

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
VIRTUAL AND IN-PERSON MEETING  
HELD July 18, 2024**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **July 18, 2024, at 6:00 P.M.** The following members were Present at the meeting: Chairperson Jennifer Spears, and Clerk Kevin McKinley. Members Matthew Messmer and Chris Klasen 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 - Virtually
Member Kevin McKinley	Present
Member Matt Messmer	Present - Virtually
Member Lora Gruner	Present

- Also attending were Fire Chief James Tucker, Assistant Chief Allen Yalen, Battalion Chief Michael Cassabaum, Captain Cameron McQuillen, the On-Duty Crew, VFFA Vice President Steve Rodriguez, and Administrative Assistant Claudia McMullen. Gabe Buldra with James Vincent Group was also present.

**2. Pledge of Allegiance – Fire Chief James Tucker led the pledge of allegiance.**

**3. Date of the next meeting is scheduled for August 15, 2024, at 6:00 P.M.**

- Confirmed by all board members present.

**4. Call to the Public**

- No response.

**5. Employee Recognition – Promotion Badge Pinning**

- Family and friends attended to celebrate the promotions of Engineer Richard Cordero.

**6. Consent Agenda**

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

- A. Approval of the Minutes from the June 20, 2024 Board Meeting.
- B. Resolution #25-001 Del Sorbo Annexation – (13541 E Rex Molly Rd.)
- C. Resolution #25-002 Steele Annexation – (3940 E Calle Bacardi).

- Motion by Member Gruner, seconded by Clerk McKinley, to approve the monthly consent agenda. The motion passed 5 to 0.

## 7. Reports and Correspondence

### A. Board Member Report

- Thank you from Member Gruner regarding a recent ambulance transport of her Mother by C291.

### B. 2025-002 - Fire Chief's Report – Reviewed by the Board. Report on file.

- Staff completed their annual NFPA 1582 physicals. We have three employees who need to reschedule.
- Policy and Procedure revisions are progressing, 49 have had first edits completed.
- FC Tucker with Pima County to discuss the 293 land. The County would be interested in using the land we do not need. All ideas will be brought to the Board whenever it is discussed further.
- Billy Rivinius and Kamren Overstreet graduated from the Pima Paramedic Program. Billy was the class valedictorian.
- We had **56** new housing permits last month.
- We had **277** incidents and **95** transports.

### C. 2025-003 - June's Financial Reports – Review, discussion, and possible action of the district's financial status, including monthly summary reports for June 2024. Gable Buldra, with JVG, presented June's financial report.

#### Key points:

- Revenues for the month of June were \$213,266 which was \$142,110 under budget.
  - Pima County revenue for June is \$56,524 which is \$501 over budget.
  - Non-Tax Levy revenue for June is \$156,742 which is \$142,611 under budget.
- Expenses for the month of June were \$542,404 which was \$63,953 under budget.
- Fiscal year revenue is \$7,812,730 which is over budget by \$843,823 and 112.11% of total annual budget.
  - The district received \$267,605 in ARPA funding in the month of September.
- Fiscal year expense is \$6,033,873 which is under budget by \$934,867 and 86.58% of total annual budget.

-Motion by Clerk McKinley, seconded by Chairperson Spears, to approve the monthly financial reports. The motion passed 5 to 0.

## 8. Unfinished Business

### A. 2025-068a - Review and discussion regarding the November 5, 2024 General Election Process.

- The deadline to file petitions was July 8, 2024
- Laura called the elections department on July 9, 2024 to find out how many candidates filed petitions. They said that only one candidate filed signature petitions.
- The elections department also stated that we may still have some write-in candidates to file. The deadline for write-in candidates is July 22, 2024.
- Laura will follow up on July 23, 2024 to see if we can cancel the election and appoint candidates.
- No questions or comments from the Board.

## **9. New Business**

### **A. 2025-004 - Review, discussion, and possible action to adopt a new Permit Fee Schedule.**

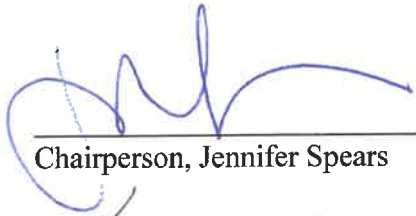
- FC Tucker would like the board to adopt the 2024 Fee Schedule.
- Historically, we have indexed our prevention related fees with that of NWFD. The logic being that it accurately reflects our cost to provide those services. Since we adopted the current fee structure, NWFD has raised their rates. This new fee schedule accurately reflects the cost of providing services and it is market competitive.

- Motion by Chairperson Spears, second by Clerk McKinley to adopt the 2024 RVFD Fee Schedule. Motion passed 5 to 0.

## **12. ADJOURNMENT - Motion by Member Gruner, second by Clerk McKinley, to adjourn. Motion passed 4 to 0. The meeting adjourned at 6:19 p.m.**

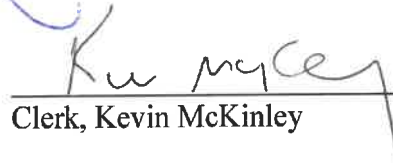
Dated this 23rd day of July 2024.

Rincon Valley Fire District Governing Board



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Chairperson, Jennifer Spears



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Clerk, Kevin McKinley

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Board Member, Lora Gruner

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Board Member, Christopher Klasen

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Board Member, Matthew Messmer