

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD January 19, 2023**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **January 19, 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, Member Lora Gruner and Member Chris Klasen. Member Matt Mesmer attended virtually.

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

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

A. Roll Call –Clerk Jennifer Spears	Present
Member Chris Klasen	Present
Member Kevin McKinley	Present
Member Matt Messmer	Present - virtually
Member Lora Gruner	Present

- Also attending – Fire Chief Jim Tucker, Battalion Chief Cornejo, Administrative Manager Laura Bucklin, and Administrative Assistant Claudia McMullen.

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

3. Date of next meeting scheduled for February 16, 2023 at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- A Thank You Note was written to Administrative Assistant Claudia McMullen for her exceptional customer service to a district resident needing information regarding a hydrant in their area.

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 December 15, 2022 Regular Board Meeting.
- B. Approval of Boundary Change Request – **Resolution #23-009** Edward Agres Annexation (15673 E Marsh Station Rd.)

6. Reports and Correspondence

A. Board Member Report

- No comments.

- B. Fire Chief's Report** – Reviewed by the Board. Report on file.
- Chief Tucker submitted a revision draft of procedure 02-023 Performance Review and Evaluation Process to L-5100. The proposed revision pertains to when a newly hired employee would be eligible for a merit increase.
 - Started the Capital Budget process for FY 2023-2024. Chief Tucker has also started updating the District's *Capital Improvement Plan*.
 - Chief Tucker attended a virtual meeting with the Pima County Fire Chief's Association to discuss the increasing out-of-service times our units are experiencing at our local hospitals.
 - One member is still off on a work-related injury. His next follow-up appointment is scheduled for December 6th.
 - The new ambulance has been completed, except for some A/C components. These components are holding up several units at the factory. Once the unit is finished, Chief Tucker will be going to Indiana for the final inspection.
 - Shop 2102 (Ambulance) has been towed to Cutting Edge Collision for repair. Chief Tucker does not have an estimated time of completion.
- C. December'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 December 2022.
 - Monthly Expense Report for the month of December 2022.
 - Monthly Bank Reconciliations and Balance Sheet for the month of December 2022.
- Motion by Clerk McKinley, second by Member Klasen to approve the district's financial reports and expenses for the month of December 2022. Motion passed unanimously 5 to 0.

7. Unfinished Business

- A. None.**

8. New Business

A. 2023-018 - Review, discussion, and possible action to make a Capital Improvement purchase for two new power lift gurneys from FERNO.

- The District applied for an Assistance to Firefighters Grant last year to purchase two new powered gurneys from Ferno. The new gurneys would replace the two Stryker gurneys that were purchased used from Public Surplus Auction in 2016. We had budgeted for this expense in our FY 2022-2023 Capital Improvement Budget in the event we were denied funding. We received our turn-down letter from FEMA on December 20th, 2022. The District currently owns one Ferno power lift gurney.

Purchasing two additional Fernos will put a power lift gurney in each front-line ambulance. Because the Ferno gurneys are sole source, we do not have to do a formal bid process. \$37,786.03 will be spent from the Capital Budget.

-Motion by Member Klasen second by Member Messmer to purchase two new Ferno power lift gurneys with the accessories listed in the quote for \$37,786.03. Motion passed 5 to 0.

B. 2023-019 - Review, discussion, and possible action concerning Contingency Transfer.

- Chief Tucker is requesting the Board approve a transfer in funds from the Contingency Budget Line 5930 to the Fleet Services Budget Line 5563 and the Fleet Parts Budget Line 5562. This year we have had several unplanned expenses with our fleet:
 - Shop 1201 required an engine rebuild - \$19,818
 - Shop 0803 required an engine rebuild and a new head- \$25,761
 - Shop 1501 required new radiators, a new turbo, and a new exhaust particulate filter- \$8,201
- Decreases the Contingency Budget Line to \$1,292,720.00.

-Motion by Member Messmer, second by Member Gruner to transfer \$6,000 into 5562 and \$45,000 into 5563 Fleet Services from Contingency. Motion passed 5 to 0.

C. 2023-020 - Review, discussion, and possible action to approve payment for the repair of shop 2102.

- Our ambulance, Shop 2102, that was involved in a collision has been sent to Cutting Edge Collision in Tucson. The repair estimate is \$31,885.63. We have received a check from our insurance provider for the repair estimate minus our \$250 deductible. Cutting edge will work with the adjuster and get approval for any additional work that needs to be performed, that was not found during the initial inspection. Per our procurement policy, the Fire Chief must have Board approval for expenditures over \$30,000. Chief Tucker is requesting the Board allow him to pay for the ambulance repair when it is finished.

-Motion by Member Klasen, second by Clerk McKinley to approve the payment for Shop 2102 repairs. Motion passed 5 to 0.

D. 2023-021 - Review, discussion, and possible action regarding the FY 2023-2024 Budget Process.

- Chief Tucker has attached the draft budget schedule for FY

2023-2024. In accordance with this schedule, he hopes to present the first draft budget at the March meeting and a final budget by the May meeting.

- As part of the first draft, he is considering the following financial implications:
 - 1) Increase uniform allowance 2) Provide a merit increase 3) Provide a COLA 4) Increase staffing 5) Maintain our capital plan and 6) Increase the Fleet and Building Maintenance budget lines.
- We will also incorporate any budget requests submitted from the membership and the board. Chief Tucker would also ask that the board provide a budget advisor for this year's process again.

-Motion by Chairperson Spears, second by Clerk McKinley to approve the budget schedule and appoint Member Chris Klasen to serve as the budget advisor. Motion passed 5 to 0.

E. 2023-022 - Review and discussion and possible action to approve revised Policy 5-007, Pension Funding Policy.

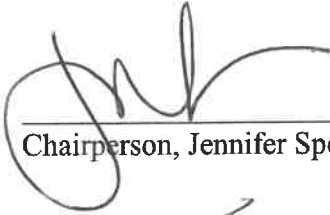
- HB2097 requires that a PSPRS employer update its funding policy annually. The updated policy must contain funding objectives that address the following: 1) how to maintain the stability of the governing body's contribution to the system, 2) how and when the governing body's funding requirements of the system will be met, 3) defining the governing body's funded ratio target under the system and the timeline for reaching the targeted funded ratio. The policy must also formally accept the employer's share of liabilities and then post the pension policy on our website. Our funded ratio increased from 81.6% to 83.2%. Our employer rate is increasing from 22.18% to 24.17%. The Tier 3 pension fund is fully funded at 110.5%. Increases our annual cost by approximately \$106,500. This amount includes the 2019 SAFER employees (3) and the assumption we will increase our staffing level next fiscal year pending budget approval. (Last year was an increase of \$37,000).

-Motion by Member Messmer, second by Clerk McKinley to approve the revised Policy #5-007, Pension Funding Policy. Motion passed unanimously 5 to 0.

- 9. ADJOURNMENT** - Motion by Member McKinley, second by Chairperson Spears to adjourn. Motion passed 4 to 0. Meeting adjourned at 6:20 p.m.

Dated this 24th day of January 2023.

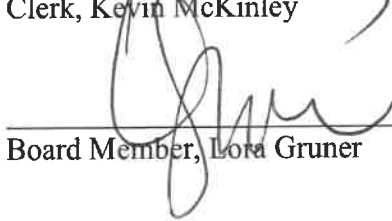
Rincon Valley Fire District Governing Board



Chairperson, Jennifer Spears



Clerk, Kevin McKinley



Board Member, Lora Gruner

Board Member, Christopher Klasen

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