

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
VIRTUAL AND IN-PERSON MEETING  
HELD October 17, 2024**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **October 17, 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 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	Absent
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 Assistant Claudia McMullen attended. Steven Rodriguez with James Vincent Group was also present virtually.

**2. Pledge of Allegiance – Paramedic Bailey Breeding led the pledge of allegiance.**

**3. Date of the next meeting is scheduled for November 21, 2024, at 6:00 P.M.**

- Confirmed by all board members present.

**4. Call to the Public**

- A letter of appreciation for Paramedic Danny Gonzales and Firefighter Alex Anduaga was received by Chief Tucker depicting excellent patient care while both were assisting an outside agency.
- A note was received from a community member thanking Administrative Assistant Claudia McMullen for customer service provided.

**5. Employee Recognition – New Hire Badge Pinning**

- Friends and family gathered to celebrate our new hires, Firefighter Paramedic Bailey Breeding, Firefighter Paramedic Edgar Sawada, and Firefighter EMT Kieran Anderson

**6. Consent Agenda – 2025-016 – Review, discussion and possible action of the Consent Agenda**

- A. Approval of the Minutes from the September 19, 2024, Board Meeting.
- B. Resolution #25-009 – Jiha Annexation – 1121 N Darlene Dr.
- C. Resolution #25-010 – Loshbough Annexation – 3141 E Wetstones Rd.

- D. Resolution #25-011 – Agnew Annexation – 203 N Slate Dr.
- E. Resolution #25-012 – Van Horn/Coronado Annexation – 1141 N Darlene Dr.
- F. Resolution #25-013 – Jeffery S. Compton Annexation – 10030 S Big Thunder Dr.
- G. Resolution #25-014 – Sanchez Annexation – 531 N Slate Dr.

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

## 7. Reports and Correspondence

### A. Board Member Report

- No comments.

### B. 2025-017 - Fire Chief's Report – Reviewed by the Board. Report on file.

- We will be starting on the 2025-2029 Strategic Plan.
- All of our accreditation documents have been uploaded to the SharePoint Site, and we are in the 45-day review period. Assuming all goes well, we will have a peer team site visit in December.
- KGUN 9 interviewed FC Tucker about our SAFER Grant.
- FC Tucker started the process of renewing his Chief Fire Officer Designation.
- We had to upgrade to a cloud-based server in addition to our fixed server. Although this is best practice and recommended by Golder IT, our fixed server would not support the latest QuickBooks upgrade.
- EN292 is back in service after having the head gasket replaced by Velocity.
- We had 42 new housing permits last month.
- We had 276 incidents and 94 transports.

### C. 2025-018 - September's Financial Reports—This meeting Reviewed, discussed, and possibly actioned the district's financial status, including monthly summary reports for September 2024. Steven Rodriguez, with JVG, presented September's financial report.

#### Key points:

- Revenues for the month of September were \$671,622, which was \$6,992 under budget.
  - o Pima County revenue for September is \$589,327, which is \$22,755 over budget.
  - o Non-Tax Levy revenue for September is \$82,295, which is \$29,747 under budget.
- Expenses for the month of September were \$547,960, which was \$53,469 under budget.
- The fiscal year revenue is \$933,311, which is over budget by \$1,081 and 8.37% of the total annual budget.
- The fiscal year expense is \$1,614,840, which is under budget by \$248,381 and 7.48% of the total annual 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. 2024-068b - Review and possible action regarding appointing a new Board Member to fill a vacancy.**

- No action is needed. Action was taken during the special meeting.

**9. New Business**

**A. 2025-019 - Review, discussion, and possible action to approve RVFD Policy Revisions.**

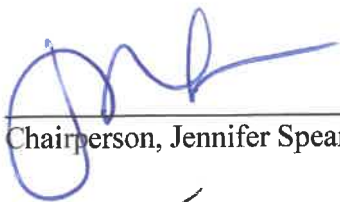
- Policy 301 Emergency Response
- Policy 305 Tactical Withdrawal
- Policy 324 Performance of Duties
- Policy 327 LOD Death & Serious Injury Investigations
- Policy 900 Illness and Injury Prevention
- Policy 914 PPE
- Policy 1024 Workplace Violence
- Policy 1026 Smoking & Tobacco Use
- Policy 1028 Personal Appearance
- Policy Occupational Disease
- Policy 1033 Modified Duty
- Policy 1035 Return to Work
- Policy 1043 Nepotism & Conflicting Relationships
- Policy 1045 Anti-Retaliation

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

**10. ADJOURNMENT - Motion by Member Gruner, second by Chairperson Spears, to adjourn. Motion passed 4 to 0. The meeting was adjourned at 6:14 p.m.**

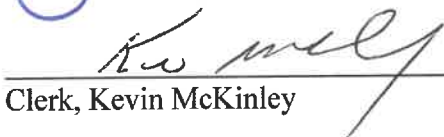
Dated this 22nd day of October 2024.

Rincon Valley Fire District Governing Board



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Chairperson, Jennifer Spears



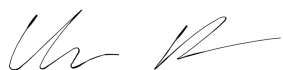
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Clerk, Kevin McKinley

*Lora Gruner*

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Board Member, Lora Gruner



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Board Member, Christopher Klasen

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Board Member, Matthew Messmer