

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
HELD AUGUST 15, 2019**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **August 15, 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, and Member Christopher Klasen.

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

1. Call to Order at 6:03 P.M by Chairperson Harrington

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

- Also attending – Fire Chief Jayme Kahle, Administrative Manager Laura Bucklin and RVFD Attorney Donna Aversa (Sign-in sheet attached).

2. Pledge of Allegiance – RVFD Intern Will McHolm lead the pledge of allegiance.

3. Date of next meeting scheduled for September 16, 2019 at 6:00 P.M.

- Confirmed by four board members.

4. Call to the Public

- Resident Kelli Truba was present to personally thank the Firefighters on C-Shift for a job well done while responding to an incident at her home.
- Chief Kahle shared an email he received from Carl Mare the Prehospital Coordinator with Banner UMC thanking the firefighters for the great stroke care performed on a patient on PM292.

5. Consent Agenda

Approval of Consent Agenda – Motion by Member Spears, second by Chairperson Harrington to approve all items on the Consent Agenda. Motion passed 4 to 0.

- Approval of the Minutes of the July 18, 2019 Regular Board Meeting.
- Approval of Resolution #20-009 – Linda Hatfield Annexation (185 N. Sharon Rd.)
- Approval of Resolution #20-010 – Richard Solomon Annexation (3190 E Wetstones Rd.)

- D. Approval of Resolution #20-011 – Grant & Katy Gates Annexation (3220 E Wetstones Rd.)
- E. Approval of Resolution #20-012 – William & Merrilynn Clark Annexation (222 N Suntan Dr.)
- F. Approval of Resolution #20-013 – Tina Fogg Annexation (1201 N Alderwood Dr.)
- G. Approval of Resolution #20-014 – Mark & Jenny McFadden Annexation (1080 N Reta Dr.)
- H. Approval of Resolution #20-015 – Grant & Kathy Gates Annexation (3230 E Wetstones Rd.)
- I. Approval of Resolution #20-016 – John & Diana Roche Annexation (3421 E Calle Agassiz)
- J. Approval of Resolution #20-017 – Wayne Glembin Annexation (3399 E Slippery Rock Dr.)
- K. Approval of Resolution #20-018 – Joseph & Erin Cobb Annexation (1090 N Reta Dr.)
- L. Approval of Resolution #20-019 – David & Michelle Crowley Annexation (681 N. Davidson Rd.)
- M. Approval of Resolution #20-020 – Adolfo & Eunice Luzana Annexation (13775 E Draco Trail)
- N. Approval of Resolution #20-021 – Ron & Kim Dove Annexation (2841 E Shasta Ln.)
- O. Approval of Resolution #20-022 – Fred & Roberta Cushman Annexation (2531 E Roslyn Ln.)
- P. Approval of Resolution #20-023 – Sandra Maeser Annexation (3002 W Wiley Ln.)
- Q. Approval of Resolution #20-024 – Erik & Sondra Dahlberg Annexation (861 N Solar Dr.)
- R. Approval of Resolution #20-025 – Thomas & Bridey Baron Annexation (2900 E Shasta Ln.)
- S. Approval of Resolution #20-026 – Richard & Nina Atkins Annexation (3464 E Andrada Rd.)
- T. Approval of Resolution #20-027 – James & Angela Merz Annexation (241 N Slate Dr.)
- U. Approval of Resolution #20-028 – Gary & Maria Stengel Annexation (860 N Drystone Ct.)
- V. Approval of Resolution #20-029 – Michael & Shauna Gaiter Annexation (3460 E Andrada Rd.)
- W. Approval of Resolution #20-030 – Joseph & Alicia Ware Annexation (12771 E Wentworth Ct.)
- X. Approval of Resolution #20-031 – Ronald Wadley Annexation (1081 N Vail View Rd.)
- Y. Approval of Resolution #20-032 – Joann Mullins Annexation (7830 S Avenida Catrina)
- Z. Approval of Resolution #20-033 – Carl & Peggy Crews Annexation (2591 E Roslyn Ln.)
- AA. Approval of Resolution #20-034 – Peter Zygmont Annexation (2931 E. Wiley Ln.)

