

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
HELD March 20, 2019**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **March 20, 2019 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: Chairperson Michelle Harrington, Clerk Mark Tate, Member Jennifer Spears, Member Terry Newman, Member Christopher Klasen.

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
Clerk Mark Tate	present
Member Terry Newman	present
Member Jennifer Spears	present
Member Chris Klasen	present

- Also attending – Fire Chief Jayme Kahle, Administrative Manager Laura Bucklin. RVFD Attorney Donna Aversa was also in attendance.

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

3. Date of next meeting re-scheduled for April 18, 2019 at 6:00 P.M.

- Confirmed by four board members.

4. Call to the Public

- A Thank You note was written from a resident thanking C-Shift St. #1 Crews for responding to a Public Assist.
- An email was shared regarding Academy Village thanking Battalion Chief Yalen for providing over 100 “Files of Life” to the residents.
- A Certificate of Appreciation was presented to Jennifer Spears for participation in cleaning up debris off the road from an MVA Incident.

5. Consent Agenda

Approval of Consent Agenda – Motion by Member 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 19, 2019 Regular Board Meeting.
- B. Approval of Amended Resolution #19-015 Odie & Richard Crane Annexation (13665 & 13556 Hound Dog Rd).
- C. Approval of Resolution #19-018 Bobby & Rachelle Jenkins (14504 E Wood Canyon Place).

- D. Approval of Resolution #19-019 Robert Gregory Annexation (13627 E Ocotillo Bloom Dr.)

6. Reports and Correspondence

- A. **Fire Chief's Report** – Reviewed by the Board. Report on file.
- We received a grant from the Greater Tucson Fire Foundation of \$1,500 to upgrade and replace some of our firefighter fitness equipment.
 - We received our CON renewal (3 years).
 - Firefighter PM Recruitment – We held written testing and physical ability testing for 6 candidates on 2/12. We invited 4 candidates for an oral interview on 2/14 in which all passed. I held chief's interviews telephonically for the top 2 candidates. We made a contingent job offer to a candidate.
 - Chief Kahle attended an Insurance Services Office (ISO) training session in Green Valley. We are informed that ISO will be coming back to Rincon in late 2019 for a 2020 review rating.
 - FF Ochoa was able to return to full duty from an extended off duty medical injury. We currently have two firefighters on Modified Duty.
- 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 2019.
 - Monthly Expense Report for the month of February 2019.
 - Monthly Bank Reconciliations and Balance Sheet for the month of February 2019.

-Motion by Chairperson Harrington, second by Member Newman to approve the district's financial reports for the month of February 2019. Motion passed unanimously 5 to 0.

7. Unfinished Business

- A. **2019-036b – Review, discussion and possible action regarding the November 2018 Election.**
- Chief Kahle is happy to announce that we feel this issue is now rectified. Last month, we reported that we received a list from the Recorder's Office showing all of their recorded annexations from 2000 to the present. Our staff then reconciled the last 18 years of annexations to their list. This analysis showed that 92 Rincon Valley annexations that were recorded by the Recorder's Office and assessed by the Assessor's office were not on the Voter Registration roll. Those 92 annexations represented 334 parcels. We are estimating that 580 potential voters may not have been able to participate in our last election. Chief Kahle feels that this issue is now over. He also wants to assure the board that a proper system is in place to

ensure that this cannot happen in the future. The Recorder's office is billing us for the old annexations that they did not have at \$70 per annexation. The estimated, additional non-budgeted expense is \$6,440. [\$5,000 budgeted in 5230]. Chief Kahle has contacted Supervisor Christy's office for assistance. The Board has closed this item, but has asked Chief Kahle to provide any updates concerning fee waivers.

