

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD May 18, 2023**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **May 18, 2023 at 6:00 P.M.** Present at the meeting were the following members of the Rincon Valley Fire District Governing Board: Chairperson Jennifer Spears, Clerk Kevin McKinley, and Member Lora Gruner. Board Member Matt Messer attended virtually.

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

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

A. Roll Call – Chairperson Jennifer Spears	Present
Member Chris Klasen	Absent
Member Kevin McKinley	Present
Member Matt Messmer	Present - Virtually
Member Lora Gruner	Present

- Also attending – Fire Chief James Tucker, Battalion Chief Allen Yalen, Battalion Chief Edward Cornerjo, Administrative Manager Laura Bucklin, and Administrative Assistant Claudia McMullen.

2. Pledge of Allegiance – Fire Chief James Tucker led the pledge of allegiance.

3. Date of next meeting scheduled for June 14, 2023 at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- Andrada High School sent a thank you letter for our participation in their career fair.

5. Consent Agenda

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

- A. Approval of the Minutes of the April 20, 2023 Regular Board Meeting.
- B. Approval of Resolution #23-013 Fritsch Annexation (18020 E Wolf Track Trail).
- C. Approval of Resolution #23-014 Kirksey Annexation (11163 S Lava Peak Ave.)

6. Reports and Correspondence

A. Board Member Report

- Member Klasen attended and volunteered at the VFFA’s Annual Pancake Breakfast, he praised those involved with the efforts. Separately, Member Klasen attended a PSPRS conference and mentioned the Tier 2 employer contribution decrease.

B. Fire Chief's Report – Reviewed by the Board. Report on file.

- The new ambulance is expected to be shipped to the District this month (May)
- Fire Chief Tucker applied for the ambulance transport rate increase with AZDHS. The new rate is now \$1,853.98. The decision was attached to the board packet for review.
- Fire Chief Tucker met with L-5100. The meeting minutes were attached to the board packet for review.
- The annual pancake breakfast was a success. The union raised over \$4,000. They plan to expand the adopt-a-family Christmas program and expand firefighter training opportunities.
- 47 new housing permits in April.
- The District responded to 231 incidents and had 91 ambulance transports.
- The District received a Notice of Claim last week for the ambulance collision. The information has been forwarded to VFIS and Legal Counsel Donna Aversa. Brief discussion regarding a conversation Chief Tucker had with the claims adjuster.
- The training burn was a success. The crews were able to take care of the overgrowth at Station 291.

C. April's Financial Reports – Review, discussion and possible action, of the district's financial status including monthly summary reports for the month of April 2023. JVG did not present the financials this month but will at the next board meeting.

We are at 83% of the fiscal year.

- NW Prevention IGA generated \$4,928.24 in revenue.
- We are owed \$35,605.00. Of this, \$4,462.12 is uncollectable.
- Overall expenses are at 72.8%
- Overall revenue is at 97.3%

– Motion by Member Messmer, second by Member Klasen to approve the monthly financial reports. Motion passed 5 to 0.

7. Unfinished Business

A. 2023-033 – Review, discussion, and possible action to adopt the Tentative Budget for FY 2023-2024.

- Attached for review was the tentative budget for FY 2023-2024
- The District will maintain the current tax rate of \$2.7834 and the Bond Rate lowers to \$0.1154. The overall tax rate will be \$2.8988
- There will be a Public Hearing for the proposed budget at the June 14 meeting.
- Fiscal Impact:

- General Fund \$6,968,906
- Bond Fund \$229,150
- Capital Fund \$10,000

- Motion by Chairperson Spears, second by Member Gruner to adopt the Tentative Budget for Fiscal Year 2023-2024. Motion passed 5 to 0.

8. New Business

A. 2023-046 – Review, discussion, and possible action to send Policy revisions and additions for legal review prior to approval.

- Fire Chief Tucker identified several District Policies that should be revised and have created one new proposed policy. L-5100 leadership has reviewed these.
- The following were identified as needing revision.
 - 04-003 PTO Policy Revision**
 - Definitions Section
 - Leave Classes- Scheduled, Unscheduled, and Educational.
 - 12-hour blocks of use for scheduled PTO.
 - PTO used capped at 480 hours per year.
 - Supervisor Responsibilities
 - 04-004 Leave Assistance Policy Revision**
 - Expanded Definitions
 - 8-hour blocks for donations
 - Added EPST donations
 - Donor minimum retention hours
 - 03-007 Work Schedule Revision**
 - Increased maximum hours worked
 - 04-002 Holidays Revision**
 - Add Juneteenth Holiday
 - Trade Columbus Day for the Friday after Thanksgiving
 - 04-022 PTO Buyback - New Policy**
 - Allows employees to sell back excess PTO hours at 50% of base pay.
 - Benefit is dependent on the District's budget and not a guarantee.
 - Capped at 120 hours for suppression and 80 hours for administration.
 - This will also fund PTO liability when employees retire.
- Fiscal Impact:
 - 04-022 PTO Buyback increases 5111 Payroll \$61,818 but it is not a fixed cost and is dependent upon the number of employees who can use the benefit.

- 04-002 Holiday increases 5113 Holiday Pay \$7,000
- These costs are included in the FY 23-24 budget.

– Motion by Clerk McKinley, second by Member Klasen to have the District’s legal counsel review the new and revised policies and provide recommendations. Motion passed 5 to 0.

B. 2023-047 – Review, discussion, and possible action to renew the Dispatch Services IGA with Northwest Fire District.

- It is recommended that we renew our IGA with Northwest Fire District for dispatching services.
- Our dispatch agreement is administered by Northwest Fire District as part of SAFERC consortium.
- The consortium consists of all city and county fire agencies except Green Valley, Drexel and Corona de Tucson.
- Fiscal Impact:
 - For FY 23-24, RVFD will pay NWFD the sum of \$64,479.77 (\$5,373.31 monthly) for dispatch and support services.

– Motion by Clerk McKinley, second by Member Klasen to renew the IGA for dispatch services with Northwest Fire District. Motion passed 5 to 0.

9. ADJOURNMENT - Motion by Member Gruner, second by Chairperson Spears to adjourn. Motion passed 5 to 0. Meeting adjourned at 6:17 p.m.

Dated this 19th day of May 2023.

Rincon Valley Fire District Governing Board

Chairperson, Jennifer Spears

Kevin McKinley

Clerk, Kevin McKinley

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Board Member, Lora Gruner

Lora Gruner

Board Member, Christopher Klasen

Board Member, Matthew Messmer