

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD September 19, 2024**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **September 19, 2024; at 6:00 P.M.**, the following members were Present at the meeting: Chairperson Jennifer Spears, Clerk Kevin McKinley, and Member Lora Gruner. Member Matt Messmer and Member Chris Klasen 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	Present - Virtually
Member Kevin McKinley	Present
Member Matt Messmer	Present - Virtually
Member Lora Gruner	Present

- Fire Chief James Tucker, Assistant Chief Allen Yalen, the On-Duty Crew, and Administrative Manager Laura Bucklin were also attending. Gabe Buldra with James Vincent Group was also present.

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

3. Date of the next meeting is scheduled for October 17, 2024, at 6:00 P.M.

- Confirmed by all board members present except Member Klasen. He stated he would be absent.

4. Call to the Public

- No response.

5. Employee Recognition

- Chairperson Spears thanked the on duty crewmembers for all the work they do to serve the community.

6. Consent Agenda – 2025-010 – Review, discussion and possible action of the Consent Agenda

- A. Approval of the Minutes from the August 15, 2024 Board Meeting.
 - B. Resolution #25-005 – Belliveau Annexation – 13295 S Hunting Dog Rd.
 - C. Resolution #25-006 – Middleton Annexation – 1085 N Blue Slate Dr.
 - D. Resolution #25-007 – Ortega Investments, LLC – 14395 E Wood Canyon Pl.
 - E. Resolution #25-008 – Ortega Investments, LLC. – 14431 E Wood Canyon Pl.
- Motion by Member Gruner, seconded by Clerk McKinley, to approve the monthly consent agenda. The motion passed 5 to 0.

7. Reports and Correspondence

A. Board Member Report

- No comments.

B. 2025-011 - Fire Chief's Report – Reviewed by the Board. Report on file.

- C-Shift had a working fire on Alley Mountain Drive.
- We have started doing Program Appraisals as part of our accreditation process. I have included appraisals for *Prevention and Domestic Preparedness*.
- Monthly meeting with VFFA.
- Monthly Operations meeting.
- Presented to the *Vail Rotary Club* on the Fire District.
- Engine 292 is in the shop for a head gasket.
- We had **34** new housing permits last month.
- We had **270** incidents and **89** transports.

C. 2025-012 - August's Financial Reports – Review, discussion, and possible action of the district's financial status, including monthly summary reports for August 2024. Gabe Buldra, with JVG, presented August's financial report.

Key points:

- Revenues for the month of August were \$116,848, which was \$1,489 under budget.
 - Pima County revenue for August is \$4,689, which is \$1,607 under budget.
 - Non-Tax Levy revenue for August is \$112,159, which is \$117 over budget.
- Expenses for the month of August were \$533,624, which was \$26,821 under budget.
- Fiscal year revenue is \$261,689, which is over budget by \$8,073 and 3.16% of the total annual budget.
- Fiscal year expense is \$1,109,344, which is under budget by 124,398 and 16.83% of the total annual budget.

-Motion by Clerk McKinley, seconded by Chairperson Spears, to approve the monthly financial reports. The motion passed 5 to 0.

8. Unfinished Business

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

- RVFD canceled the election and appointed Kevin McKinley to run another

4- year term, but we still have one vacancy to fill.

- Per our bylaws, staff has advertised on social media and our website that RVFD is recruiting a board member to fill the remainder of the vacant term.
- We have received two letters of interest to fill the vacancy. Please see the attached letters and resumes.
- The board will need to schedule a Special Meeting to interview the candidates in an Executive Session.

- Motion by Member Gruner, second by Clerk McKinley, to direct staff to schedule interviews for candidates to fill the board vacancy. Motion passed 5 to 0.

9. New Business

A. 2025-013 - Review, discussion, and possible action to approve the September 2024 Community Risk Assessment - Standards of Cover Document.

- Chief Tucker discussed some key points of the SRA-SOC:
 - Fire Risk Level Categories
 - Performance Gap Discussion
 - Current Performance Improvement Plan
 - Key Findings and Recommendations

- Motion by Clerk McKinley, second by Chairperson Spears, to approve the 2024 Second Edition SRA-SOC. Motion passed 5 to 0.

B. 2025-014 - Review, discussion, and possible action to approve the 2023 Staffing for Adequate Fire and Emergency Response (SAFER) Grant.

- Chief Tucker applied for the Staffing for Adequate Fire and Emergency Response (SAFER) Grant in April of this year. He is happy to report we have been approved. The grant provides 100% of the six firefighter's salaries and benefits for the 36 months of the award. This grant does not require a match, but we will be responsible for any increase in costs, such as merit raises, benefits, etc. The acceptance of this grant will save District taxpayers \$1,295,569 over the next 3 years (\$431,856 annually).
- Full staffing will increase to 17 FF per shift, and minimum staffing will be 14 FF. When at the minimum level, we will be able to maintain one engine with four FFs 100% of the time and staff three ambulances 100% of the time.
- This grant will allow us to improve our service to the community and narrow the gap as identified in the CRA-SAC on firefighter staffing. Accepting the award is a commitment on our part that we will fund these positions after the 36-month period of performance.

- Motion by Chairperson Spears, second by Member Gruner to approve and accept the 2023 SAFER Grant. Motion passed 5 to 0.

C. 2025-015 - Review, discussion, and possible action to approve RVFD Policy Revisions.

Chief Tucker is requesting that the Board approve the following new or revised policies:

- Policy 90 Firefighter Code of Ethics
- Policy 100 Fire Service Authority

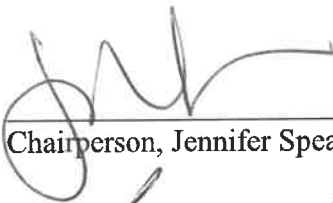
- Policy 102 Policy Manual
- Policy 300 Incident Management
- Policy 302 Fire Ground Accountability
- Policy 306 Standards of Cover
- Policy 704 IT Use
- Policy 709 Photography and Electronic Imaging
- Policy 918 Roadway Incident Safety
- Policy 1044 Member Speech, Expression, & Social Networking

- Motion by Clerk McKinley, second by Member Gruner, to approve the new and revised Policies listed. Motion passed 5 to 0.

10. ADJOURNMENT - Motion by Chairperson Spears, second by Member Gruner, to adjourn. Motion passed 5 to 0. The meeting adjourned at 6:26 p.m.

Dated this 24th day of September 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