

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
HELD January 25, 2018**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **January 25, 2018 at 6:00 P.M.** at RVFD Station 2; 14550 E. Sands Ranch Rd. Vail, AZ 85641. Present at the meeting were the following members of the Rincon Valley Fire District Governing Board: Chairperson Raymond Phillips, Clerk Michelle Harrington, Member Terry Newman, Member Mark Tate, and Member Kirsten Schlenker.

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

1. Call to Order at 6:11 P.M by Chairperson Phillips

A. Roll Call - Chairperson Raymond Phillips	present
Clerk Michelle Harrington	present
Member Terry Newman	present
Member Kirsten Schlenker	present
Member Mark Tate	present

- Also attending – Chief Jayme Kahle, Administrative Manager Laura Bucklin, Battalion Chief Yalen. RVFD Attorney Donna Aversa also present at the meeting. (See hand written sign in sheet attached for others present).

2. Pledge of Allegiance – Firefighter Richard Graham lead the pledge of allegiance.

3. Date of next meeting February 15, 2018 at 6:00 P.M.

- Confirmed by five board members.

4. Call to the Public

- Chief Kahle presented some Thank you Cards from Vail Community Programs in regards to the assistance the Firefighter's gave during the holiday season.
- Chief Kahle also wanted to recognize RVFD Logistics Manager Danny Lawson for receiving the 2017 Emergency Vehicle Technician of the Year Award from the Fire Department Safety Officers Association.

5. Consent Agenda

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

- A. Approval of the Minutes of the December 21, 2017 Public Hearing for the High Desert Annexation.
- B. Approval of the Minutes of the December 21, 2017 Public Hearing for the Rincon Desert Estates Annexation.
- C. Approval of the Minutes of the December 21, 2017 Regular Board Meeting.

- D. Approval of **Resolution #18-013** Single Parcel Annexation for Derrick Vargas & Laura Patricia Cisneros (13797 E. Ocotillo Bloom Dr.)

6. Reports and Correspondence

- A. Fire Chief's Report – Reviewed by the Board. Report on file.
- 1/17/19 Update. Emergency Procurement. There was a water leak at Station 291 and Chief Kahle spoke with Chairperson Phillips for the need to authorize emergency procurement for the mitigation and restoration. As it turns out, it will be covered by our insurance.
 - RVFD continues to work out the details with an automatic aid agreement with Corona de Tucson Fire District that is beneficial for all. A few SOP's still need to be finalized, but we are on schedule for January 1, 2018.
 - Chief Kahle completed the annual employee satisfaction survey. Results are attached.
 - RVFD had one working house fire in December that was related to a portable heater. Crews did a great job, despite being at minimum staffing. The use of Class A foam assisted in rapidly extinguishing the fire. Note: the ability to increase staffing will improve our ability to effectively fight fire. As a result, I plan to submit a SAFER grant this spring for one additional position so we can receive federal funding assistance to offset the expense of three firefighters.
 - PSPRS. RVFD received the interest payments owed and those were paid to the affected employees in December. The total expense was \$34,784.43. Unfortunately, this expense was not known or budgeted.
 - Annexations:
 - Lava Peak I – met with homeowner and petitions are being passed.
 - High Desert – Completed public hearing. Staff met with HOA Board.
 - Rincon Desert Estates – completed public hearing and petition meeting planned in late January.
 - 2018 Engine – The engine is in production and we are hopeful for an April delivery. All new equipment has been ordered.
 - Staffing – One of our probationary firefighters was not able to meet the requirements of the program and was terminated. We have interview scheduled in January and hope to replace the position by March.
 - Facilities – Crack seal and top coat Station 292 parking lot.
- B. December's Financial Reports – Review, discussion and possible action, of the district's financial status including monthly summary reports.
- Monthly Financial Report – Motion by Member Schlenker, second by Clerk Harrington to approve the Financial Report for the month of December 2017. Motion passed unanimously 5 to 0.

- Expense Report – Motion by Member Schlenker, second by Clerk Harrington to approve the expenses for the month of December 2017. Motion passed unanimously 5 to 0.
- Monthly Bank Reconciliations and Balance Sheet – Motion by Member Schlenker, second by Clerk Harrington to approve the Bank Reconciliations and Balance Sheet for the month of December 2017. Motion passed unanimously 5 to 0.

7. Unfinished Business

- A. None

8. New Business

- A. **2018-027** – Review, discussion and possible action regarding the FY 18/19 Budget Process.

- Chief Kahle attached the draft budget schedule for FY 2018/19. In accordance with this schedule, he hopes to present the first draft budget at the March meeting and a final budget by May meeting. Unfortunately, we do not yet know the status of our assessed valuation numbers for FY2018/19, but hope to have them at the meeting. However, he is predicting a 4.8% valuation growth with a potential for 7%. As part of the first draft, he is considering the following financial implications: funding to maintain benefits, provide a merit increase, cola (2.0%), fully fund PSPRS increases from 2017/18, increase minimum staffing to 11, reinstate the fire marshal position, and maintain our capital replacement plan. He would also ask that the board provide a budget advisor for this year's process again.

- Chairperson Phillips volunteered to be the budget advisor for the FY 1819 Budget process.

- B. **2018-028** – Review, discussion and possible action regarding the 18/19 Capital Replacement Plan.