- BB. Approval of Resolution #20-035 – Alexander & Elizabeth Kanon Annexation (121 N Atrisco Dr.)
- CC. Approval of Resolution #20-036 – Gilbert & Betsy Mendoza Annexation (3621 E Calle Agassiz)
- DD. Approval of Resolution #20-037 – Daniel & Judy Konen Annexation (1061 N Solar Dr.)
- EE. Approval of Resolution #20-038 – Gary & Debra Bittick Annexation (302 N Slate Dr.)
- FF. Approval of Resolution #20-039 – Janet Renee Harry Annexation (751 N Slate Dr.)
- GG. Approval of Resolution #20-040 – Bradford & Linda Bilbrey Annexation (15555 S Calle Rinconado)
- HH. Approval of Resolution #20-041 – Stephen & Linda Boehm Annexation (3536 E Andrada Rd.)
- II. Approval of Resolution #20-042 – Stephen & Linda Boehm Annexation (13400 S Hunting Dog Rd.)

6. Reports and Correspondence

- A. **Fire Chief's Report** – Reviewed by the Board. Report on file.
 - No comments.
- B. **July'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 July 2019.
 - Monthly Expense Report for the month of July 2019.
 - Monthly Bank Reconciliations and Balance Sheet for the month of July 2019.

-Motion by Clerk Tate, second by Member Klasen to approve the district's financial reports for the month of July 2019. Motion passed 4 to 0.

7. Unfinished Business

- A. None.

8. Public Hearing on the Rincon Valley Fire District Adoption of the 2018 IFC Fire Code with RVFD Local Amendments.

This is an opportunity for the public to address the Board, make comments, and ask questions regarding the Proposed Code Adoption. Please state your name and address. Comments are limited to 3 minutes.

- A. Open public hearing at 6:16 pm by Chairperson Harrington
 - No comments from the public.
- B. Close public hearing at 6:17 pm by Chairperson Harrington and reconvene Regular Board Meeting.

9. 2018 Fire Code Adoption

2020-008 - Review, discussion, and possible action regarding approval of Rincon Valley Fire District's 2018 IFC Fire Code with Local Amendments by adoption of **Resolution # 20-008**.

- RVFD last adopted a national fire code in early 2013 (IFC 2012). Although the national fire code is updated every three years, we did not feel that an update was necessary. However, there are significant changes that did occur after six years. Furthermore, in attempt to be customer friendly, it is a good business practice to have a similar code as other local governmental units. Pima County Building Department has adopted the 2018 code for their respective trade and it is much easier to contractors to work out of similar editions. (Plumbing, electrical, and building code reference the fire code at times). Lastly, our IGA partner for prevention services, Northwest Fire District, has adopted the 2018 code and it is much easier to enforce similar codes. At the time of the meeting, we have complied with ARS 48-805.02. We have received permission from the State Fire Marshall's Office approval.

-Motion by Member Spears, second by Member Klasen to adopt the 2018 IFC Fire Code with RVFD Local Amendments by Resolution #20-008. Motion passed unanimously 4 to 0.

10. New Business – Chairperson Harrington asked for items to be moved out of order and requested Item #10-F be moved to the beginning of New Business.

Item #10-F -2020-009 – Promotion Ceremony for Battalion Chief Jim Tucker and Captain Michael Cassabaum.

- A promotional Ceremony was held for the promotion of Battalion Chief Jim Tucker and Captain Michael Cassabaum. Family, friends and crewmembers attended to celebrate the special occasion.

A. 2020-003 – Review and discussion concerning Rincon Valley's current Bonds status. Discussion only. No action taken.

- The District has two bonds. Series A issued in 2008 for \$5,065,000 to build and equip Station 292 with furnishings and apparatus. This is a traditional loan with a pay-off date of July 2022. True interest rate of 3.77%. To date, we have paid off \$3,720,000 of Series A and owe \$1,345,000. Series B issued in 2011 for \$1,650,000 to pay off Station 291 loan and purchase apparatus. This is an interest only loan until 2023 and then it converts to a traditional loan with a payoff of July 2030. True interest rate of 5.465%.

