

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD February 17, 2022**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **February 17, 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, and Member Kevin McKinley. Members Chris Klasen and Matthew 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 Harrington

A. Roll Call - Chairperson Michelle Harrington	present
Clerk Jennifer Spears	present
Member Chris Klasen	present
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 – Chairperson Harrington lead the pledge of allegiance.

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

- Confirmed by all board members present.

4. Call to the Public

- No response.

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 5 to 0.

- A. Approval of the Minutes of the January 20, 2022 Regular Board Meeting.**
- B. Approval of Resolution #22-018 Michael and Dongying Dooley, 3680 E Tapia Dr. Vail AZ, 85641 Annexation.**
- C. Approval of Resolution #22-019 Jeffrey and Tracy Bernier, 892 N Davidson Canyon Rd, Vail AZ, 85641 Annexation.**
- D. Approval of Resolution #22-020 Eugene and Mary Frances Trester, 13601 E Greystokes Dr. Vail AZ, 85641 Annexation.**

- E. Approval of Resolution #22-021 Carol Wegley, 1482 N Reta Dr. Vail, AZ 85641 Annexation.

6. Reports and Correspondence

- A. **Fire Chief's Report** – Reviewed by the Board. Report on file.
- Chief Kahle attended the monthly Pima Chiefs meeting. It appears that we can request some funding for COVID related staffing costs in February/March.
- B. **January'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 January 2022.
 - Monthly Expense Report for the month of January 2022.
 - Monthly Bank Reconciliations and Balance Sheet for the month of January 2022.

-Motion by Member McKinley, second by Clerk Spears to approve the district's financial reports and expenses for the month of January 2022. Motion passed 5 to 0.

7. Unfinished Business

- A. **2022-029 - Review, discussion and possible action to purchase land for future fire station 293.**
- The Board approved the land purchase for future Station 293 at the last board meeting. The next step is to make an offer and open escrow to complete our due diligence. Discussion only. No action taken.
- B. **2022-032 – Review, discussion, and possible action to amend the District Board Bylaws.**
- This item was tabled to the next board meeting.
- C. **2022-033 – Review, discussion, and possible action regarding the FY22/23 Budget Process.**
- Chief Kahle gave the Board an update regarding Workers Compensation insurance rate increases. He explained the increase would be a 205% increase. This increase is due to the cancer presumption, and COVID related deaths in the insurance pool. This budget does not show the three additional firefighters as originally identified in the staffing plan due to the workers compensation cost increase. Chief Kahle is trying to find some relief from the financial impact of this increase from state legislature. Health Insurance and General Insurance rates are still unknown, but he does not anticipate the rates to change.
 - Good news is that the total Bond Tax Levy will decrease and boundary changes continue to increase every year with our community outreach program from CRM Fiona de Young.

- This budget also includes 3.4% COLA and 2.5% Merit.

(Item 7-D. The Board moved this item out of order to the last item of the agenda.)

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

8. New Business

A. 2022-038 – Presentation of the Designation of Chief Fire Officer to Assistant Chief Jim Tucker.

- Assistant Chief Jim Tucker has achieved his Chief Fire Officer Designation. Jim is in rare company. There are only 1,595 credentialed chief fire officers and only 57 in Arizona. The credentialing process is extremely detailed and requires the candidate to:
 1. highlight their professional growth
 2. document strategies for career development
 3. demonstrate commitment to life long learning
 4. affirm dedication to provide all hazard services to your community
 5. identifies you as a chief officer candidate by demonstrating your skills, knowledge, and ability
 6. foster a sense of pride.
- To achieve this credential the candidate must also demonstrate their education, experience, professional development, professional contributions, professional memberships, technical competence, and community involvement.
- Chief Kahle presented the certification to Assistant Chief Tucker.

B. 2022-039 - Presentation of Strategic Objective 4.C, Master Training Program.

- Strategic objective 4.C - "Based on the results of 4.A and 4.B, develop a master training program. Assistant Chief Jim Tucker was assigned to this objective and will present findings and recommendations.
 - Last in a three part series pertaining to training
 - Analyzed past three years of training data
 - Identified gaps with current model
 - Created new training matrix based on District needs
 - Identified financial impact

- Increase training budget an additional \$8,600. Increase overtime budget an additional \$13,300.

No action taken and no comments or questions from the Board.

C. 2022-040 – Review, discussion and possible action concerning the Station 291 Remodel.

- Chief Kahle would like to discontinue the temporary station 293 / remodel station 291. But, he would like to spend up to \$75,000 on furnishings at Station 291 to accommodate eight firefighters.

- We went out to bid to remodel Station 291 for eight firefighters. Unfortunately, the bid exceeded our budgeted amount. To do the job right, we would need approximately \$1,000,000 given the cost of inflation and electrical service issues.
- We developed three solutions and we are recommending that we reduce scope of the remodel. We propose that we still place a third ambulance at Station 291, but accomplish by re-purposing some rooms without any remodeling. Our second recommendation is that Station 291 is remodeled with bond funding after Station 293 is constructed.
- \$75,000 from contingency (5930). By spending this amount, we will not need to use any of the \$400,000 allocated for a temporary station.

-Motion by Clerk Spears, second by member McKinley to authorize the chief to purchase new furnishings for Station 291 from contingency (5930) in the amount not to exceed \$75,000. Motion passed 5 to 0.

Executive Session – Motion by Clerk Spears, second by Chairperson Harrington to adjourn the Regular Board meeting at 6:34 pm and enter into Executive Session. Motion passed unanimously 5 to 0.

-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)

1. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.

No action taken during the Executive Session. Discussion only.

-Motion by Clerk Spears, second by Chairperson Harrington to adjourn the Executive Session at 6:54 pm and reconvene the Regular Board Meeting. Motion passed 4 to 0.

-Board Member Chris Klasen had to excuse himself from the meeting due to having to respond to a call. He was attending virtually while he was on-duty with his fire department.

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

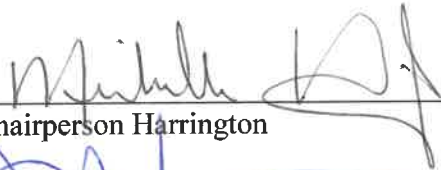
- At the last meeting we discussed this topic. Chief Kahle was asked to determine what the cost is to have an internal/external fire chief recruitment process. He reached out to Human Resources Solutions (they did our last chief recruitment). They provided Chief Kahle with a rough

estimate of \$16,500. The Board decided to keep this item on the agenda for future discussion with all Board Members.

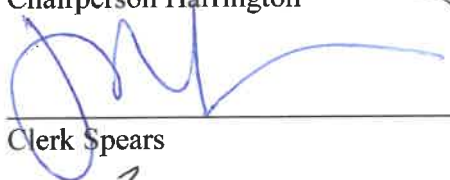
9. **ADJOURNMENT** - Motion by Clerk Spears, second by Chairperson Harrington to adjourn. Motion passed 4 to 0. Meeting adjourned at 6:57 p.m.

Dated this 18th day of February 2022.

Rincon Valley Fire District Governing Board



Chairperson Harrington



Clerk Spears



Member McKinley



Member Klasen

Member Messmer