

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD August 15, 2024**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **August 15, 2024, at 6:00 P.M.** The following members were Present at the meeting: Chairperson Jennifer Spears, and Clerk Kevin McKinley. Members Matthew Messmer and Chris Klasen attended virtually. Member Lora Gruner was absent.

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	Present - Virtually
Member Kevin McKinley	Present
Member Matt Messmer	Present - Virtually
Member Lora Gruner	Absent

- Also attending were Fire Chief James Tucker, Assistant Chief Allen Yalen, Battalion Chief Michael Cassabaum, Captain Cameron McQuillen, the On-Duty Crew, VFFA Vice President Steve Rodriguez, and Administrative Manager Laura Bucklin. Steven Rodriguez with James Vincent Group was also present virtually.

2. Pledge of Allegiance – Chairperson Spears led the pledge of allegiance.

3. Date of the next meeting is scheduled for September 19, 2024, at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- Two gratitude cards were received from TEP and Mike McKendrick, GTFF.
- David Shambach attended the meeting and showed interest regarding the Board's decision to hire WSM Architects for Station 293 Planning.

5. Employee Recognition – Promotion Badge Pinning

- Family and friends attended to celebrate the Code Save recognitions of Paramedic Bruce Conley, Engineer Clint Bell. Paramedic Luis Montanez received an Individual Citation.

6. Consent Agenda – 2025-005 – Review, discussion and possible action of the Consent Agenda

- A. Approval of the Minutes from the July 18, 2024 Board Meeting.
- B. Resolution #25-003 Van Meter Annexation – (15332 E. Alternative Way.)
- C. Resolution #25-004 Fierro Annexation – (2960E. Darlene Dr.).

- Motion by Member Mesmer, seconded by Clerk McKinley, to approve the monthly consent agenda. The motion passed 4 to 0.

7. Reports and Correspondence

A. Board Member Report

- Thank you from Chairperson Spears for the support RVFD has shown in attending Cienega High School Activities.

B. 2025-006 - Fire Chief's Report – Reviewed by the Board. Report on file.

- FC Tucker attended the AFDA conference with AC Yalen, Bucklin, Heady, & Rodriguez.
- AC Yalen and Laura Bucklin attended the Image Trend conference in Minnesota.
- FC Tucker attended the monthly meeting with VFFA.
- FC Tucker attended the monthly Operations meeting.
- FC Tucker to the *Southeast Arizona Council* on the Fire District.
- FC Tucker submitted for three grant opportunities: Leary Firefighter Foundation (ballistic PPE), 100 Club of AZ (airbags), & AZ Emergency Response Fund (F-500 encapsulating agent).
- Three tentative job offers were made. This will bring our staffing back up to 45 operations personnel.
- We had **29** new housing permits last month.
- We had **232** incidents and **105** transports.

C. 2025-007 - July's Financial Reports – Review, discussion, and possible action of the district's financial status, including monthly summary reports for July 2024. Steven Rodriguez, with JVG, presented July's financial report.

Key points:

- Revenues for the month of July were \$114,841 which was \$9,562 over budget.
 - o Pima County revenue for July is \$16,795 which is \$6,442 under budget.
 - o Non-Tax Levy revenue for July is \$128,047 which is \$16,005 over budget.
- Expenses for the month of June were \$586,375 which was \$86,921 under budget.

-Motion by Clerk McKinley, seconded by Chairperson Spears, to approve the monthly financial reports. The motion passed 4 to 0.

8. Unfinished Business

A. 2025-068b - Review and discussion regarding the November 5, 2024 General Election Process.

- The deadline to file write in candidates was July 22, 2024
- The elections department said that only one candidate filed signature petitions, (Kevin McKinley), and there were no write-in candidates. We can cancel the election and appoint Kevin McKinley, but we still have one vacancy to fill.
- Per our Board Bylaws, the remaining board members shall appoint a qualified elector to fill the vacancy and serve the remainder of the term within 90 days of the vacancy.
- The appointment of a representative to the governing board to fill the remainder of the term will be placed on the regularly scheduled meeting agenda. At this time, the board will direct the staff to advertise on the RVFD website and on RVFD's social media sites that RVFD is recruiting a board member to fill the remainder of the vacant term. Applicants will be required to submit a letter of interest and a resume. The governing board would schedule interviews for potential candidates to take place in executive session. The governing board would appoint an interim to the board for the remainder of the term in open session.
- No questions or comments from the Board.

- Motion by Chairperson Spears, second by Clerk McKinley to cancel the election and appoint Kevin McKinley for another four-year term. Motion passed 4 to 0.

- Motion by Member Messmer, second by Clerk McKinley to direct staff to advertise on website and social media that RVFD is recruiting a board member to fill the remainder of the vacant term. Motion passed 4 to 0.

9. New Business

A. 2025-008 - Review, discussion, and possible action to start the predesign process for Station 293.

- FC Tucker requested the Board approve the service agreement for Phase 1 Predesign Services with Shive-Hattery Architecture and Engineering.
- Shive-Hattery acquired WSM Architects in 2022 and officially changed their name from WSM Architects, a Division of Shive-Hattery, to just Shive-Hattery in 2024.
- The District has worked with John Price for many years and has a good working relationship with his team.
- The scope of services is outlined in the proposal.
- Also included was the draft hard cost and soft cost budget items.
- John Price was present to answer any questions.

- Motion by Chairperson Spears, second by Clerk McKinley to approve the professional services agreement with Shive-Hattery for Phase 1 services.. Motion passed 4 to 0.

B. 2025-009 - Review, discussion, and possible action to approve RVFD Policy Revisions.

- We have been working on revising our Policies and Procedures. I am requesting that the Board approve the following new or revised policies:

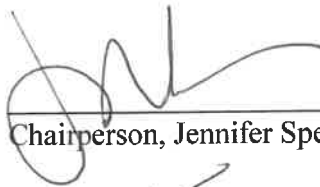
- 200 Organizational Structure
- 202 Departmental Directives
- 204 Liability Claims
- 205 Electronic Mail
- 206 Administrative Communication
- 207 After Action Reviews
- 224 Appraisal of Programs

- Motion by Clerk McKinley, second by Chairperson Spears to approve the approve the new and revised Policies listed. Motion passed 4 to 0.

10. ADJOURNMENT - Motion by Clerk McKinley, second by Chairperson Spears, to adjourn. Motion passed 4 to 0. The meeting adjourned at 6:33 p.m.

Dated this 16th day of August 2024.

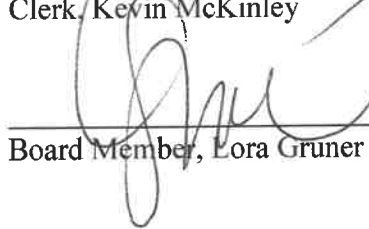
Rincon Valley Fire District Governing Board



Chairperson, Jennifer Spears



Clerk, Kevin McKinley



Board Member, Lora Gruner

Board Member, Christopher Klasen

Board Member, Matthew Messmer