

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD January 20, 2022**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **January 20, 2022 at 6:00 P.M.** as a Virtual Meeting and In-Person. **Meeting ID: meet.google.com/obn-kbhd-tdn. Join by phone: (US) +1 470-705-0523 PIN: 711 030 489#** Present at the meeting were the following members of the Rincon Valley Fire District Governing Board: Chairperson Michelle Harrington, Clerk Jennifer Spears, Member Kevin McKinley, and Member Matthew Messmer.

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

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

A. Roll Call - Chairperson Michelle Harrington	present
Clerk Jennifer Spears	present
Member Chris Klasen	absent
Member Kevin McKinley	present
Member Matt Messmer	present

- Also attending – Fire Chief Jayme Kahle, Assistant Chief Jim Tucker, Community Relations Manager Fiona DeYoung, Battalion Chief Edward Cornejo, Administrative Manager Laura Bucklin.

2. Pledge of Allegiance – Mr. Chuck Starr lead the pledge of allegiance.

3. Date of next meeting scheduled for February 17, 2022 at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- Vail Fire Fighters Association Local 5100, President Michael Cassabaum presented the board with a letter regarding an item on the agenda (Item #8. – J. Review, discussion and possible action concerning succession planning of the Fire Chief position. (See attached Citizen Information Card and letter).
- RVFD received a card from a district resident’s daughter thanking the firefighters for taking good care of her mother during an incident.

5. Consent Agenda

Approval of Consent Agenda – Motion by Clerk Spears, second by Member McKinley to approve all items on the Consent Agenda. Motion passed 4 to 0.

- A. Approval of the Minutes of the December 16, 2021 Regular Board Meeting.
- B. Approval of Resolution #22-015 **Lintgen** Annexation. (15820 E Colossal Cave Rd.)

- C. Approval of Resolution #22-016 Bingham Annexation. (3536 E Slippery Rock Dr.)
- D. Approval of Resolution #22-017 Polm Annexation. (11169 S Lava Peak Ave.)

6. Reports and Correspondence

- A. **Fire Chief's Report** – Reviewed by the Board. Report on file.
 - Chief Kahle met with Rocking K project manager. It appears that they are exceeding their sales projections and will start on the southern end of this development in the spring of 2022.
 - Chief Kahle attended an Eller College Tucson Economic Outlook and they are predicting home sales to remain strong through 2022.
 - RVFD received \$57,267.44 in Prop 207 money (Medical Marijuana sales tax proceeds).
 - RVFD received our PSPRS actuarial valuation report and it was favorable. Our rates will slightly decrease approximately 0.8%. The decrease is attributed to above average market earnings and the slight extra payment we made last year.
 - VFIS, our new insurance carrier, visited us to review our safety policies and practices. RVFD received a stellar rating and they had no recommendations.
- B. **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 2021.
 - Monthly Expense Report for the month of December 2021.
 - Monthly Bank Reconciliations and Balance Sheet for the month of December 2021.

- 7. Motion by Clerk Spears, second by Member Messmer to approve the district's financial reports and expenses for the month of December 2021. Motion passed 4 to 0.

7. Unfinished Business

- A. **2022-026 - Review, discussion, and possible action to authorize the purchase of a fire engine from Hughes Fire Equipment using the HGAC purchasing cooperative agreement.**
 - The District is in the need to replace its 2008 fire engine in 2023. The replacement of this engine was planned for and budgeted in FY 2022/23. Sufficient funds exist to cover the cost of this apparatus. The current engine has 108,200 and will be close 125,000 miles. Shop 0803 would become a reserve engine for the next few years and Shop 0201 would be surplus.
 - The anticipated delivery is 13 months after pre-build which is approximately May 2023.
 - This is a budgeted item for FY 2022/23. We can save \$21,242.96 if we prepay the engine before July 31, 2022. Please note that we will need

approximately \$15,000 to in-service the vehicle once arrived (FY22/23). Purchase not to exceed \$690,000.

- Motion by Member McKinley, second by Clerk Spears to move to purchase a fire engine from Hughes Fire Equipment using the HGAC purchasing cooperative in the amount not to exceed \$690,000. Motion passed 4 to 0.

