

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD October 17, 2024**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **October 17, 2024; at 6:00 P.M.** , the following members were Present at the meeting: Chairperson Jennifer Spears, Clerk Kevin McKinley, and Member Lora Gruner. Member Matt 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	Absent
Member Kevin McKinley	Present
Member Matt Messmer	Present - Virtually
Member Lora Gruner	Present

- Fire Chief James Tucker, Assistant Chief Allen Yalen, the On-Duty Crew, and Administrative Assistant Claudia McMullen were also attending. Steven Rodriguez with James Vincent Group was also present virtually.

2. Pledge of Allegiance – Paramedic Bailey Breeding led the pledge of allegiance.

3. Date of the next meeting is scheduled for November 21, 2024, at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- A letter of appreciation for Paramedic Danny Gonzales and Firefighter Alex Anduaga was received by Chief Tucker depicting excellent patient care while both were assisting an outside agency.
- A note was received from a community member thanking Administrative Assistant Claudia McMullen for customer service provided.

5. Employee Recognition – New Hire Badge Pinning

- Friends and family gathered to celebrate our new hires, Firefighter Paramedic Bailey Breeding, Firefighter Paramedic Edgar Sawada and Firefighter EMT Kieran Anderson

6. Consent Agenda – 2025-016 – Review, discussion and possible action of the Consent Agenda

- A. Approval of the Minutes from the September 19, 2024 Board Meeting.

- B. Resolution #25-009 – Jiha Annexation – 1121 N Darlene Dr.
- C. Resolution #25-010 – Loshbough Annexation – 3141 E Wetstones Rd.
- D. Resolution #25-011 – Agnew Annexation – 203 N Slate Dr.
- E. Resolution #25-012 – Van Horn/Coronado Annexation – 1141 N Darlene Dr.
- F. Resolution #25-013 – Jeffery S. Compton Annexation – 10030 S Big Thunder Dr.
- G. Resolution #25-014 – Sanchez Annexation – 531 N Slate Dr.

- Motion by Member Gruner, seconded by Clerk McKinley, to approve the monthly consent agenda. The motion passed 4 to 0.

7. Reports and Correspondence

A. Board Member Report

- No comments.

B. 2025-017 - Fire Chief's Report – Reviewed by the Board. Report on file.

- We will be starting on the 2025-2029 Strategic Plan.
- All of our accreditation documents have been uploaded to the SharePoint Site, and we are in the 45-day review period. Assuming all goes well, we will have a peer team site visit in December.
- KGUN 9 interviewed FC Tucker about our SAFER Grant.
- FC Tucker started the process of renewing his Chief Fire Officer Designation.
- We had to upgrade to a cloud-based server in addition to our fixed server. Although this is best practice and recommended by Golder IT, our fixed server would not support the latest QuickBooks upgrade.
- EN292 is back in service after having the head gasket replaced by Velocity.
- We had **42** new housing permits last month.
- We had **276** incidents and **94** transports.

C. 2025-018 - September's Financial Reports – Review, discussion, and possible action of the district's financial status, including monthly summary reports for September 2024. Steven Rodriguez, with JVG, presented September's financial report.

Key points:

- Revenues for the month of September were \$671,622, which was \$6,992 under budget.
 - o Pima County revenue for September is \$589,327, which is \$22,755 over budget.
 - o Non-Tax Levy revenue for September is \$82,295, which is \$29,747 under budget.
- Expenses for the month of September were \$547,960, which was \$53,469 under budget.
- Fiscal year revenue is \$933,311, which is over budget by \$1,081 and 8.37% of the total annual budget.

- Fiscal year expense is \$1,614,840, which is under budget by \$248,381 and 7.48% of the total annual budget.

- Motion by Clerk McKinley, seconded by Chairperson Spears, to approve the monthly financial reports. The motion passed 4 to 0.

8. Unfinished Business

A. 2024-068b - Review and possible action regarding appointing a new Board Member to fill a vacancy.

- No action is needed. The action was taken during the special meeting.

9. New Business

A. 2025-019 - Review, discussion, and possible action to approve RVFD Policy Revisions.

- Policy 301 Emergency Response
- Policy 305 Tactical Withdrawal
- Policy 324 Performance of Duties
- Policy 327 LOD Death & Serious Injury Investigations
- Policy 900 Illness and Injury Prevention
- Policy 914 PPE
- Policy 1024 Workplace Violence
- Policy 1026 Smoking & Tobacco Use
- Policy 1028 Personal Appearance
- Policy Occupational Disease
- Policy 1033 Modified Duty
- Policy 1035 Return to Work
- Policy 1043 Nepotism & Conflicting Relationships
- Policy 1045 Anti-Retaliation

- Motion by Chairperson Spears, second by Member Messmer, to approve the new and revised Policies listed. Motion passed 4 to 0.

10. ADJOURNMENT - Motion by Member Gruner, second by Chairperson Spears, to adjourn. Motion passed 4 to 0. The meeting adjourned at 6:14 p.m.

Dated this 22nd day of October 2024.

Rincon Valley Fire District Governing Board

Chairperson, Jennifer Spears

Clerk, Kevin McKinley

Board Member, Lora Gruner

Board Member, Christopher Klasen

Board Member, Matthew Messmer