

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
HELD March 15, 2018**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **March 15, 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 6:00 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 present by telephone conference. (See hand written sign in sheet attached for others present).

**2. Pledge of Allegiance** – Chairperson Phillips lead the pledge of allegiance.

**3. Date of next meeting April 19, 2018 at 6:00 P.M.**

- Confirmed by four board members. Member Mark Tate will be absent.

**4. Call to the Public**

- Chairperson Raymond Phillips read a letter from Tonya Hoover, Superintendent with the National Fire Academy U.S. Fire Administration, recognizing Chief Kahle for his research paper and for receiving the 2017 Department of Homeland Security/Federal Emergency Management Agency/U.S. Fire Administration/National Fire Academy Executive Officer Program *Outstanding Applied Research Award* for the *Executive Analysis of Fire Service Operations in Emergency Management* course. The research paper entitled “*Why Rincon Valley Residents are Reluctant to Evacuate When Threatened with Wildland Fire*” was selected from a field of over 600 completed Applied Research Projects (ARP). Out of the 600 completed, there were 48 evaluated at the 4.0 academic level; Chief Kahle’s was identified as one of four outstanding applied research award winning projects.
- Chief Kahle presented a Thank You Card from a resident, for the Paramedics and Firefighters who responded to an emergency. She wanted to thank them for taking such good care of her husband.
- Aaron Brown with VFFA IAFF #5100 stated that the Pancake Breakfast held on March 10, 2018 was a success. He wanted to thank the Vail Chamber and they

raised over \$1,000 which will be used to help with the Christmas Adopt-A Family and other community events.

- A Badge Pinning Ceremony was held for Firefighter/EMT Michelle Isely. Friends and family were in attendance to celebrate the occasion.

## 5. Consent Agenda

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

- A. Approval of the Minutes of the February 15, 2018 Regular Board Meeting.
- B. Approval of **Resolution #18-014** Single Parcel Annexation for Curtis & Caroline Kaufman (5720 S. Broken Trail).
- C. Approval of **Resolution #18-015** Single Parcel Annexation for Clarence & Toni Watts (6251 S. Mesquite Trail).
- D. Approval of **Resolution #18-016** Single Parcel Annexation for David & Maria Rodriguez (14425 E. Sands Ranch Rd).
- E. Approval of **Resolution #18-017** Single Parcel Annexation for Scott & Amy Hoyer (13878 E. Ocotillo Bloom Dr).

## 6. Reports and Correspondence

- A. Fire Chief's Report – Reviewed by the Board. Report on file.
  - Rosemont Copper Mine activity seems to be increasing. Chief Kahle is now attending their semi-monthly safety meetings.
  - Chief Kahle will be attending his fourth and last Executive Fire Officer training in Maryland in April and taking on some vacation time at the end. In his absence, BC Bisnar will be the acting chief.
  - Station 1 Water Damage – All walls have been repaired and painted. All flooring has been replaced. The project should be complete on March 7<sup>th</sup>.
  - 2018 Engine – The engine is in production and two folks are scheduled for final factory inspection on March 12<sup>th</sup>.
  - Zoll Conversion. Project is 98% complete and Golder was able to successfully upgrade our RMS product.
  - 1 community event that impacted 2,000 people (Vail Pride Day).
- B. February's Financial Reports – Review, discussion and possible action, of the district's financial status including monthly summary reports.
  - Monthly Financial Report – Motion by Clerk Harrington, second by Member Tate to approve the Financial Report for the month of February 2018. Motion passed unanimously 5 to 0.
  - Expense Report – Motion by Clerk Harrington, second by Member Tate to approve the expenses for the month of February 2018. Motion passed unanimously 5 to 0.

- Monthly Bank Reconciliations and Balance Sheet – Motion by Clerk Harrington, second by Member Tate to approve the Bank Reconciliations and Balance Sheet for the month of February 2018. Motion passed unanimously 5 to 0.

## 7. Unfinished Business

- A. **2018-030** - Review, discussion and possible action to enter into a Meet and Confer Agreement with Vail Firefighter Association, IAFF Local 5100.
- Chief Kahle presented the amended Meet and Confer Agreement with the changes the Board recommended during last month's meeting. Based upon those changes, Chief Kahle requested approval of the Meet and Confer Agreement. Member Schlenker wanted to confirm that RVFD Attorney Donna Aversa had a copy of the amended agreement. Donna Aversa confirmed. Member Schlenker also stated that she is very pleased with the changes, and thanked Aaron Brown for including the statement of support of the *Mission, Vision, and Values of the Rincon Valley Fire District* in the agreement. Aaron Brown stated it was an oversight to not include the mission, vision and values, and apologized for the oversight.