B. 2019-019b - Review and discussion regarding the District Fee Schedule.

- This item is placed on the agenda as a continuation of the January 2019 agenda item. At our last meeting, the Board requested that Chief Kahle draft a new fee schedule that will better reflect the cost of providing prevention and emergency services. Additional direction was provided that the fee schedule reflects our actual costs to be compliant with statutes. For preventions services, I developed a schedule that reflects 40% of the costs that RVFD is charged by NWFD under the Prevention IGA. For emergency services, I applied our ADFFM rates for engines, updated hourly firefighter rates, and added in an overhead rate. The ADFFM rate has remained the same from prior year. The new average employee rate (includes OT and ERE) is now \$38.60/hr. The newly adopted overhead rate is \$643.18 per incident. Overhead included administration, professional services, utilities, repairs, debt retirement, and capital replacement. Please see attached items. Increase in fees in some areas - \$259 for residential sprinkler (proposed) vs \$100 (current). Decrease in fees for large buildings like Safeway \$2,138.71 (proposed) vs \$10,440 (current). If growth continues, we will increase this revenue line to offset prevention services fees.

-Motion to approve the revised District Fee Schedule by Chairperson Harrington, second by Member Newman. 4 votes "Aye" by Harrington, Spears, Tate, Newman and 1 vote "Nay" by Member Klasen, opposed. Motion passed 4 to 1.

8. New Business

A. 2019-028 - Review, discussion and possible action concerning potential employee policy changes.

- General discussion regarding two policy changes that were included in the FY 19/20 Budget Requests from VFFA. The policies are Bereavement Leave and Holiday Pay. Bereavement Leave will require the policy to be changed to 48 hours (Two 24-hour Shift Days), which will have a budgetary impact of \$10,000. Holiday Policy will not have a budgetary impact, but will require policy change to adjust hours paid for holidays. Member Spears inquired if we were working with VFFA concerning policies. Chief Kahle informed the Board that the VFFA and Rincon Management attempted to create a joint Labor Management Policy Committee, but have not been able to recruit any members. Chief Kahle also stated that they are meeting monthly and are working together per the Meet and Confer Agreement. Chief Kahle stated he had asked the Union to draft a policy and Aaron Brown stated, he understood that RVFD Administration would draft the policies. Chief stated that there is miscommunication and he would continue to work with VFFA.

Chairperson Harrington stated that it is Chief Kahle's responsibility to continue to meet and work with VFFA. Member Spears asked Chief Kahle to please provide copies of the minutes from the monthly meetings. Chief Kahle will provide the minutes of VFFA/RVFD Monthly Meetings to all Fire Board of Directors.

Member Tate asked Chief Kahle to explain the changes to the Holiday Policy. Chief Kahle explained the current policy requires all suppression staff receive 4 hours of Holiday Pay at regular rate. The change would require only Shift Personnel working on the actual Holiday to receive 12 hours of Holiday Pay at time and a half. Member Klasen mentioned that, from what he has seen, usually 12 hours of Holiday is paid to all suppression staff, whether they work the Holiday or not.

Chairperson Harrington directed Chief Kahle to continue to work together with VFFA on policies. Discussion only.

B. 2019-029 – Review, discussion and possible action concerning dispatch center options for Rincon Valley Fire District.

- Chief Kahle would like to switch our dispatch services from the Valley Emergency Communication Center (VECC) to the Southern Arizona Fire and Emergency Regional Communications (SAFERC). We are currently a subscriber of dispatch services from the VECC. VECC is managed by the Drexel Heights Fire District. VECC is planning to convert their Computer Aided Dispatch (CAD) system to a cloud based dispatch system. Unfortunately, the new system will be considerably more expensive and it provided us an opportunity to see if VECC provides the best service and value for Rincon. We have prepared a comparative analysis of continuing with VECC versus switching to SAFERC. The chief advantages are 1)the ability to offer more services for our citizens (PulsePoint), 2)improved reliability for our internal folks, and 3)reduced expense for our taxpayers. The chief disadvantage is a slight increase in call processing time. If you approve it, the next step would be to enter into an intergovernmental agreement with Northwest Fire District. Estimated 1st year cost to be \$59,715.45. We have the potential to save \$21,784.55 over the proposed VECC cost for FY19/20.

General discussion regarding pro and cons. Member Klasen voiced concerns regarding the delay in call processing times. Chief Kahle stated that we would still meet the CON Response Times, and even though it might be slower, the data would be accurate. SAFERC also has the option to include hydrant data.

