

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
VIRTUAL AND IN-PERSON MEETING  
HELD December 19, 2024**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **December 19, 2024, at 6:00 P.M.** The following members were Present at the meeting: Chairperson Jennifer Spears, Clerk Kevin McKinley, Glen Rodriguez, Lora Gruner, and Chris Klasen.

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

**1. Call to Order at 6:06 P.M. by Chairperson Jennifer Spears**

A. Roll Call – Chairperson Jennifer Spears	Present
Member Chris Klasen	Present
Member Kevin McKinley	Present
Member Glen Rodriguez	Present
Member Lora Gruner	Present

- Fire Chief James Tucker, Battalion Chief Kris Middleton, the On-Duty Crew, and Administrative Manager Laura Bucklin attended. Gabe Buldra with James Vincent Group was also present virtually.

**2. Pledge of Allegiance – Chief Tucker led the Pledge of Allegiance.**

**3. Date of the next meeting is scheduled for January 16, 2025, at 6:00 P.M.**

- Confirmed by all board members present.

**4. Call to the Public**

- An email from the EMS Program Coordinator at TMC was sent to thank Paramedic David Adams and FF/EMT Wayne Davies for their outstanding job stabilizing a patient in respiratory distress. The patient is doing well.

**5. Employee Recognition –**

- Paramedic Marlon Posada received a Service Pin for 5 years with Rincon Valley Fire District.
- Engineer Clint Bell received a Service Pin for 25 years of service with Rincon Valley Fire District.

**6. Consent Agenda – 2025-026 – Review, discussion, and possible action of the Consent Agenda**

- A. Approval of the Minutes from the November 21, 2024, Board Meeting.
- B. Resolution #25-016 – Bragg and Booth Annexation – 2931 E Wetstones Rd.
- C. Resolution #25-017 - Winkel Annexation – 1091 N Vail Rd.
- D. Resolution #25-018 - Winkel Annexation – 3528 E Andrada Rd.

- Motion by Member Klasen, seconded by Member Rodriguez, to approve the monthly consent agenda. The motion passed 5 to 0.

## 7. Reports and Correspondence

### A. Board Member Report

- No comments.

### B. 2025-027 - Fire Chief's Report – Reviewed by the Board. Report on file.

- The rough draft of the next strategic plan has been attached for your review.
- Chief Tucker applied for funding through the 100 Club to purchase ballistic PPE.
- FF Montanez is leading our active shooter training.
- Several of our firefighters attended regional training at the Tucson Railyard.
- Crews assisted with several public education events.
- The parking lot at Station 291 was repaired and recoated.
- Our site visit wrapped up on December 5th. The Peer Team has provided a provisional recommendation for us to become an accredited agency. The draft recommendations are attached for your review.
- We had 36 new housing permits last month.
- We had 292 incidents and 86 transports.

### C. 2025-028 - November's Financial Reports—Review, discussion, and possible action for the district's financial status, including monthly summary reports for November 2024. Gabe Buldra, with JVG, presented November's financial report.

Key points:

- Revenues for the month of November were \$2,228,804, which was \$889,914 over budget.
  - o Pima County revenue for November is \$2,103,564, which is \$851,716 over budget.
  - o Non-Tax Levy revenue for November is \$125,239, which is \$38,197 over budget.
- Expenses for the month of November were \$526,445, which was \$35,467 under budget.
- Fiscal year revenue is \$4,081,355, under budget by \$97,011 over and 50.86% of the total annual budget.
- Fiscal year expense is \$2,835,847, under budget by \$358,140 and 38.52% of the total annual budget.

- Motion by Clerk McKinley, seconded by Member Gruner, to approve the monthly financial reports. The motion passed 5 to 0.

## 8. Unfinished Business

**A. 2025-024a - Review, discussion, and possible action to approve RVFD Policy Revisions.**

Chief Tucker requested that the Board approve the following new or revised policies:

- Policy 212 Americans with Disabilities
- Policy 213 Limited English
- Policy 214 Strategic Planning
- Policy 303 Rapid Intervention
- Policy 400 Inspections & Code Enforcement
- Policy 500 Patient Care reports
- Policy 502 Patient Refusals
- Policy 503 Pre-Hospital Medical Care Directives
- Policy 709 Photography and Electronic Imaging
- Policy 909 Personal Alarm Devices
- Policy 917 Personal Firearms
- Policy 1009 Reporting for Duty
- Policy 1025 Lactation Breaks
- Policy 1031 Identification Cards
- Policy 1042 Drivers License Requirements

- Motion by Member Gruner, second by Chairperson Spears, to approve the new and revised policies listed. The motion passed unanimously 5 to 0.

