

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
VIRTUAL AND IN-PERSON MEETING  
HELD March 21, 2024**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **March 21, 2024, 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 Chris Klasen. Member 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 Jennifer Spears

A. Roll Call –Chairperson Jennifer Spears	Present
Member Chris Klasen	Present
Member Kevin McKinley	Present
Member Matt Messmer	Present - Virtually
Member Lora Gruner	Absent

- Also attending – Fire Chief James Tucker, Captain Scott Haller, On-Duty Crew, and Administrative Manager Laura Bucklin. Gabe Buldra with James Vincent Group was also in attendance.

**2. Pledge of Allegiance** – Board Chair Spears led the pledge of allegiance.

**3. Date of the next meeting is scheduled for April 18, 2024, at 6:00 P.M.**

- Confirmed by all board members present.

**4. Call to the Public**

- The C.O.T. Public Safety Communications Department Director, Sharon McDonough, sent an email thanking our firefighters for excellent decisions and efficiency in communication and teamwork regarding an incident.
- A resident sent a note thanking the firefighters for their excellent patient care of her husband.
- A resident sent a note to thank the firefighters for their excellent patient care of her mother.

**5. Employee Recognition**

- None.

**6. Consent Agenda**

**Approval of Consent Agenda** – Motion by Member Messmer, second by Clerk McKinley, to approve all items on the Consent Agenda. Motion passed 4 to 0.

- A. Approval of the Minutes from the February 15 Board Meeting
- B. Approval of the Minutes from the February 28 Special Meeting
- C. Approval of Boundary Change Requests:
  - Res #24-016 Mountain View Ranch Phases 4 and 5.

- Res #24-017 Bass Residence (13430 S. Hound Dog Rd.)
- Res #24-018 Jackson Residence (1130 N Wentworth).
- Res #24-019 Winston Residence (3811 E Nana Dr.)
- Res #24-020 Astenius Residence (15251 E Neshier Rd.)
- Res #24-021 Intuitive Holdings (13566 S Bird Dog Ave.)
- Res #24-022 Intuitive Holdings (13520 S Bird Dog Ave.)
- Res #24-023 Ferguson Residence (6150 S Mesquite Trl.)

## 7. Reports and Correspondence

### A. Board Member Report

- None.

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

- We have started the budget process for FY 2024-2025
- We are putting together the 2023 Annual Report. It should be ready for your review next month.
- We had a Health & Safety meeting to discuss a new program that may help reduce firefighter injuries by using a Certified Athletic Trainer.
- There were 96 new housing permits generated in February.
- We had 174 incidents and had 72 transports.

### C. February's Financial Reports – Review, discussion, and possible action of the district's financial status, including monthly summary reports for February 2024. Gabe Buldra with JVG presented February's financial report.

Key points:

- Revenues for February were \$361,755, which was \$112,078 over budget.
  - Pima County revenue for February is \$176,635, which is \$17,835 over budget.
  - Non-tax levy revenue for February is \$185,119, which is \$94,242 over budget.
    - Ambulance and grant revenues were \$42,674 and \$33,129 over budget.
- Expenses for February were \$462,525, which was \$74,764 under budget.
- Fiscal year revenue is \$4,856,536, over budget by \$797,842 and 69.69% of the total annual budget.
  - The district received \$267,605 in ARPA funding in September.
- Fiscal year expense is \$3,897,876, under budget by \$655,663 and 55.93% of total annual budget.

– Motion by Chairperson Spears, second by Member Klasen, to approve the monthly financial reports. Motion passed 4 to 0.

## 8. Unfinished Business

- ### A. None.

## 9. New Business

### A. 2024-051 – Review, discussion, and possible action to authorize the donation of surplus fire suppression PPE.

- Chief Tucker requests that the fire board authorize the donation of several pieces of personal protective equipment to a non-United States fire agency. The list is attached for your review. Agua Prieta Fire Department in Sonora, Mexico, has requested our old PPE be donated to them. We have official documentation that the equipment will be transferred directly to their fire department. The PPE has reached the end of its service life and cannot be gifted or transferred to another agency within the United States. The PPE has no value.

- Motion by Member Messmer, second by Member Klasen, to donate the expired PPE to Agua Prieta Fire Department. Motion passed 4 to 0.

### B. 2024-052 - Review, discussion, and possible action to surplus Shop 1303.

- Chief Tucker requests that the fire board authorize the surplus of Shop 1303 via the Public Surplus auction site once the new BC truck is in service. This unit is a 2013 Ford F-150 4x4 Super Crew with approximately 140,000 miles. All Rincon logos and emergency equipment will be removed before the sale.

-Motion by Clerk McKinley, second by Member Klasen, to surplus Shop 1303 when the new BC truck is in service. Motion passed 4 to 0.

### C. 2024-053 - Review, discussion, and possible action to surplus Shop 1202 to Mt. Lemon Fire District or sell on the Public Surplus Auction site.

- Chief Tucker requests that the fire board authorize the surplus of Shop 1202 by selling the unit to Mt. Lemon Fire District. Our other option would be to sell the unit via the Public Surplus auction site. This unit is a 2012 GMC 3500 ambulance with approximately 170,000 miles.

-Motion by Member Messmer, second by Clerk McKinley, to surplus Shop 1202 to Mt. Lemmon Fire District. Motion passed 4 to 0.

### D. 2024-054 - Review, discussion, and possible action to apply for the Staffing for Adequate Fire and Emergency Response Grant.

- The application period opened on March 11 and closes on April 12. Chief Tucker would like to increase our staffing by up to two more firefighters per shift.
- Doing this will:
  - Bring our minimum staffing level to 13 or 14 FF daily.
  - Allow us to staff three ambulances per day.
  - 14 provides one 4-person engine 100% of the time.
  - Prepare the District for increased growth.
  - Prepare the District for staffing a third fire station.

- Grant is for three years with no matching funds. The district fully funds the additional FFs' after 36 months.

-Motion by Chairperson Spears, second by Clerk McKinley, to approve the application for the 2023 SAFER Grant. Motion passed 4 to 0.

**10. ADJOURNMENT** - Motion by Member Klasen, second by Clerk McKinley, to adjourn. Motion passed 4 to 0. The meeting adjourned at 6:13 p.m.

Dated this 26th day of March 2024.

Rincon Valley Fire District Governing Board

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Chairperson, Jennifer Spears

*Kevin McKinley*

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Clerk, Kevin McKinley

*Lora Gruner*

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Board Member, Lora Gruner

*Chris Klasen*

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Board Member, Christopher Klasen

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Board Member, Matthew Messmer