

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD NOVEMBER 16, 2023**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **November 16, 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, and Member Lora Gruner. Member Matthew 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

- Also attending – Fire Chief James Tucker, Battalion Chief Eddie Cornejo, On-Duty crew, and Administrative Manager Laura Bucklin.

2. Pledge of Allegiance – Firefighter Marcos Lopez led the pledge of allegiance.

3. Date of the next meeting is scheduled for December 21, 2023, at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- Arivaca Fire District thanked RVFD for donating the 2003 Pierce Pumper.

5. Employee Recognition –

- Service Pins
 - Christopher Jaegers for 10 years of service.
 - Michael Cassabaum for 15 years of service.

6. Consent Agenda

Approval of Consent Agenda – Motion by Member Gruner, second by Member Messmer, to approve all items on the Consent Agenda. Motion passed 5 to 0.

- A. Approval of October 19, 2023, Regular Board Meeting Minutes.
- A. Approval of Boundary Change, Resolution #24-009 Rincon Valley Super Storage, LLC. (14150 E Old Spanish Trail.).

7. Reports and Correspondence

A. Board Member Report

- No comments

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

- We have received a grant from ADEQ for F-500 firefighting foam.
- Chief Tucker attended a Strategic Planning meeting for the Sonoita-Elgin Fire District.
- Our crews attended five public education events in October.
- One employee remains on modified duty.
- There were 45 new housing permits generated within District boundaries.
- There were 259 incidents and 96 ambulance transports for the month.

C. October's Financial Reports – Review, discussion, and possible action of the district's financial status, including monthly summary reports for October 2023. Gabe Buldra with JVG presented October's financial report.

Key points:

- Revenues for the month of October were \$1,387,374, which was \$351,005 under budget.
 - Pima County revenue for October is \$1,294,576, which is \$352,926 under budget.
 - Non-tax levy revenue for October is \$92,798, which is \$1,921 over budget.
- Expenses for October were \$507,576, which was \$24,996 under budget.
- Fiscal year revenue is \$2,566,143, which is over budget by \$78,474 and 36.83% of the total annual budget.
 - The district received \$267,605 in ARPA funding in September.
- Fiscal year expense is \$1,994,631, under budget by \$168,039 and 28.62% of total annual budget.

– Motion by Member Messmer, second by Clerk McKinley, to approve the monthly financial reports. Motion passed 5 to 0.

8. Unfinished Business

- A. None.

9. New Business

A. 2024-026 – Review, discussion, and possible action to receive the District's FY 2022-2023 Annual Financial Audit.

- Chris Heinfeld with HeinfeldMeech C.P.A presented the Board with the Draft Annual Financial Audit Report for FY 22.23.
 - Chris was pleased to report that they did not identify and recommend any audit adjustments during the audit.
- Motion by Chairperson Spears, second by Clerk McKinley to officially receive the District's FY 2022-2023 Annual Financial Audit. Motion passed 5 to 0.

B. 2024-027 – Review, discussion, and possible action to approve the updated organizational statement.

- This procedure is updated and approved by the Board annually. The statement identifies who we are and what our capabilities are. The statement includes our vision, mission, values, risk management policy, and service levels. For instance, we identify that we can provide the public with technical rope rescue, but we do not have the skills, manpower, and equipment to complete a structural collapse incident.

- Motion by Clerk McKinley, second by Member Gruner, to approve the Procedure #01-001 RVFD Organizational Statement. Motion passed 5 to 0.

- Per A.R.S 38-431.02.B - Possible Executive for the following topic:

C. 2024-028 – Review, discussion, and possible action to place an offer to purchase land for future Station 293.

Discussions or consultations with designated public body representatives to consider its position and instruct its representatives regarding negotiations for the purchase, sale, or lease of real property.

- Adjourn Regular Meetings and enter into Executive Session. Motion by Clerk McKinley, second by Chairperson Spears at 6:16 pm.
- Adjourn Executive Sessions and reconvene Regular Meetings. Motion by Member Gruner, second by Clerk McKinley at 6:31 pm.

During the executive session, no action may be taken.
Discussion only.

D. 2024-028 – Review, discussion, and possible action to place an offer to purchase land for future Station 293.

- Chief Tucker received an email from Mike Blevins, pastor of Grace Fellowship. His neighbor was not interested in selling part of his lot for a fire station. Chief Tucker would like to submit an offer for the District to purchase the Del Lago property.

- Motion by Chairperson Spears, second by Member Gruner, to submit the offer to purchase the Del Lago lot and have the Fire Chief negotiate up to the amount agreed upon during the executive session. The motion passed unanimously 5 to 0.

E. 2024-029 – Review, discussion, and possible action to order a new ambulance.

- Chief Tucker would like the Board to approve ordering a new

ambulance to replace the 2018 Dodge, Shop 1802. The new ambulance will have a gas engine, reducing maintenance costs. Chief Tucker is asking \$20,000 over the purchase agreement price to cover a potential chassis price increase. The purchase will be made under the Houston Galveston Area Council Purchasing Cooperative. We will not pay for the ambulance until we take delivery. There is an estimated 18 to 24-month delivery time. The Ferno Gurney mount will be billed to RVFD when delivered to Medix. Up to \$273,747 will be charged to the Capital Budget upon delivery, less the credit for the Ferno mount.

-Motion by Member Messmer, second by Clerk McKinley, to order one F-450 ambulance from Republic EVS, not exceeding \$273,747. The motion passed unanimously 5 to 0.

F. 2024-030 - Review, discussion, and possible action to enter into a lease agreement with Vertical Bridge to construct a cell tower at Station 291.

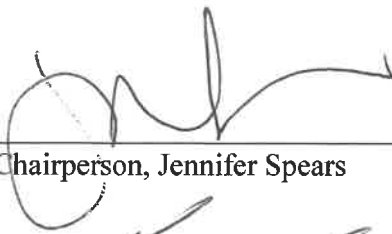
- RVFD Attorney Donna Aversa has reviewed the proposed lease agreement for a cell tower at Station 291. She advised it is good to be presented as written. Chief Tucker has confirmed with PCWIN that another tower could be placed on the property. The tower will require approximately 50' X 50' of our property and will be located near the existing tower. Lease payments will be \$1,400 monthly and will increase 2% annually. An increase in annual revenue of \$16,800 that will increase by 2% each year.

-Motion by Chairperson Spears, second by Clerk McKinley, to enter into an agreement with Vertical Bridge LLC. Motion passed 5 to 0.

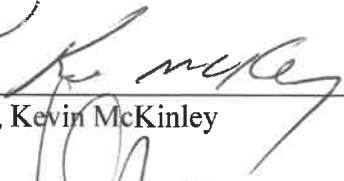
10. ADJOURNMENT - Motion by Clerk McKinley, second by Chairperson Spears, to adjourn. Motion passed 5 to 0. The meeting adjourned at 6:38 p.m.

Dated this 21st day of November 2023.

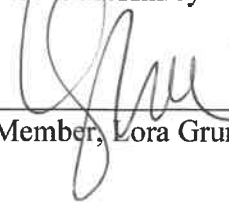
Rincon Valley Fire District Governing Board



Chairperson, Jennifer Spears



Clerk, Kevin McKinley



Board Member, Lora Gruner

Board Member, Christopher Klasen

Board Member, Matthew Messmer