

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
VIRTUAL AND IN-PERSON MEETING  
HELD January 16, 2025**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **January 16, 2025, at 6:00 P.M.** The following members were Present at the meeting: Chairperson Jennifer Spears, Clerk Kevin McKinley, Glen Rodriguez, and Lora Gruner.

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 Glen Rodriguez	Present
Member Lora Gruner	Present

- Fire Chief James Tucker, Assistant Chief Allen Yalen, Battalion Chief Edward Cornejo, the On-Duty Crew, and Administrative Manager Laura Bucklin attended. Steven Rodriguez, with James Vincent Group, was also present.

**2. Pledge of Allegiance** – Firefighter Kieran Anderson led the Pledge of Allegiance.

**3. Date of the next meeting is scheduled for February 20, 2025, at 6:00 P.M.**

- Confirmed by all board members present.

**4. Call to the Public**

- No reponse.

**5. Employee Recognition –**

- Captain Scott Laird received a Service Pin for 20 years of service with Rincon Valley Fire District.

**6. Consent Agenda – 2025-033 – Review, discussion, and possible action of the Consent Agenda**

A. Approval of the Minutes from the December 19, 2024, Board Meeting.

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

**7. Reports and Correspondence**

**A. Board Member Report**

- No comments.

**B. 2025-034 - Fire Chief's Report – Reviewed by the Board. Report on file.**

- The peer team has recommended us for accreditation.
- I have included conceptual designs of the 291 remodel and new 293.
- We have renewed our CON through March 2028.
- Last year, we had 3,057 incidents and 1,185 transports.
- Our incident and ambulance transport counts increased by almost 9% over last year.
- Station 291's call volume has increased 10% annually since 2022.
- We had 25 new housing permits last month. In 2024, new permits increased by 19% compared to 2023.

**C. 2025-035 - December's Financial Reports—Review, discussion, and possible action for the district's financial status, including monthly summary reports for December 2024. Steven Rodriguez, with JVG, presented December's financial report.**

**Key points:**

- Revenues for the month of December were \$338,131, which was \$35,000 over budget.
  - Pima County revenue for December is \$159,887, which is \$6,202 under budget.
  - Non-Tax Levy revenue for December is \$178,245, \$41,203 over budget.
- Expenses for the month of December were \$453,281, which was \$92,932 under budget.
- Fiscal year revenue is \$4,419,486, over budget by \$132,011 and 55% of the total annual budget.
- Fiscal year expense is \$3,290,849, under budget by \$449,350 and 45% of the total annual budget.

Member Rodriguez, seconded by Clerk McKinley, moved to approve the monthly financial reports. The motion passed 4 to 0.

**8. Unfinished Business**

**A. 2025-024c - 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 #322 – Child Abuse
- Policy #600 – Fire Apparatus Driver/Operator Training
- Policy #331 Grocery Shopping On-Duty
- Policy #325 – Adult Abuse
- Policy #323 – Disposition of Valuables

- Policy #1104 – District Use of Fire Detection and Suppression Systems
  - Policy #1101 - Emergency Power
  - Policy #1105 – Fire Station Living
  - Policy #1103 – Flag Display
  - Policy #501 – Medical Supplies
  - Policy #705 – Mobile Data Terminal Use
  - Policy #1303 - Procurement
  - Policy #703 – Use of District Vehicles
  - Policy #1102 – Wastewater Discharge
- Motion by Chairperson Spears, second by Member Gruner, to approve the new and revised policies listed. The motion passed unanimously 4 to 0.

**B. 2025-031a – Review, discussion, and possible action for granting a fire code variance to Mt. View Animal Clinic.**

- Mountain View Animal Clinic was requesting a variance to the fire code. Last month, the Board asked the Fire Chief to do more research and see if a compromise was available.

**Update:**

Chief Tucker spoke to Heather Knight on Tuesday, December 31, 2024, and she advised that they would be installing the fire suppression system.

**The compromise:**

The water line on success is not adequate, and to meet the fire code for a commercial building, Mrs. Knight will need to have a 36,000-gallon water tank and a large fire pump installed.

Chief Tucker proposes Mrs. Knight install a suppression system inside the building that will meet the fire code but install a *residential-size* tank (1,000 gallons) and fire pump. Once the new water main has been constructed, Mrs. Knight has agreed to connect her building to it. Connecting to the new water main will allow the building to meet the fire code.