Anticipated Bond Tax Rate:

2020 \$0.4414

2021 \$0.4145

2022 \$0.3854

2023 \$0.1694

2024 \$0.1633
2025 \$0.1541
2026 \$0.1510
2027 \$0.1446

A total of \$2,370,894 paid in interest. \$3,720,000 paid to principal.
\$2,995,000 owed of original \$6,715,000 of debt. 55% now paid.

B. 2020-004 – Review, discussion and possible action to transfer budgeted funds from the General Fund to the Capital Fund.

- Preliminary and unaudited financial reports are showing that the General Fund has \$817,310.17 of revenues in excess of expenses for FY 18/19. Those funds can be used to lower tax rate, pay down debt, fund our capital replacement or be designated for future uses. The funds may not be used for current year operational costs. Historically, we use these funds to fund our Capital Replacement Plan. This year, Chief Kahle would like to designate an additional \$500,000 to be used for a future capital needs, such as a third station. Our total preliminary and unaudited budget reports show a total general fund carryover from 2018/19 at \$2,443,376.84 (2019/20 budgeted at \$1,800,000). This plan also leaves capacity in the general fund to partially offset future operational costs, such as SAFER grant. The 2019/20 approved budget includes the \$200,000 transfer. The Capital Projects Fund is held by the County Treasurer and pays interest. \$700,000 transfer from General Fund's Capital Projects Transfer line (5920) to Capital Projects Fund's Transfer line (4410). Upon transfer, the capital projects budget will have a balance of \$968,000.

-Motion by Clerk Tate, second by Member Spears to authorize Chief Kahle to transfer \$700,000 from the General Fund to the Capital Fund. Motion passed 4 to 0.

C. 2020-005 - Executive Session – consultation with Districts' counsel regarding pending litigation Brown v. Rincon Valley Fire District; and Jayme Kahle, Case No. 4:19-cv-00233-RCC-LCK.

-Motion by Chairperson Harrington, second by Member Spears to adjourn the Regular Meeting and go into Executive Session at 6:34 pm. Motion passed 4 to 0.

Executive session pursuant to ARS 38-431.03(A)(4) for discussion or consultation with one or more attorneys for the District in order to consider its position and instruct its attorney regarding the Board's position regarding the pending litigation including any settlement discussions with the potential to resolve litigation. Discussion only. No action taken.

-Motion by Chairperson Harrington, second by Member Spears to adjourn the Executive Session and reconvene the Regular Board Meeting at 6:50 pm. Motion passed 4 to 0.

D. 2020-006 – Executive Session – consultation with District’s counsel regarding a grievance filed by Paramedic Chris Jaegers against Fire Chief Jayme Kahle.

-Motion by Chairperson Harrington, second by Member Spears to adjourn the Regular Meeting and go into Executive Session at 6:50 pm. Motion passed 4 to 0.

Executive session pursuant to ARS 38-431.03(A)(4) for discussion or consultation with one or more attorneys for the District in order to consider its position and instruct its attorney regarding the Board’s position regarding the filed grievance. Discussion only. No action taken.

-Motion by Chairperson Harrington, second by Member Spears to adjourn the Executive Session and reconvene the Regular Board Meeting at 7:25 pm. Motion passed 4 to 0.

E. 2020-007 – Review, discussion and possible action regarding a grievance filed by Paramedic Chris Jaegers against Fire Chief Jayme Kahle.

- The Board was presented with a grievance and a supplemental memo from Firefighter Chris Jaegers for consideration during the Board meeting on August 15, 2019. The Board members confirmed they had sufficient time to review both the initial grievance form and the supplemental memo he provided. Although the situation as presented may not be grievable, the Board considered the situation he presented as being grievable.

-Motion by Chairperson Harrington, second by Clerk Tate to deny the grievance, finding that there was no conflict of interest in the testing process and no impropriety in the testing process. Motion passed 4 to 0.

F. 2020-009 – Promotion Ceremony for Battalion Chief Jim Tucker and Captain Michael Cassabaum. (Moved to the beginning of New Business.)

11. Adjournment - Motion by Chairperson Harrington, second by Clerk Tate to adjourn. Motion passed 4 to 0. Meeting adjourned at 7:30 p.m.

Dated this 19th day of August 2019.

Rincon Valley Fire District Governing Board

Chairperson Harrington

Clerk Tate

Member Newman

Member Spears

Member Klasen