

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD February 20, 2025**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **February 20, 2025, at 6:00 P.M.** The following members were Present at the meeting: Chairperson Jennifer Spears, Clerk Kevin McKinley, Member Glen Rodriguez, and Member Chris Klasen. Member Lora Gruner 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
Member Kevin McKinley	Present
Member Glen Rodriguez	Present
Member Lora Gruner	Present - Virtually

- Fire Chief James Tucker, Assistant Chief Allen Yalen, Battalion Chief Edward Cornejo, Captain Scott Haller, the On-Duty Crew, and Administrative Manager Laura Bucklin attended. Gabe Buldra, with James Vincent Group, was also present.
- Chris Heinfeld with Heinfeld Meech CPA were in attendance to present the Final FY 23.24 Audit Report.
- William DeHaan and Mike LaValle were in attendance to answer questions regarding selling bonds.

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

3. Date of the next meeting is scheduled for March 20, 2025, at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- No response.

5. Employee Recognition

- Retired Chief Jayme Kahle sent an email thanking B-Shift 292 for taking good care of his neighbor during an emergency.

6. Consent Agenda – 2025-039 – Review, discussion, and possible action of the Consent Agenda

- A. Approval of the Minutes of January 16, 2025, Board Meeting.
- B. Approval of the Minutes of January 29, 2025, Special Meeting.
- C. Approval of Resolution #25-019 – McCabe Annexation (3538 E Cavern Ct.)

- Motion by Clerk McKinley, 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. 2025-040 - Fire Chief's Report – Reviewed by the Board. Report on file.

- Redesignated as Chief Fire Officer through the Commission on Fire Service Credentialing.
- Recertified National Registry Paramedic.
- Attended the Mescal Fire Department Strategic Planning meeting.
- I attended a Pima Fire Chiefs leadership seminar.
- I had an internal strategic planning meeting with RVFD leadership.
- We are still working through recruitment; we had two people back out after they had accepted job offers.
- We had 46 new housing permits last month.
- We had 214 incidents and 91 transports.

C. 2025-041 - January's Financial Reports—Review, discussion, and possible action for the district's financial status, including monthly summary reports for January 2025. Gabe Buldra, with JVG, presented January's financial report.

Key points:

- Revenues for the month of January were \$201,952, which was \$39,476 over budget.
 - Pima County revenue for January is \$68,861, which is \$6,573 under budget.
 - Non-Tax Levy revenue for January is \$133,091, which is \$46,049 over budget.
- Expenses for the month of January were \$566,293, which was \$20,580 over budget.
- Fiscal year revenue is \$4,621,438 over budget by \$171,487 and 58% of the total annual budget.
- Fiscal year expense is \$3,853,144, under budget by \$432,767 and 52% of the total annual budget.

Clerk McKinley moved, seconded by Member Klasen, to approve the monthly financial reports. The motion passed 5 to 0.

8. Unfinished Business

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

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

- Policy 1012 Discriminatory Harassment

- Policy 1013 Conduct and Behavior

Donna Aversa reviewed both policies. She suggested some edits, which were made.

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

9. New Business

B. 2025-042 - Review, discussion, and possible action to receive the District's FY 2023-2024 Annual Financial Audit.

- Heinfeld, Meech & Company have completed the FY 2023-2024 annual audit and are here to present their findings. The draft is attached for the board's review.

- Motion by Member Klasen, second by Member Gruner to approve the FY 23.24 Financial Audit. The motion passed unanimously 5 to 0.

C. 2025-043 - Review, discussion, and possible action to purchase Rescue Lift Bags.

- Our inventory spreadsheet indicated that our bags did not need to be replaced until 2027. However, our bags have exceeded the recommended service life by a couple of years and have been removed from service. Chief Tucker attempted to secure grant funding for these but was unsuccessful. The L.N. Curtis quote is attached for your review.

-Motion by Chairperson Spears, second by Clerk McKinley to approve the purchase of new rescue lift bags. The motion passed unanimously 5 to 0.

D. 2025-044 - Public Hearing for the Rincon Valley Fire District Amended Budget for Fiscal Year 2024-2025.

- **Open the Public Hearing** – Motion by Member Klasen, second by Chairperson Spears, to adjourn the Regular Meeting and begin the Public Hearing at 6:23 pm. Motion passed 5 to 0.
 - The public hearing is to hear feedback from the public concerning the amended budget. The budget is being amended because the district was awarded the SAFER Grant. It has been placed on our website and in three public places. The amended budget is \$8,176,403. The operating tax rate remains \$2.7834. The bond rate remains \$0.1033. The combined tax rate remains \$2.8867.
 - Call to the Public – No response.
- **Close the Public Hearing** – Motion by Chairperson Spears, second by Clerk McKinley, to adjourn the Public Hearing and reconvene the Regular Board Meeting at 6:24 pm. The motion passed unanimously 5 to 0.

E. 2025-045 - Review, discussion, and possible action to approve the FY 2024-2025 amended budget.

- The amended total budget is \$8,176,403. The operating and bond tax rates do not change.

-Motion by Clerk McKinley, second by Chairperson Spears, to adopt the Rincon Valley Fire District Fiscal Year 2024-2025 Amended Budget. The motion passed unanimously 5 to 0.

F. 2025-046 – Review, discussion, and possible action to approve the 2025-2029 Strategic Plan.

Over the next five years, we will work on the following:

1. Service Delivery
2. Workforce
3. Sustainability
4. Training
5. Community Outreach

-Motion by Member Klasen, second by Chairperson Spears, to accept the 2025-2029 Strategic Plan. The motion passed unanimously 5 to 0.

G. 2025-047 - Review, discussion, and possible action to sell bonds.

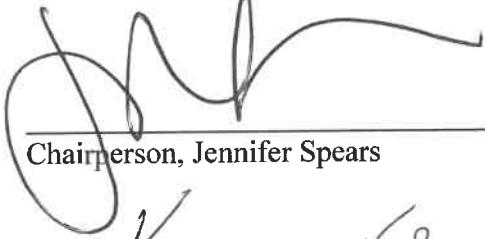
- The board has given direction to pursue selling our remaining bonds. In addition, Chief Tucker requests the Board to authorize the Fire Chief and/or the Administrative Manager, in consultation with James Vincent Group, to approve the final terms and complete the financing.

-Motion by Chairperson Spears, second by Member Rodriguez, to approve Resolution #25-021 and authorize the Fire Chief and/or the Administrative Manager, in consultation with James Vincent Group, to approve the final terms and complete the financing. The motion passed unanimously 5 to 0.

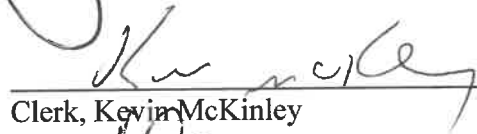
10. ADJOURNMENT - Motion by Member Rodriguez, second by Chairperson Spears, to adjourn. Motion passed 5 to 0. The meeting was adjourned at 6:28 p.m.

Dated this 25th day of February 2025.

Rincon Valley Fire District Governing Board



Chairperson, Jennifer Spears



Clerk, Kevin McKinley



Board Member, Lora Gruner

Board Member, Christopher Klasen



Board Member, Glen Rodriguez