8. New Business

A. 2022-028 - Presentation of Service for a Code Arrest Save.

- RVFD would like to recognize the outstanding service of seven people tonight. On December 4th our crews demonstrated an outstanding performance of their emergency medical skills. They were able to bring a person back to life which resulted in a code arrest save. They went above and beyond to save a life. Those individuals being honored tonight are: Paramedic Scott O'Halloran, Paramedic Mike Prough, Captain Scott Haller, Engineer Scott Culver, Firefighter Robert Ochoa, Firefighter Parker Burnett and Paramedic Kevin LeClair (Northwest Hospital).
- Corondelet Staff Members, Megan Powe and Dan Shearn, were also present to acknowledge the Code Save by presenting an EMS Lifesaver Certificate to the Paramedics and EMT's involved.
- The Guest of Honor Mr. Chuck Starr, and his wife Patricia Starr were also in attendance to personally thank the crew for saving his life.

-Chairperson Harrington requested a 5 minute break for photo opportunities and refreshments. Regular Board meeting paused at 6:25 PM.

-Chairperson Harrington called the Regular Board meeting to order and reconvene. Regular Board Meeting reconvened at 6:30 PM.

B. 2022-029 - Review, discussion and possible action to purchase land for future fire station 293.

- RVFD has identified the need for an additional fire station within Rincon Valley Fire District. Time studies have been completed and the ideal location would be at Colossal Cave Road and Camino Loma Alta. After reviewing all available land in the area, we could not find an acceptable location - given the needs of a fire station.
- However, we did find land just 0.25 mile from the response time analysis sweet spot at 14601 E. Colossal Cave Road. We have been in discussion with Christ Lutheran Vail Church and they are interested in selling us a parcel.
- The first step was to engage WSM to review our land requirements and to conduct a feasibility study. John Price, an architect with WSM, presented the feasibility study and conceptual drawings of the station.
- The second step was to engage a commercial real estate appraiser to determine a fair price. [It seems it's in the best interest of both parties to use this methodology.]

- Our next step is to make an offer and open escrow to complete our due diligence. Ideally, we can complete the deal before July 30, 2022.
- Estimated costs is \$350,000. We are awaiting final appraisal.

-Motion by Clerk Spears, second by Member Messmer to initiate the land purchase, not to exceed \$350,000, for future Station 293 with Christ Lutheran Vail Church for an amount as identified by our commercial appraisal firm. Motion passed unanimously 4 to 0.

C. 2022-030 - Review, discussion and possible action to approve an Intergovernmental Agreement with Pima County for the administration of immunizations and testing.

- The IGA allows us to partner with the Pima County Department of Health to provide COVID-19 immunizations and testing to our community. The renewal extends the agreement for an additional two years. The County will reimburse RVFD for all related expenses such as personnel overtime and supply costs. This IGA is to provide immunizations and testing for the COVID-19 pandemic to our community.

-Motion by Clerk Spears, second by Member Messmer to approve the IGA so we can provide immunizations and testing for the COVID-19 pandemic to our community. Motion passed 4 to 0.

D. 2022-031 - Presentation of Strategic Objective 1.D, Update of our Community Risk Reduction Program.

- Based on the 2019 CRA SOC, cardiac arrests and breathing difficulties (often associated with cardiac issues) are one of the most common call types in Vail, AZ. Using the data to inform our community risk reduction strategy, we determined that focusing on heart health and CPR should be a top priority of our overall community risk reduction program.
- Chief Allen Yalen and Community Relations Manager Fiona de Young provided the board with an overview of the Heart Saver program, an ongoing Community Risk Reduction program aimed at making Vail a healthier and safer place for residents through targeted mitigation. The purpose of this program is to reduce the number of cardiac deaths in residents of Vail, AZ and increase the number of bystander CPR through education and awareness. The presentation will provide an overview of the strategy.
- The cost to the program may include some overtime at the current overtime rate for crews working at community outreach events and teaching CPR classes.

Discussion only. No action was taken.

E. 2022-032 – Review, discussion, and possible action to amend the District Board Bylaws.

- This item was tabled to next board meeting.

F. 2022-033 – Review, discussion, and possible action regarding the FY22/23 Budget Process.

- Chief Kahle has attached the draft budget schedule for FY 2022/23. In accordance with this schedule, he hopes to present the first draft budget at the March meeting and a final budget by May meeting.
- As part of the first draft, he is considering the following financial implications: 1) maintain benefits, 2) merit increase, 3) COLA, 4) prepare for growth, and 5) maintain our capital plan. We will also incorporate any budget requests submitted from the membership and board. He would also ask that the board provide a budget advisor for this year's process again.
- Clerk Spears volunteered to be the budget advisor. Board Member McKinley also expressed interest.

Discussion only. No action was taken.

