

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD September 16, 2021**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **September 16, 2021 at 6:00 P.M.** as a Virtual Meeting and In-Person. **Meeting ID: 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 Kevin McKinley, 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 Jennifer Spears	present by virtual meeting
Member Chris Klasen	present
Member Kevin McKinley	present
Member Matt Messmer	excused

- Also attending – Fire Chief Jayme Kahle, Assistant Chief Jim Tucker, Battalion Chief Edward Cornejo, Community Relations Manager Fiona De Young, 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 October 21, 2021 at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- Chairperson Harrington wanted to thank the crews for their participation in the community's Patriot Day Events.
- Chief Kahle and Assistant Chief Tucker presented the new ambulance.
- A-Shift crew members presented a demonstration of the new Zoll AutoPulse we received from a FirehouseSubs Grant.
- Thank you letter from Michael Cassabaum thanking A Shift Station 292 for the excellent level of care provided to his parents during an incident.
- Thank you letter from J.J. Lamb regarding the district's participation in the Patriot Day Events.

5. Consent Agenda

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

- A. Approval of the Minutes of the August 19, 2021 Regular Board Meeting.
- B. Approval of Resolution #22-003 Michael Tabeling Annexation (13796 E Draco TR, Vail, AZ 85641).
- C. Approval of Resolution #22-004 Hufault John R & C Cathryn TR Annexation (6000 S X9 Ranch Rd, Vail, AZ 85641).
- D. Approval of Resolution #22-005 Steven D Kelly & Sherri A Kelly Annexation (14722 E Colossal Cave Rd, Vail AZ 85641).
- E. Approval of Resolution #22-006 Israel and Sharon Powe Annexation (261 N Suntan Dr, Vail, AZ 85641).
- F. Approval of Resolution #22-007 Shane Parker Annexation (960 N Solar Dr, Vail, AZ 85641).
- G. Approval of Resolution #22-008 Britt and Denise Adams Annexation (3532 E Andrada Rd, Vail AZ 85641).
- H. Approval of Resolution #22-009 Raul Molinar Annexation (13697 S Hound Dog Rd, Vail AZ 85641).

6. Reports and Correspondence

- A. **Fire Chief's Report** – Reviewed by the Board. Report on file.
 - We dealt with a number of weather related issues this month. Specifically swift water rescues.
 - We had some issues with a development, Estates at Old Spanish Trail, with the developer not meeting code requirements. Specifically, they attempted to build a house without adequate fire flow or sprinklers. This issue was resolved with work from our crews and NWFD prevention folks.
 - Fiona and Chief Kahle met with a concerned neighborhood in the Rincon Creek area. They are concerned about our access when their creek is running. We agreed to continue to work with them on preparedness and connect them with local government officials.
 - Security Project. Locally, we are seeing an increase in attacks on firefighters. As such, Chief Kahle has invited a few companies to come in and assess our security and safety. He hopes to have some bids and recommendations on how to harden our facilities and to provide self-defense training in the upcoming months.
 - We had another clean financial audit this year. Heinfield, Meech recommended switching banks for our checking account due to Pima Federal's lack of participation in the Pooled Collateral Program.

B. August'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 August 2021.
- Monthly Expense Report for the month of August 2021.
- Monthly Bank Reconciliations and Balance Sheet for the month of August 2021.

-Motion by Clerk Spears, second by Member McKinley to approve the district's financial reports and expenses for the month of August 2021. Motion passed unanimously 4 to 0.

7. Unfinished Business

A. None.

8. New Business

A. 2022-005 – Review, discussion and possible action to approve the 20/21 CRA-SOC and Strategic Plan update.

- We had 2,347 incidents with 3,181 unit responses
- 64% of all calls were within the District
- Lowered our turnout times but not quite yet meeting our goal of 100 seconds for EMS and 130 seconds for Fire. Actual was 102/133.
- Unfortunately, our improved turnout times were essentially negated by an increase in call processing times. Our objective is 105 seconds, but City of Tucson actually worsened to 134.3 seconds.
- We met 2 of 6 total response time objectives - EMS in GPZ 1 (busiest) and Fire in GPZ 2,
- Met all seven strategic objectives
- Established 10 new strategic objectives for FY 2021/22

-Motion by Member Klasen, second by Clerk Spears, to approve the CRA-SOC and Strategic Plan update for FY 21/22. Motion passed 4 to 0.

B. 2022-006 - Review, discussion and possible action to approve the 20/21 Annual Report.

- Community Driven - COVID vaccinations, car seats, wildland prevention program
- COVID Response - 7,000 people vaccinated, FEMA deployment
- Service Delivery - 2,347 incidents, 979 transports, 6% increase, dual response with TFD, G2 Station Alerting (reduced EMS turnout time 25%), \$276,398 in property saves.
- Training - 12,000 hours
- Wildland - 5 major wildland responses, Ready, Set, Go program
- Employees - 5 new hires, 3 folks with 5 years, 1 with 10 years, and 1 with 15 years. 1 earned Masters and 3 became paramedics.