**9. New Business**

**A. 2025-029 - Review, discussion, and possible action to renew the HazMat IGA through an amendment, extending it until January 5, 2030.**

- Chief Tucker requested that the Board renew the HAZMAT IGA with the Pima County Office of Emergency Management. RVFD has been a member of the regional Hazmat response since 2015. The other members are Avra Valley, Drexel Heights, Santa Rita, Golder Ranch, Northwest, and Tucson Fire. This will renew the IGA for an additional five years, terminating on January 5, 2030. Donna Aversa has already reviewed and signed the updated IGA.

- Motion by Chairperson Spears, second by Member Klasen, to renew the HazMat IGA with the Pima County Office of Emergency Management. The motion passed unanimously 5 to 0.

**B. 2025-030 - Review and possible discussion of the Ambulance Revenue & Cost Recovery Report.**

- The *Arizona Department of Health Services (AZDHS)* requires the annual ambulance revenue and cost recovery report to be filed. JVG created the

report we filed with AZDHS on November 26<sup>th</sup>, 2024. The FY 2023-2024 report is attached for your review. The report includes all ambulance-associated expenses, such as maintenance, personnel, administration costs, and bad debt. AZDHS sets ambulance transport rates, and the district applies for a yearly rate increase. The current transport rate is \$1,885.50, effective April 16<sup>th</sup>, 2024. District residents are not billed for transports not covered by their health insurance.

- General discussion regarding concerns about the financial impact on our district residents if the district were to bill them for transports not covered by their health insurance. The Board directed Chief Tucker to research other fire districts billing their residents for transports. This item is tabled and will be added to next month's agenda.
- No action taken. Discussion only.

**C. 2025-031 - Review, discussion, and possible action to grant a fire code variance to Mt. View Animal Clinic.**

- Mountain View Animal Clinic is requesting a variance to the fire code. Although they have constructed a new building, they did not install a fire suppression system. Plans were submitted on 10/31/23. Plans reviewed on 11/13/23 – Comment letter generated. Comment letter emailed to architect – Gene Goldstein on 11/13/23.
- The NWFD inspector visited the site on 11/25/24 to complete a reinspection for their outstanding fire code violation. The inspector noticed the new building was in use, and no construction inspections were completed. NWFD noted that the required fire sprinklers were not installed. Researching further, NWFD confirmed they had placed a final hold on the project. From this research and confirming with the county's building department, NWFD found the project never had any inspections completed by the County for intermediates or finals.

To recap:

After reviewing the building plans, it was determined that a fire sprinkler system was required.

A comment letter was generated and emailed to the applicant/architect, Gene Goldstein.

The building was found in use on November 25, 2024, by a NWFD inspector.

NWFD research found that NWFD or the building department had completed no inspections.

Heather Knight respectfully requested the Board to grant a fire code variance to Mountain View Animal Clinic.

The Board explained concerns regarding life and fire safety and the requirements the Board must meet to enforce the fire code for all district residential and commercial properties.

The Board directed Chief Tucker to research alternatives to meet

the fire code requirements. This item will be tabled for the next Board Meeting for further discussion and determination. No action was taken; this is a discussion only.

**D. 2025-032 - Review, discussion, and possible action to order one Medix F-450 Ambulance.**

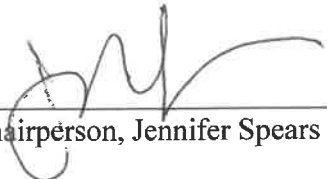
- Chief Tucker would like to place an order for another ambulance. Ambulances still have an 18 to 24-month lead time. The quote is attached for review. The total purchase price is due upon delivery of the unit. There are no up-front costs. If we order the unit now, we will probably take delivery in July 2026. Our last ambulance order is 13 months old. We hope to take delivery of that one sometime between May and November 2025. Fiscal impact of \$282,658.13 from Capital when the unit is delivered. The district will also pay sales tax to AZ when the unit is registered, approximately \$18,372.

-Motion by Member Klasen, second by Member Rodriguez, to approve ordering a new 2025 Ford F-450 Ambulance. The motion passed unanimously 5 to 0.

- 10. ADJOURNMENT** - Motion by Member Gruner, second by Member Klasen, to adjourn. Motion passed 5 to 0. The meeting was adjourned at 6:41 p.m.

Dated this 24th day of December 2024.

Rincon Valley Fire District Governing Board



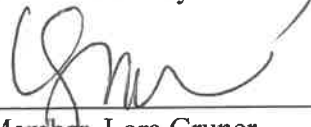
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Chairperson, Jennifer Spears



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Clerk, Kevin McKinley



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Board Member, Lora Gruner

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Board Member, Christopher Klasen



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Board Member, Glen Rodriguez