-Motion by Chairperson Phillips, second by Member Schlenker to enter into a Meet and Confer Agreement with Vail Firefighter Association, IAFF Local 5100. Motion passed unanimously 5 to 0.

## 8. New Business

- A. **2018-032** – Review, discussion and possible action regarding the FY 18/19 Draft Budgets.
- Chief Kahle presented 3 versions of the General Fund Budget: 1) 17/18 Current, 2) Status Quo Budget, and 3) All Requests Budget. Status Quo budget would provide a surplus of \$36,731. The All Requests Budget, after raising tax rate to the maximum rate of \$3.25 would have a \$350,500 shortfall. He also provided a detail of all budget requests and the associated tax rate increase. The Board had some questions and concerns regarding shared services with Corona for a Fire Marshal, FLSA and OT payroll funding for the 14 day schedule, Grant funding for the additional staffing. Chief Kahle explained in further detail the status of shared services with Corona, he also discussed the issues with Grant funding for personnel costs. Chief Kahle will continue to work with Chairperson Phillips and present a draft budget at the next Board Meeting.
- B. **2018-033** – Review, discussion and possible action to adopt a Facilities Use Policy.
- RVFD continues to receive requests from agencies, commercial enterprises and civic organizations to use our community rooms. Chief Kahle thought it might be a good idea to have a policy to guide our staff in allocating room use and to ensure that we are not inadvertently exposing Rincon Valley to any undue liabilities. Additionally, Chief Kahle would

like direction as to whether we would like to allow commercial ventures to use our meeting spaces. The attached policy establishes 3 categories of users. Category 1 is for meetings, classes related to the educational mission of the District. Examples include boy scouts, fire association meetings. Category 2 is for meetings of civic organizations such as homeowners associations. Category 3 would be all other types. Category 1 proposes no fee, Category 2 is proposing a \$10/hr. fee and Category 3 would be \$20/hr.

-Motion by Member Schlenker, second by Clerk Harrington to adopt a Facility Use Policy. Motion passed unanimously 5 to 0.

C. **2018-034** – Review, action and possible action to update the Fee Schedule.

- The previous item discussed the need to recuperate our expenses related to facility use. As part of that, there is a small fee and deposit that we will need to collect. Secondly, we need to slightly increase the cost of our CPR classes. The American Heart Association has raised the cost of CPR cards from \$2.30 to \$17 each. We now only charge \$20-25 for the 3 CPR classes. A slight increase of \$5 for each class allows us to recoup some of our costs. Note: We do not teach CPR for profit, but as part of our community outreach to improve the safety of our community. Room cost rental increases to \$10 and \$20 per hour. CPR classes increase from \$20-\$25 per class to \$25-\$30 per class.

- Motion by Member Schlenker, second by Member Tate to update and approve the Fee Schedule. Motion passed unanimously 5 to 0.

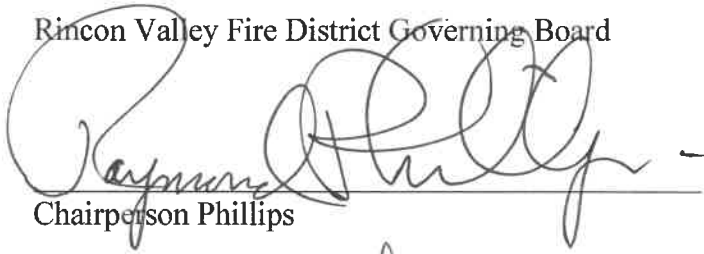
**10. Future Agenda Items (no discussion)**

- Annexations
- FY 1819 Budget Process.

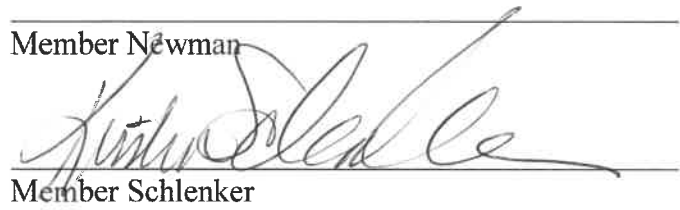
**11. Adjournment** - Motion by Member Schlenker, second by Member Tate to adjourn. Motion passed 5 to 0. Meeting adjourned at 7:00 p.m.

Dated this 20th day of March 2018.

Rincon Valley Fire District Governing Board

  
Chairperson Phillips

  
Clerk Harrington

Member Newman  
  
Member Schlenker

  
Member Tate