- Grants - SAFER, FP&S, Firehouse Subs.

-Motion by Member McKinley, second by Clerk Spears to approve the Annual Report from FY 20/21. Motion passed 4 to 0.

C. 2022-007 – Review, discussion and possible action to authorize a Feasibility Study for proposed Station #293/Maintenance Facility.

- The board has directed Chief Kahle to find suitable land locations for a future fire station site. Our number one site is currently the land owned by the Christ Vail Lutheran Church. Chief Kahle met with their pastor and he has informed me that their congregation has voted to sell us the land. Furthermore, we have tentatively agreed that the purchase price would be based upon the appraised value of an agreed upon real estate appraiser. However, before we start on appraisal, we need to do our due diligence and ensure that the physical site can meet our requirements. As such, we should complete a feasibility study. We have budgeted \$485,000 within our capital budget, under facility improvements (5710). The bid is \$10,495 with a reimbursable travel/printing allowance of \$1,000.

Motion by Clerk Spears, second by Chairperson Harrington to authorize the Fire Chief to enter into a feasibility study with WSM architects for the proposed Station 293/Maintenance Facility. Motion passed 4 to 0.

D. 2022-008 - Review, discussion and possible action to modify Station #291 in lieu of temporary Station #293.

- After reviewing our options in locating a temporary station, Chief Kahle believes we should put that idea on hold and consider the possibility of slightly accelerating the construction of the permanent station (2025/26). He has come to this conclusion after receiving updated bids and looking at future needs. The attached spreadsheet shows that we have three options as it relates to our need to fill the response time gap and three options to provide for a fleet maintenance facility. The best value to for fleet maintenance is to co-locate them with the permanent Station 293. As stated earlier, the best value to reduce the gap response times is to place a second ambulance at 291. Please note that we will have to discontinue the use of the community room at Station 291. However, we have capacity at Station 292. We have budgeted \$485,000 within our capital budget, under facility improvements (5710). Depending on final bids, we could upgrade electric and complete a light remodel to accommodate 8 firefighters within that line. Better use of funds vs. a throw away modular.

General inquiries from the board regarding building a secondary structure at Station 291 location, and costs associated and the possibility of converting the community room into a bunk room. Board Members further inquired regarding the use frequency of the community room and the impact on the community. Administrative Assistant Claudia

McMullen further elaborated the use and impact are both minimal on the community due to low utilization. Furthermore, the community room at Station 292, is available for the community.

-Motion by Clerk Spears, second by Member McKinley to authorize the Fire Chief to seek bids for a Station 291 Light Remodel. Motion passed 4 to 0.

E. 2022-009 – Review, discussion and possible action to approve a Resolution to accept the 2020 FEMA’s Fire Prevention and Safety (FP&S) Grant Award.

- We are proud to be the recipient of a \$20,000 FY2020 Fire Prevention and Safety grant from FEMA. This grant renews our ongoing wildfire mitigation program, which educates residents about the common causes of wildfire and prepares them for an all-hazard evacuation using the Ready, Set, Go program. This year, the grant has been modified slightly to increase our community presence through outreach and improve our digital media campaign. Of the \$20,000 budget, \$5,000 has been allocated to produce high-quality safety videos featuring our crews. Videos allow us to expand our reach to a wider audience on social media. A further \$5,000 has been allocated to print media, and \$10,000 to overtime pay for crews participating in community events. This includes both the overtime pay and the backfill to ensure minimum staffing at the station. Our 2019 CRA-SOC identified wildland fire as our biggest threat and it's imperative to continue to raise awareness about the threat of wildfire to our residents. The 2020/21 Budget estimates \$513,000 in grant revenue on line 4320 and we have a grant expense offset of \$232,000 on line 5850. Funds received and expended will be processed through those two lines. This will impact budget years 21/22 and 22/23. We will need to prove a 5% match.

Motion by Member McKinley, second by Chairperson Harrington to approve Resolution #22-010 to accept the 2020 FEMA's Fire Prevention and Safety (FP&S) Grant Award. Motion passed 4 to 0.

F. 2022-010 – Review, discussion and possible action to adopt revised Policy #4-017 Military Leave of Absence.

- Our Human Resources Consultant has informed Chief Kahle that Arizona Statutes have been modified concerning military leave. As such, we need to update our policy.

Significant changes are:

- State we will comply with all laws
- Defines military leave length and limits
- Specifies that PTO may be used for extended assignments
- Defines health/dental insurance coverage
- Identifies military buyback time

We currently do not have any military reserves.

-Motion by Clerk Spears, second by Member Klasen to approve revised Policy 4-017, Military Leave of Absence. Motion passed 4 to 0.

9. **ADJOURNMENT** - Motion by Chairperson Harrington, second by Clerk Spears to adjourn. Motion passed 4 to 0. Meeting adjourned at 6:40 p.m.

Dated this 17th day of September 2021.

Rincon Valley Fire District Governing Board

Chairperson Harrington

Clerk Spears

Member McKinley

Member Klasen

Member Messmer