

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

A public meeting of the Rincon Valley Fire District Governing Board was convened on **November 21, 2024, at 6:00 P.M.** The following members were Present at the meeting: Chairperson Jennifer Spears, and Clerk Kevin McKinley. Matt Messmer, Lora Gruner, 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 - Virtually

- Fire Chief James Tucker, Assistant Chief Allen Yalen, the On-Duty Crew, Administrative Manager Laura Bucklin, and Administrative Assistant Claudia McMullen attended. Gabe Buldra with James Vincent Group was also present.

2. Pledge of Allegiance – Chief Tucker led the Pledge of Allegiance.

3. Date of the next meeting is scheduled for December 19, 2024, at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- An email of appreciation from Rocking K Ranch Estates HOA was sent thanking Captain Reed and his crew for the presentation they gave at one of the HOA Meetings.
- A note was received from Pima County Supervisor Steve Christy congratulating Chief Tucker on receiving the FEMA SAFER Grant.

5. Employee Recognition –

- Paramedic Richard Graham received a Stork Pin for an emergency incident of childbirth in which he delivered the baby. Mother and child are doing well.
- Paramedic Danny Gonzales received a Pin for 5 years of service with Rincon Valley Fire District.

6. Consent Agenda – 2025-020 – Review, discussion and possible action of the Consent Agenda

- A. Approval of the Minutes from the October 17, 2024, Board Meeting.
- B. Resolution #25-015 – Knight Annexation – 3321 E Calle Agassiz.

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

7. Reports and Correspondence

A. Board Member Report

- No comments.

B. 2025-021 - Fire Chief's Report – Reviewed by the Board. Report on file.

- We started our strategic planning process. We had two external sessions and three internal sessions. So far, we have developed five focus areas with corresponding goals and objectives about Service Delivery, Workforce, Sustainability, Training, & Community Outreach.
- Laura attended a three-day training in Glendale on FLSA rules & regulations.
- We have been busy with communicating with the accreditation peer team as they review our documents.
- Crews attended several public education events.
- Several program appraisals were attached to my report. The format for these is still under development.
- We had **49** new housing permits last month.
- We had **269** incidents and **103** transports.

C. 2025-022 - October's Financial Reports—This meeting Reviewed, discussed, and possibly actioned the district's financial status, including monthly summary reports for October 2024. Gabe Buldra, with JVG, presented October's financial report.

Key points:

- Revenues for the month of October were \$919,240 which was \$793,984 under budget.
 - o Pima County revenue for October is \$782,085 which is \$844,097 under budget.
 - o Non-Tax Levy revenue for October is \$137,155 which is \$50,113 over budget.
- Expenses for the month of October were \$760,492 which was \$19,309 over budget.
- Fiscal year revenue is \$1,852,551 which is under budget by \$792,903 and 23% of the total annual budget.
- Fiscal year expense is \$2,374,494 which is under budget by \$229,911 and 32% of the total annual budget.

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

8. Unfinished Business

A. None

9. New Business – (Item 9-A was moved out of order to the last item on the agenda)

A. 2025-024 - Review, discussion, and possible action to approve RVFD Policy Revisions.

Chief Tucker is requesting that the Board approve the following new or revised policies:

- Policy 613 Training Records
- Policy 701 Personal Communication Devices
- Policy 710 Non-Official Use of District Property
- Policy 800 Records Management
- Policy 801 Release of Records
- Policy 802 Subpoenas and Court Appearances
- Policy 803 Patient Medical Record Security & Privacy
- Policy 901 ADOSH Inspections
- Policy 902 ADOSH Notification of Injury or Death
- Policy 917 Personal Firearms

- Motion by Clerk McKinley, second by Member Klasen, to approve the new and revised policies listed. The motion passed unanimously 5 to 0.

A. 2025-025 - Review and discuss General Obligation Bonds by Stifel Public Finance.

- Michael LaVallee with Stifel Public Finance will present to the board on bonding capacity, the bond sales process, & the timing of selling bonds.
- This is a presentation only; no action was taken on this item.

B. Item 9-A - 2025-023 - Action to swear in Kevin McKinley and Glen Rodriguez as the re-elected and newly appointed Rincon Valley Fire District Board Members.

- We would like to formally recognize Matt Messmer for his service to the Rincon Valley Fire District.
- We want to swear in Glen Rodriguez as the new board member.
- We would like to swear in Kevin McKinley as the re-elected board Member.

- Both Kevin Mckinley and Glen Rodriguez were sworn in and signed the Oath of Office.

10. ADJOURNMENT - Motion by Member Gruner, second by Clerk McKinley, to adjourn. Motion passed 4 to 0. The meeting was adjourned at 6:33 p.m.

Dated this 26th day of November 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