G. 2022-034 – Review, discussion and possible action to request 2021 AFG Grant Funding for Powered Ambulance Gurneys.

- Our paramedic committee has asked that we purchase powered gurneys. Luckily, the 2021 Assistance to Firefighters Grant considers this a high priority. According to Mosby's, 1 in 4 EMS workers will suffer a career ending back injury within their first four years with the number one cause of lifting. A powered gurney, along with our people movers, virtually eliminates this risk. Specifically, the powered gurney reduces spinal loading, which will result in reduced injuries, lost work days, and increased workers compensation costs. A powered gurney may also help us with retention of current folks. The grant request would be for approximately \$48,485.84 for two gurneys. As such, the District's match would be \$2,308.85.

-Motion by Member McKinley, second by Clerk Spears to approve the 2021 AFG application for two powered gurneys. Motion passed 4 to 0.

H. 2022-035 - Review, discussion and possible action to approve the FY 2022/23 Capital Replacement Plan.

- At the beginning of every annual budget process; the Logistics Manager, Danny Lawson; the Assistant Chief, Jim Tucker; and Chief Kahle get together to review the status of our fixed assets and predict the needs for the next ten years. Attached is our latest capital replacement plan that covers Years 22/23 - 31/32.
- This plan calls for the replacement of one server, one ambulance gurney, one engine, and a light remodel of Station 292. This plan also correlates with our Capital Improvement Plan (CIP) and provides funding for Station 293 Land, 3rd Ambulance, and a new Side by Side off-road vehicle.
- \$1,392,500 in Total - \$415,000 in 5710 for 293 Land and 292 Light Remodel; \$27,500 in 5720 for equipment replacement; \$990,000 in 5730 for an already ordered ambulance, replacement fire engine, and a new SXS off-road vehicle.

-Motion by Clerk Spears, second by Member Messmer to approve the FY 2022/23 Capital Replacement Plan. Motion passed 4 to 0.

I. 2022-036 - Review and discussion and possible action to approve revised Policy 5-007, Pension Funding Policy.

- HB2097 requires that a PSPRS employer updates 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.
- Good News. Since last year, our assets increased by \$1,352,726 and our unfunded liability only increased by \$1,196,103. As a result, our unfunded liability actually decreased by \$156,623 and is now \$2,180,412. Our funded ratio also increased by 3.5% to 81.6%. Please note that our employer rate also decreased by 0.9%. This is the first time in a while in which our liability is decreasing. Tier 3 Pension fund is fully funded at 107.3%.
- Increases our annual cost by approximately \$37,000 and decreases our unfunded liability by \$156,623. (Last year was an increase of \$463,247).

-Motion by Clerk Spears, second by Chairperson Harrington to approve the revised Policy 5-007 Pension Funding Policy. Motion passed 4 to 0.

Possible Executive Session – Succession planning for the Fire Chief position.

The law specifies the purposes for which an executive session may be called and are narrowly defined in the law as follows: (A.R.S. §38-431.03.A).

- The Fire Board decided not to go into Executive Session and Fire Chief Kahle agreed to discuss the next item on the agenda in public.

J. 2022-037 – Review, discussion, and possible action concerning succession planning of the Fire Chief position.

- Chief Kahle's employment contract expires on 1/31/2023 and he does not intend to seek a renewal. He believes it would be prudent to discuss the board's intention concerning the Fire Chief Position. To name a few options, the board can: 1) Hire internal candidate, 2) Hire an external candidate, 3) Assign an interim position, or 4) Look at a merger. All options require some immediate discussion and ideally, a decision will be made by July 2022.

-Board members shared concerns with all options and decided to keep this item on the agenda for further discussion, and requested additional information regarding costs for hiring external and testing assessments. Chief Kahle will provide the

requested information to the board at the next meeting. No motions were made. No action taken. Discussion only.

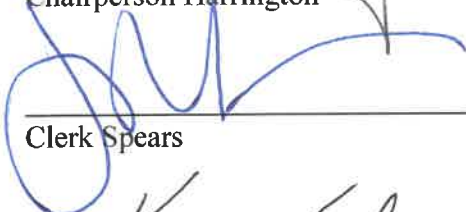
9. **ADJOURNMENT** - Motion by Clerk Spears, second by Chairperson Harrington to adjourn. Motion passed 4 to 0. Meeting adjourned at 7:18 p.m.

Dated this 25th day of January 2022.

Rincon Valley Fire District Governing Board



Chairperson Harrington



Clerk Spears



Member McKinley

DocuSigned by:

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Member Klasen

Member Messmer