail. A Study Session will be scheduled for April 13, 2022 from 4pm to 6pm.

**C. 2022-033 – Review, discussion, and possible action regarding the FY22/23 Budget Process.**

- The significant changes from last discussion:
  - Workers Comp has increased from \$130,000 to \$377,000. This may reduce by \$90,000 in August pending legislation.
  - As a result, the 16th FF position and the part-time receptionist has been deferred.
  - We have added \$10,000 to Building Services (5512) to better outsource maintenance needs - A/C, roof repair, etc.
  - We have added \$11,500 to Fuel (5570) to accommodate higher fuel prices.
  - We have added \$56,000 in payroll (5111) to accommodate mid-year hires. (Dependent on legislative relief).
  - Unknowns are still general insurance and health insurance.

**Executive Session** – Motion by Member Klasen, second by Chairperson Harrington to adjourn the Regular Board meeting at 6:35 pm and enter into Executive Session. Motion passed unanimously 4 to 0.

– **Succession planning for the Fire Chief position.** The law specifies the purposes for which an executive session may be called and are narrowly defined in the law as follows: (A.R.S. §38-431.03. A)

1. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.
2. No action taken during the Executive Session. Discussion only.

-Motion by Clerk Spears, second by Member McKinley to adjourn the Executive Session at 7:10 pm and reconvene the Regular Board Meeting. Motion passed 4 to 0.

**D. 2022-037 – Review, discussion, and possible action concerning succession planning of the Fire Chief position.**

- Chief Kahle’s employment contract expires on 1/31/2023 and he is not intending to seek a renewal. He believes it would be prudent to discuss the board's intention concerning the Fire Chief Position. To name a few options, the board can: 1) Hire internal candidate, 2) Hire an external candidate, 3) Assign an interim position, or 4) Look at a merger. All options require some immediate discussion and ideally, a decision will be made by July 2022.

-Motion by Chairperson Harrington, second by Clerk Spears to post an internal job announcement based on Option #1) Hire internal candidate. Motion passed unanimously 4 to 0.

**E. New Business**

**A. 2022-041 – Review, discussion, and possible action to enter into a Memorandum of Understanding (MOU) with the Golder Ranch Fire District to participate in the regional 2021 Assistance to Firefighters Grant for radios.**

- Golder Ranch has agreed to be the regional lead for some additional PCWIN radios. It is beneficial to participate since we need two portables and one new mobile for the new ambulance. In addition, we have two older mobiles that will become obsolete in late 2023. We are requesting \$29,268 for five radios and two vehicle chargers. Under this grant we would owe \$2,926 for our match.

-Motion by Member McKinley, second by Member Klasen to enter into an MOU with Golder Ranch Fire District to participate in the 2021 AFG Grant. Motion passed unanimously 4 to 0.

**B. 2022-042 – Review, discussion and possible action to renew Prevention IGA with the Northwest Fire District.**

- This agreement has deemed to be beneficial to both Rincon Valley and Northwest Fire. The agreement allowed us to update our fire code, properly apply the fire code to new buildings, apply the fire code to new residential subdivisions, investigate fires, and inspect our existing occupancies. This agreement has been especially vital given the growth within our district. The new agreement reflects a 5% increase for a total of \$60,646.32. To date, we offset this cost by collecting \$20,465.03 in plan review. (Only \$11K last year).

-Motion by Clerk Spears, second by Member Klasen to renew the fourth amendment of the IGA for the fire marshal services with Northwest Fire District. Motion passed unanimously 4 to 0.

**9. ADJOURNMENT - Motion by Chairperson Harrington, second by Member Klasen to adjourn. Motion passed 4 to 0. Meeting adjourned at 7:16 p.m.**

Dated this 22nd day of March 2022.

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

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