

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
HELD April 19, 2018**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **April 19, 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 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	absent
Member Kirsten Schlenker	present
Member Mark Tate	present

- Also attending – Acting Chief Bisnar, Administrative Manager Laura Bucklin, Battalion Chief Yalen. (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 May 17, 2018 at 6:00 P.M.

- Confirmed by four board members.

4. Call to the Public

- No response.

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 4 to 0.

- A. Approval of the Minutes of the March 15, 2018 Regular Board Meeting.
- B. Approval of **Resolution #18-018** Single Parcel Annexation for Matt & Brenda Brandt (18120 E. Mountain Canyon Rd.)

6. Reports and Correspondence

- A. Fire Chief's Report – Reviewed by the Board. Report on file.
 - Growth – Safeway is expected to have its grand opening on April 4, 2018.
 - 2018 Engine – The engine is in production and two folks are scheduled for final factory inspection on March 12th.
 - Responded to 173 calls in March - 22 Service Calls.

- Worked with BC Bisnar to prepare the 2018 Firefighter recruitment process to establish a new Eligibility List.
 - Shop 0803 (Engine 291) is out of service for warranty body repair. (We hope it takes less than 6 weeks).
 - Pancake breakfast in conjunction with VFFA Local #5100. Estimated 500 people in attendance. 90 Smoke Alarms, 17 Car Seat Inspections, and 63 Bike Helmets were distributed.
- B. March'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 Schlenker to approve the Financial Report for the month of March 2018. Motion passed unanimously 4 to 0.
 - Expense Report – Motion by Clerk Harrington, second by Member Schlenker to approve the expenses for the month of March 2018. Motion passed unanimously 4 to 0.
 - Monthly Bank Reconciliations and Balance Sheet – Motion by Clerk Harrington, second by Member Schlenker to approve the Bank Reconciliations and Balance Sheet for the month of March 2018. Motion passed unanimously 4 to 0.

7. Unfinished Business

- A. **2018-032** – Review and discussion concerning the Draft 2018/19 Budget.
- Chairperson Phillips and Chief Kahle were able to meet again concerning the proposed budget after receiving some feedback from the board. We felt that the following items will need to be included in next year's budget:
 1. Reduced Tax Revenues in Prior Year and Personal Property Collections (-\$50K)
 2. Complete funding of last year's PSPRS increase (\$90K)
 3. 11 Person minimum staffing (\$40K)
 4. Cost of living increase (\$65K)
 5. Increase for health insurance benefits (\$40K)
 6. Increase for Administrative Services (\$11K)
 7. Increase for Professional Services (\$30K)
 8. Maintain current staffing
 9. Maintain capital replacement fund (\$200K)
- The attached budget proposes an overall tax increase of \$0.0525 over last year. The average taxpayer will now pay \$653.73 or \$38.71 more (6.29%) [Based upon a \$19,980 secondary assessed house]. The proposed general fund rate increases to \$2.7834, but the bond fund rate drops to \$0.4885. Our next step is a tentative budget for the May meeting. Over 2017/18; property taxes will increase \$237,677 for the General Fund, decrease \$175,00 decrease in Capital Fund, and decrease \$1,000 in Bond Fund.

(Actual General Fund levy increase of \$287,677). No action taken, discussion only.

8. New Business

A. 2018-035 – Review, discussion and possible action to authorize the Fire Chief to renew the 2018/19 Health Insurance Agreement with EMI Health and Dental Insurance Agreement with Sun Financial.

- After investigating a few options, staff is recommending that we renew with EMI for our health insurance, Sun Financial for our dental insurance, and continue to offer an optional vision plan. The only rate increase was that of the health insurance in which the increase was 8.83%. The increase in cost is shared between the District and the employees. For the High Deductible Plan, the District provides 80% and provides the employee with some funds for their HSA account. For the PPO plan, the District covers 75%. \$356,500 in account 5150. Approximate \$39,500 increase over prior year.

-Motion by Chairperson Phillips, second by Member Schlenker to authorize the Fire Chief to review the 2018/19 Health Insurance Agreement with Emi and Dental Insurance Agreement with Sun Financial. Motion passed unanimously 4 to 0.

B. 2018-036 – Review and discussion regarding the November 2018 Election Process.

- The Rincon Valley Fire District will hold general elections for three (3) Board Member vacancies on November 6, 2018. The 2018 Election Year Procedure begins at the end of May 2018. The soonest a candidate can file a Nonpartisan Election Petition is July 9, 2018. The deadline for candidates to file a petition is August 8, 2018. The minimum required signatures a candidate needs to file a petition is 42. Budgeted \$6,500 for FY 1819 Account #5221 for District Elections. No action taken, discussion only.

C. 2018-037 – Review, discussion, and possible action to enter into a purchase agreement with the Emergency Vehicle Group (EVG), Inc. for a replacement ambulance.

- In accordance with the 2018/19 Capital Replacement Plan, we are scheduled to replace our reserve ambulance, Shop #0603. This ambulance has served its community and is ready for retirement. This ambulance follows the exact specifications as developed by the 2018 Ambulance Specification Committee. The committee's intent was to focus and create new standards for RVFD ambulance development.
 1. Designed to provide for occupant safety
 2. Evaluate latest technological reports concerning occupant safety (HS-Human Factors, safety system, Ferno and Zoll).
 3. Determine ambulance compliance with NFPA 1917, CAAS, KKK to meet needs of co-workers and residents.

4. Ensure a mechanically functional ambulance.
 5. Improve compartmentalization and functionality to keep the attendant restrained.
 6. Develop a training program to improve occupant safety.
- The proposed 2018/19 budget is requesting a total of \$205,000 for this ambulance replacement and this request is within the proposed budget.

- Motion by Member Schlenker, second by Chairperson Phillips to enter into a purchase agreement with the Emergency Vehicle Group (EVG), Inc. for a replacement ambulance. Motion passed unanimously 4 to 0.

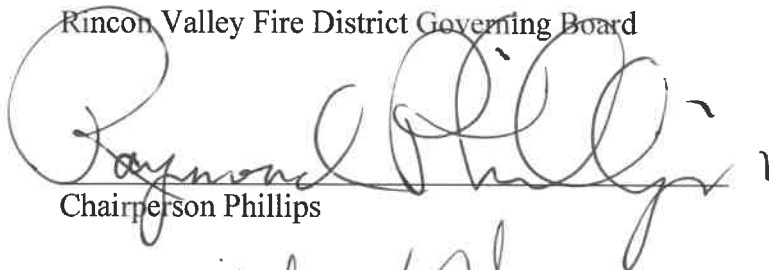
10. Future Agenda Items (no discussion)

- Annexations
- FY 1819 Budget Process.

- 11. Adjournment** - Motion by Member Schlenker, second by Clerk Harrington to adjourn. Motion passed 4 to 0. Meeting adjourned at 6:16 p.m.

Dated this 20th day of April 2018.

Rincon Valley Fire District Governing Board



Raymond Phillips

Chairperson Phillips



Clerk Harrington

Member Newman



Member Schlenker



Member Tate