

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

A public meeting of the Rincon Valley Fire District Governing Board was convened on **March 19, 2020 at 6:00 P.M.** as a Virtual Meeting. **The teleconference number is #712-770-4598 and the access code is #894539.** Present at the meeting were the following members of the Rincon Valley Fire District Governing Board: Chairperson Michelle Harrington, Clerk Mark Tate, Member Christopher Klasen, Member Kevin McKinley and Member Jennifer Spears.

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 - telephonically
Clerk Mark Tate	present - telephonically
Member Jennifer Spears	present - telephonically
Member Chris Klasen	present - telephonically
Member Kevin McKinley	present – telephonically

- Also attending telephonically– Fire Chief Jayme Kahle, Battalion Chief Allen Yalen and Administrative Manager Laura Bucklin.

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

**3. Date of next meeting scheduled for April 16, 2020 at 6:00 P.M.**

- Confirmed by four board members.

**4. Call to the Public**

- No response.

**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 February 27, 2020 Regular Board Meeting.
- B. Approval of Resolution #20-123 Davis Annexation (3537 E. Cavern Ct).
- C. Approval of Resolution #20-124 Wiltshire Annexation (800 N. Wentworth Rd).
- D. Approval of Resolution #20-125 Holmes Annexation (180 N. Westview Dr).
- E. Approval of Resolution #20-126 Connor Annexation (3285 E. Calle Agassiz).
- F. Approval of Resolution #20-127 Rowe Annexation (13467 S. Sundown Ranch Rd).
- G. Approval of Resolution #20-128 Baldwin Annexation (480 N. Slate Dr).

## 6. Reports and Correspondence

- A. Fire Chief's Report** – Reviewed by the Board. Report on file.
- We continue to follow the COVID-19 issue to ensure the safety of our folks and that of our community. Both fire stations are on lockdown. We were approved for a grant through the Gary Sinise Foundation for \$15,000 for a Decon Fogger to assist with decontamination prevention for our Ambulances.
  - ISO – We received our PPC with a Class 2 score. This is an amazing feat for our community. Rincon Valley is now within the top 5% of the country's fire departments. Overall, our department improved 5% with the biggest gain in Personnel (26%). We also experienced a significant gain in dispatch – because of the SAFER C/ Northwest Fire IGA (2%). The new rate will go in effect on June 1, 2020.
- 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 2020.
  - Monthly Expense Report for the month of February 2020.
  - Monthly Bank Reconciliations and Balance Sheet for the month of February 2020.

-Motion by Member Spears, second by Member McKinley to approve the district's financial reports for the month of February 2020. Motion passed unanimously 5 to 0.

## 7. Unfinished Business

- A. 2020-028** –Review, discussion and possible action concerning the FY 20/21 Annual Budget.
- Last month, we presented the board all of the requested budget items and we were planning to present a Draft budget this month. However, the financial impact of the workers compensation issue has thrown our schedule off somewhat. However, I feel we can move forward on the other two funds of the budget - Bond and Capital Fund. The Bond Fund is fairly stable at approximately \$580,000 per year. We are proposing to reduce the tax collection by \$40,000 to reduce our typical rollover amount. We only have two more years of Bond A payments. For Capital Fund, we are proposing an increase of \$185,000. This fund is primarily funded for prior years' rollovers. This fund has been established to purchase capital equipment and is funded primarily at \$200,000 per year. The largest item is a station alerting system that will both improve our turnout times, but will also improve firefighter wellness. Bond Tax Rate is expected to reduce by \$0.0697 to \$0.3716. No effect on General Fund Tax Rate. Capital Fund spending is 205,500 and the fund is expected to have a \$972,500 balance at end of FY20/21. The Board provided the Fire

Chief direction to continue the budget process with the Bond and Capital Fund as presented. Discussion only.

**8. New Business**

A. None.

**9. ADJOURNMENT** - Motion by Chairperson Harrington, second by Member Spears to adjourn. Motion passed 5 to 0. Meeting adjourned at 6:29 p.m.

Dated this 24th day of March 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