Board members gave Chief Kahle direction to move forward toward the SAFERC Dispatch Services. Discussion only.

C. 2019-030 – Review, discussion and possible action to a new base hospital agreement with Carondelet Medical.

- Chief Kahle is requesting that we allow our current base hospital agreement with Tucson Medical Center (TMC) expire on June 30, 2019 and we sign a new agreement with Carondelet St. Joseph's Hospital (SJH). Battalion Chief Yalen reported that statistically RVFD transports more patients to Carondelet SJH than to any of the 10 area hospitals. Because we share a server with Green Valley Fire District, Carondelet is familiar with our Zoll RescueNet ePCR and QA process. Some of the positive features that SJH will provide us are monthly continuing educational training which includes case review, National Registry based education and core EMT and Paramedic curriculum. SJH will enhance our in-house training program. With SJH acquiring a State Level II Trauma Accreditation this will allow RVFD better trauma education. SJH uses the same Standing Order and Protocols that TMC uses, so all RVFD personnel will not have to learn new ones. Through SJH Pharmaceuticals restocking and purchasing will be better than our current methods. RVFD will also be able to dispose of expired pharmaceutical and bio-hazard waste at no charge. Because of all of these positive features, Chief Kahle is recommending that we sign our agreement with Carondelet SJH. There are no fees for the base hospital. The fiscal impact will be for pharmaceutical purchasing, which we currently account for.

Representatives from Carondelet St. Joseph's Hospital were in attendance to present background information and answer any questions for the Board.

Chairperson Harrington directed Chief Kahle to present the IGA at next month's Board Meeting Consent Agenda. Discussion only.

D. 2019-031 – Review, discussion and possible action to approve Policy #5-007 Pension Funding Policy.

- HB2097 requires that a PSPRS employer have a funding policy in place by July 1, 2019 and that it contain funding objectives that address the following: 1) how to maintain the stability of the governing body's contribution to the system, 2) how and when the governing body's funding requirements of the system will be met, 3) defining the governing body's funded ratio target under the system and the timeline for reaching the targeted funded ratio. The policy must also formally accept the employer's share of liabilities and then post the pension policy on our website. Chief Kahle has prepared a policy that he believes meets the requirements. PSPRS predicts our funding ratio to be fairly stable over the next 10 years at around 18.5%. Please note that PSPRS can modify actuarial assumptions each year. Please note that our pension is 84.7% funded and has an Unfunded Actuarial Accrued Liability (UAAL) of \$1,234,571. In 2015, we had a surplus of \$80,725. We could reach 97.4% funding level if we contribute an additional \$1,000,000.

-Motion by Member Spears, second by Member Tate to approve Policy #5-007, Pension Funding Policy. Motion passed unanimously 5 to 0.

E. 2019-032 – Review and discussion concerning the 1st Draft Budget for Fiscal Year 19/20.

- Chief Kahle presented a Power Point Presentation to the Board explaining the budgetary impact for each fund. The highlights are:
 - The draft budget maintains the tax rate at \$2.7834. All priority 1 requests and some priority 2 requests made it into the 1st draft. Appears to be a sustainable budget.
 - Significant Changes: - Merit/COLA, 14th FF (SAFER), Contracted FM Services, Improved Bereavement Pay, HazMat Incentive Pay.
 - Requested Revenue increase of \$482,963
 - Requested Expense increase of \$422,000

Fiscal Impact is unknown at this time. Assuming 10.37% levy increase.

The Board directed Chief Kahle to continue moving forward with projections. A second draft will be provided at next month's board meeting. Discussion only.

9. Future Agenda Items (no discussion)

- Annexations
- FY 19/20 Budget Process
- Base Hospital Agreement
- Resolution for District Fee Schedule
- IGA for Dispatch Services

10. Adjournment - Motion by Chairperson Harrington, second by Member Spears to adjourn. Motion passed 5 to 0. Meeting adjourned at 7:48 p.m.

Dated this 25th day of March 2019.

Rincon Valley Fire District Governing Board

Chairperson Harrington

Clerk Tate

Member Newman

Member Spears

Member Klasen

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