

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD June 16, 2022**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **June 16, 2022 at 6:00 P.M.** 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, Member Matt Mesmer and Member Kevin McKinley.

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

1. Call to Order at 6:00 P.M. by Chairperson Harrington

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

- Also attending – Fire Chief Jayme Kahle, Assistant Chief Jim Tucker, Community Relations Manager Fiona DeYoung, Battalion Chief Edward Cornejo, Administrative Assistant Claudia McMullen and legal counsel Donna Aversa (virtual)

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

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

- Confirmed by all board members present.

4. Call to the Public

- Email from Northwest Fire District thanking Administrative Assistant Claudia McMullen and the Peer Support Team for their participation in a Critical Incident Stress Management Training in April 2022.

5. Consent Agenda

Approval of Consent Agenda – Motion by Clerk Spears, second by Member McKinley to approve all items on the Consent Agenda. Motion passed 5 to 0.

- A.** Approval of the Minutes of the May 19, 2022 Regular Board Meeting.
- B.** Approval of Resolution #22-040 **Mountain View Ranch Phase 2B and 3 Annexation.**
- C.** Approval of Resolution #22-041 **Hall Annexation** (1300 N Reta Dr.)
- D.** Approval of Resolution #22-042 **Phillips Annexation** (11061 S Lava Peak Ave.)

6. Reports and Correspondence

- A. Board Member Report** – Board has nothing to report at this time.
- B. Fire Chief's Report** – Reviewed by the Board. Report on file.
- Fire Chief Kahle highlighted growth in the District. We continue to monitor growth. Pima County issued 77 housing permits last month. U of A forecasting strong housing permits through 2023.
 - No Comments from the Board.
- C. May'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 May 2022.
 - Monthly Expense Report for the month of May 2022.
 - Monthly Bank Reconciliations and Balance Sheet for the month of May 2022.
- Motion by Member McKinley, second by Clerk Spears to approve the district's financial reports and expenses for the month of May 2022. Motion passed unanimously 5 to 0.

7. Unfinished Business

- A. 2022-029b - Review, discussion and possible action to purchase land for future fire station 293.**
- Fire Chief Kahle met with Pastor Hook on 04/22/2022 and informed him of the direction of the Board. He has agreed to modify some terms but we do not yet have a final counter offer.
 - Fire Chief Kahle spoke with our attorney concerning the draft counter offer. Counsel is reviewing and we hope to have a final counter offer agreement that we can present to the Board at the next meeting.
 - Attorney Donna Aversa briefly explained that the restrictions and costs set forth by the seller may not be agreeable to the District. More information is needed before presenting a final agreement to the Board.
 - Item to be discussed at the next board meeting
 - The purchase price is \$300,000.
- No action taken. Information only.
- B. 2022-047 - Review, discussion, and possible action to enter into an agreement for internet services from Rincon Wireless.**
- Our primary internet services are provided by Cox Communications. However, it is a great idea to have a backup. Rincon Wireless Rincon Wireless will serve as our backup with no cost to the District. In exchange we need to allow them to use some small area of our rooftops at both

stations. This agreement is in the best interest of our taxpayers since Rincon Valley Fire will now have two backup sites with the option of reducing our internet expenses.

- No comments or concerns from the Board.
- Motion by Clerk Spears, second by Member McKinley to approve the agreement with Rincon Wireless for Internet Services. Motion passed unanimously 5 to 0.

C. 2022-049 - Review, discussion and possible action regarding the November 2022 Election Process.

- The Rincon Valley Fire District will hold a general election for three (3) Board Member vacancies on November 8, 2022.
- Candidate Petition filing dates are between June 13 and July 11.
- A candidate must file between 57 and 250 signatures.
- No comments or concerns from the Board.
- No action taken. Information only.

Executive Session – Motion by Clerk Spears, second by Member McKinley to adjourn the Regular Board meeting at 6:18 pm and enter into Executive Session. Motion passed unanimously 5 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 Chairperson Harrington to adjourn the Executive Session at 6:53 pm and reconvene the Regular Board Meeting. Motion passed unanimously 5 to 0.

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

- Fire Board instructed Fire Chief Kahle to provide legal counsel Donna Aversa contact information to Assistant Chief Tucker to finalize contract for next Board Meeting.
- This agenda item will be tabled to the next board meeting.

- No action taken. Information only.

Executive Session – Motion by Clerk Spears, second by Chairperson Harrington to adjourn the Regular Board meeting at 6:54 pm and enter into Executive Session. Motion passed unanimously 5 to 0.