- At the beginning of every annual budget process, the Logistics Manager, Danny Lawson and Chief Kahle get together to review the status of our fixed assets and predict the needs for the next ten years. The plan also provides a budgetary baseline for the annual budget. Attached is our latest capital replacement plan that covers Years 2018-2028. Capital needing replacement includes: one ambulance (\$175,000), five MDT's (\$12,500), and 6 modems (\$7,500). The ambulance that is scheduled for replacement is Shop 0603, 2006 Ford Medtec Ambulance. That ambulance is our reserve unit. Shop 1202 would become the reserve ambulance. The expected capital replacement cost for FY 2018/19 is estimated at \$200,000. The capital is predicted to have a beginning balance of \$240,000 and \$200,000 is estimated to be transferred in July 2018 for a total of \$440,000. The

current annual cost of capital replacement is estimated at \$180,000 per year.

- Motion by Member Tate, second by Chairperson Phillips to approve the 2018/19 Capital Replacement Plan. Motion passed unanimously 5 to 0.

C. **2018-029** – Review, discussion and possible action to declare Shop #0802 as Surplus and dispose through Public Surplus.

- Shop #0802 is a 2008 Chevy Type 6 Brush Truck that was built in house. Our vehicle replacement plan, approved in 2017, approved the planned elimination of this vehicle. With the anticipated receipt of the new engine, our other brush truck, Shop 1401, can be reclassified as a full-time brush engine. (It currently serves as a structure engine and brush engine). This engine is lightly used in that in only average 2,000 miles per year. In addition, there have been recent mechanical issues causing extensive out of service time. It is now rated as fair and would be prudent to surplus. This action allows us to adequately maintain our fleet. The plan is to have: 2 front line engines, 1 reserve engine, and 1 brush engine. Pros: Maintains the size of the fleet, Reduce operating expenses. Cons: Reduces our brush trucks from 2 to 1. (Should be offset by automatic aid with Corona). We hope to net \$10,000 on the sale of this apparatus.

- Motion by Chairperson Phillips, second by Clerk Harrington to declare Shop #0802 as surplus and dispose through Public Surplus when the new truck comes in. Chairperson Phillips amended the motion to dispose through Public Surplus as soon as possible. Amended Motion by Chairperson Phillips, second by Clerk Harrington. Motion passed unanimously 5 to 0.

9. (Item #8-D - 2018-030) Executive Session for Legal Advice from the attorney for the District pursuant to ARS §38-431.03 regarding the draft Meet and Confer Agreement with Vail Firefighter Association, IAFF Local 5100.

NOTE: Executive Sessions are confidential pursuant to ARS §38-431.03(C).

Motion by Member Tate, second by Chairperson Phillips to adjourn the Regular Board Meeting and go into Executive Session for legal advice with Attorney Donna Aversa, at 6:37 pm. Motion passed 5 to 0.

- The Board went into Executive Session. NO ACTION TAKEN.
- Regular Board Meeting Reconvened at 7:28 pm.

The Chairperson reminded those present that executive sessions are confidential pursuant to the Arizona Open Meeting Law.

- D. **2018-030** - Review, discussion and possible action to enter into a Meet and Confer Agreement with Vail Firefighter Association, IAFF Local 5100.
- Chief Kahle has attached a draft Meet and Confer Agreement that has been discussed between him and the executive committee of IAFF Local 5100. There are many pros and cons of the governing board entering into a Meet and Confer Agreement and this item has been placed on the agenda for discussion. He has also attached a white paper developed by the Arizona Fire Chief's Association and the Professional Fire Fighters of Arizona that will also provide some background information. Please note: this model agreement's origin is from the Green Valley Fire District. Many, but not all, area fire districts have a meet and confer agreement with their local union.
 - Motion by Chairperson Phillips, second by Member Tate to table this item to next Board Meeting for further consideration. Motion passed unanimously 5 to 0.

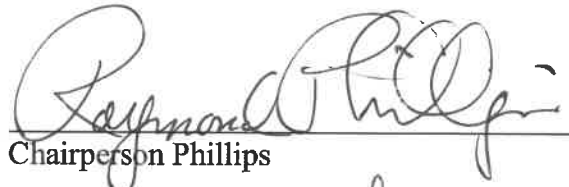
10. Future Agenda Items (no discussion)

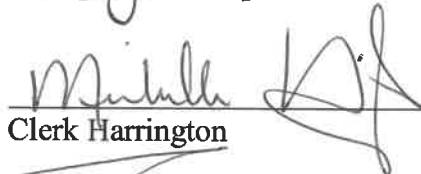
- Annexations
- Draft Meet and Confer Agreement with Vail Firefighter Association, IAFF Local 5100.

11. Adjournment - Motion by Member Schlenker, second by Clerk Harrington to adjourn. Motion passed 5 to 0. Meeting adjourned at 7:30 p.m.

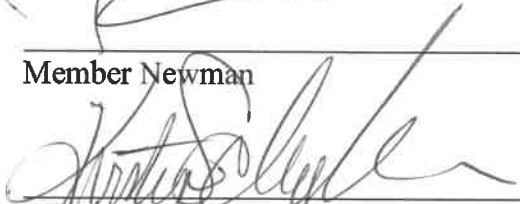
Dated this 30th day of January 2018.

Rincon Valley Fire District Governing Board


Chairperson Phillips


Clerk Harrington


Member Newman


Member Schlenker

Member Tate