Chief Tucker spoke to Vail Water on Jan. 13, 2025, and they anticipate the new main to be completed in 36 to 48 months. He also spoke to Gene Goldstein over the phone on December 23, 2024. AC Yalen was present during the conversation. Mr. Goldstein shared the following details:

Mr. Goldstein informed Bill Fry, who is associated with Heather Knight, that the building would likely require a fire suppression system. Mr. Goldstein was instructed by Bill Fry to omit the sprinkler system from the plans. When he received the letter from NWFd indicating that the new building would need a fire suppression system, he discussed the letter with Bill Fry. Mr. Goldstein reiterated to Bill Fry the necessity of a fire suppression system. Bill Fry told Mr. Goldstein again to leave the sprinklers off.

Chairperson Spears voiced concerns about public safety.  
Clerk McKinley stated a small tank is a good compromise.  
Member Gruner agreed with Clerk McKinley on a compromise.  
Member Rodriguez asked if they were aware of the fire code and the need to install sprinklers.

Heather Knight and Bill Fry addressed the Board's concerns and acknowledged the responsibility for the miscommunication.

- Vote to approve the variance = 2 votes – Clerk McKinley and Member Gruner
- Vote to deny the variance = 2 votes – Chairperson Spears and Member Rodriguez

The motion to approve the variance with a commercial system on the interior of the building and a 1,000-gallon water tank to supply the system did not pass 2 to 2.

A Special Meeting will need to be scheduled for this item only. All Board Members must attend the Special Meeting. This item is tabled for the Special Meeting.

**C. 2025-030a – Review, discussion, and possible action on ambulance transport billing.**

- At the December meeting, the board asked Chief Tucker to research balance billing for ambulance transports. He is waiting to see if Golder Ranch could manage a membership program since they provide billing services to RVFD through our IGA. He has recommended the board not take any action on this matter until he gathers more information from Golder Ranch. No action was taken. Discussion only.

**9. New Business**

**A. 2025-036 - Review, discussion, and possible action to pursue selling general obligation bonds.**

- In November 2024, the Board received a presentation on our general obligation bond status. Chief Tucker would like to determine if you would like RVFD to pursue selling our bonds to pay for our capital projects, such as the remodeling of Station 291 and building Station 293. If you are in favor of selling bonds, we will have a resolution for you at the February meeting.
- Motion by Clerk McKinley, second by Chairperson Spears, to pursue selling bonds. The motion passed unanimously 4 to 0.

**B. 2025-037 - Review and discussion to amend the FY 2024-2025 Budget.**

- RVFD must amend the budget since we were awarded the SAFER Grant. Like our normal process, the district board will hold a public hearing on the proposed budget revision at the regularly scheduled public meeting in

February. The proposed revised budget must be considered and adopted during a public meeting immediately following the public hearing on the proposal. The proposed budget shall be posted in three public places and prominently on the district's official website for at least twenty days before a public hearing at a meeting called by the board to adopt it. JVG will provide the amended budget for your review. No action was taken. This is a discussion only.

**C. 2025-038 – Review, discussion, and possible action to apply for 2024 American Rescue Plan Act funding through the Arizona Department of Forestry and Fire Management.**

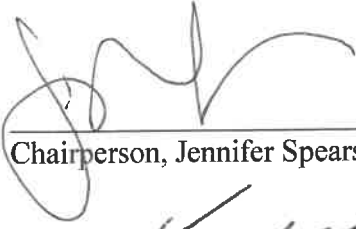
- Chief Tucker would like to apply for a grant through the Arizona Department of Forestry and Fire Management for a Type-6 brush truck. DFFM has approximately \$5 million available to improve fire protection and prevention capabilities for rural Arizona Fire Districts. Funding is limited to Type-6 or Type-3 brush engines and Tactical Water Tenders. Our funding request was unsuccessful last year, but Chief Tucker believes we should try again. Capital Fund Expense of \$107,116.57.

-Motion by Member Rodriguez, second by Member Gruner, to approve Chief Tucker's application for the 2024 American Rescue Plan Act funds through the Arizona Department of Forestry and Fire Management. The motion passed unanimously 4 to 0.

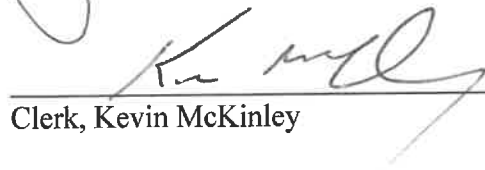
- 10. ADJOURNMENT** - Motion by Clerk McKinley, second by Chairperson Spears, to adjourn. Motion passed 4 to 0. The meeting was adjourned at 6:23 p.m.

Dated this 21st day of January 2025.

Rincon Valley Fire District Governing Board



Chairperson, Jennifer Spears

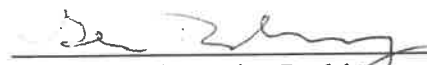


Clerk, Kevin McKinley

Board Member, Lora Gruner



Board Member, Christopher Klasen



Board Member, Glen Rodriguez