– **Chief's Performance Evaluation and Employment Agreement.** 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.
- Motion by Clerk Spears, second by Member McKinley to adjourn the Executive Session at 6:59 pm and reconvene the Regular Board Meeting. Motion passed 5 to 0.

Item 8D taken out of order by Chairperson Harrington.

D. 2022-053 – Review, discussion, and possible action concerning the Chief's Performance Appraisal and renewal of Employment Agreement.

- This was an opportunity for the Board to evaluate the Chief's prior year performance and provide direction for the future.
 - A typical employee is rated in twelve areas and in order to receive a merit increase, they must have an overall score of "Agree." See attached form.
 - If the Board felt Fire Chief Kahle has done a good job for the District, FC Kahle would like his current agreement renewed. As part of the 9th amendment, he is requesting a single step increase and a slight increase towards his 457 plan. Attached is the respective amendment.
 - Increase in chief's salary of 3.4% COLA and 2.5% Merit. \$4,500 increase to deferred compensation plan. All items are budgeted.
- Motion by Chairperson Harrington, second by Clerk Spears to award the Fire Chief a merit increase on his annual performance appraisal and to approve the Ninth Amendment to the Employee Agreement. Motion passed 5 to 0.

8. New Business

A. 2022-050 – Review, discussion and possible action to pursue Accreditation with the Center for Public Safety Excellence.

- Fire Chief Kahle recommended that Rincon Valley Fire District pursue Accreditation with the Center for Public Safety Excellence.
 - Accreditation provides many benefits to our organization and those are listed below:
 - Provides greater community alignment.
 - Encourages quality improvement.
 - Facilitates input from and builds positive relationships with labor.
 - Identifies areas of strengths and weaknesses.
 - Allows for the establishment of a plan for improvement.
 - Provides data supported decision-making.
 - Communicates management and leadership philosophies.
 - Ensures your agency has a defined mission and related objectives.
 - Encourages the development of organizational procedural documents.
 - This endeavor is not without some significant work. We will need to move someone from shift to 40 hours to serve as the Accreditation Manager.
 - The registrant fee is \$600 and is the only cost this fiscal year. Total potential cost (FY 23/24) is \$19,000.
 - Question from Chairperson Harrington regarding the hiring process for the Accreditation Manager position.
 - FC Kahle and AC Tucker further elaborated on the internal hiring process.
- Motion by Clerk Spears, second by Member McKinley for Rincon Valley Fire District to pursue accreditation by becoming a registrant. Motion passed unanimously 5 to 0.

B. 2022-051 – Review, discussion and possible action to renew the Meet and Confer Agreement with VFFA Local 5100.

- Local 5100 and the Administration would like to renew our existing Meet and Confer Agreement. The current agreement went into effect in March of 2018 and expires on July 1, 2022.
 - No changes have been made. The agreement has been beneficial to both Local 5100 and RVFD. We have been able to meet monthly and work out any issues while they are still small. It has also been beneficial to discuss issues and seek feedback prior to implementing any changes.
 - No Fiscal Impact
- Motion by Member McKinley, second by Chairperson Harrington to renew the Meet and Confer Agreement with VFFA Local 5100. Motion passed unanimously 5 to 0.

C. 2022-052 - Review and discussion, and possible action to renew an Intergovernmental Agreement with Pima Community College for educational services.

- Fire Chief Kahle is requesting that RVFD renew an intergovernmental agreement (IGA) with Pima Community College for educational services.

- The agreement is beneficial to both Rincon Valley Fire District and Pima Community College District. Specifically, Rincon Valley benefits in three ways. First, the agreement allows us to assign college credits, without cost to the district and the student, for classes that we already taught in house. Second, this agreement is beneficial for our employees to meet their education requirements without expense to themselves or the fire district. Lastly, it allows opportunity for our folks to gain their community college teaching credential.
 - The college benefits in two ways. First, Rincon Valley can provide a pool of instructors by hosting classes in the Vail area. Second, the college will have a place to send paramedic students for their clinical time.
 - Our legal counsel, Donna Aversa, has reviewed document and has signed off on it.
 - There will be no cost associated with this agreement.
- Motion by Member McKinley, second by Clerk Spears to renew an intergovernmental agreement (IGA) with Pima Community College for educational services. Motion passed unanimously 5 to 0.
9. **ADJOURNMENT** - Motion by Chairperson Harrington, second by Clerk Spears to adjourn. Motion passed 5 to 0. Meeting adjourned at 7:15 p.m.

Dated this 17th day of June 2022.

Rincon Valley Fire District Governing Board

Chairperson Harrington

Clerk Spears

Member McKinley

Member Klasen

Member Messmer

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