

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD September 15, 2022**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **September 15, 2022 at 6:00 P.M.** Present at the meeting were the following members of the Rincon Valley Fire District Governing Board: Chairperson Michelle Harrington, Member Kevin McKinley, Member Chris Klasen, and Member Matt Mesmer.

The following matters were discussed, considered and decided at the meeting:

1. Call to Order at 6:00 P.M. by Chairperson Michelle Harrington

A. Roll Call - Chairperson Michelle Harrington	present
Clerk Jennifer Spears	absent
Member Chris Klasen	present
Member Kevin McKinley	present
Member Matt Messmer	virtual

- Also attending – Fire Chief Jayme Kahle, Assistant Chief Jim Tucker, Community Relations Manager Fiona DeYoung, Administrative Manager Laura Bucklin.

2. Pledge of Allegiance – Chief Kahle lead the pledge of allegiance.

3. Date of next meeting scheduled for October 20, 2022 at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- No response.

5. Consent Agenda

Approval of Consent Agenda – Motion by Member Klasen, second by Member McKinley to approve all items on the Consent Agenda. Motion passed 4 to 0.

A. Approval of the Minutes of the August 18, 2022 Regular Board Meeting.

6. Reports and Correspondence

A. Board Member Report

- Member Klasen mentioned Prop 310 being on the November 8, 2022 Ballot. Initiated by PFFA, Prop 310 is estimated to add approx. \$150 million a year for fire districts. Chief Kahle stated that RVFD would receive an estimated amount of 3 Million a year.

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

- The rescue UTV was picked up and we are in the process of outfitting it for our use. The EMS Skid should come in by September 12th.
- We successfully transitioned our mechanic, Danny Lawson, from full-time and hired him back as part-time.
- Chief Kahle attended the Pima Chiefs meeting. We received a presentation from PSPRS concerning a refund to some of our personnel. It was discovered that PSPRS was not correctly using an employee contribution calculation from Arizona Statutes. Therefore, some of our Tier II members will be getting a slight refund with interest. This refund will negatively affect our actuarial accrued liability. We hope to process all refunds within two weeks after PSPRS notifications.
- Chief Kahle issued new training monitors to each of the stations. The existing monitors will be reassigned to other rooms including the Community Room at Station 292.
- Staffing
 - Two firefighters have been hired and we are at full staff.
 - We have one employee on modified duty.
 - CRM Fiona de Young resignation.
- Chairperson Harrington asked about the ambulance electrical fire. Chief Kahle stated PM292 (Shop 2102), our newest ambulance had a minor electrical fire within the patient compartment. We are coordinating with the vendor Emergency Vehicle Group for repairs. The ambulance has been transported to Anaheim, California for incident investigation and repair. Our mechanical reserve, Shop 1202 was placed in service. The unit was in Station 292 at the time of the incident, and no injuries occurred.

C. August's Financial Reports – Review, discussion and possible action, of the district's financial status including monthly summary reports.

- Monthly Financial Report for the month of August 2022.
 - Monthly Expense Report for the month of August 2022.
 - Monthly Bank Reconciliations and Balance Sheet for the month of August 2022.
- Motion by Member McKinley, second by Member Klasen to approve the district's financial reports and expenses for the month of August 2022. Motion passed unanimously 4 to 0.

7. Unfinished Business

A. None

8. New Business

A. 2023-007 – Review, discussion and possible action to authorize the surplus of assets.

- Shop #1301, 2004 GMC Utility Truck. This truck was purchased as a used vehicle in 2012 and is no longer needed in the fleet. Our logistics manager used this truck, but that position no longer exists. Furthermore, this truck is just about worn out at 137,000 miles. We hope to generate approximately \$5,000 for the service truck.

-Motion by Member Klasen, second by Member McKinley to declare Shop #1301 as surplus and the Fire Chief may dispose of it in accordance with Policy #05-004. Motion passed 4 to 0.

B. 2023-008 - Review, discussion and possible action to approve the 21/22 Annual Report.

- Assistant Chief Jim Tucker and Community Relations Manager Fiona de Young completed the 2021/22 Annual Report. The report recognizes the hard work that Rincon Valley Fire District has done for its community. Highlights include:
 - 1. Budget - \$6,065,500
 - 2. Service Delivery – 2,598 calls, 4,295 responses, 10.5% increase; Stroke was our 2nd most common call and Freeway MVC's are third
 - 3. Performance – 8-minute travel time at 90%
 - 4. Productivity – Completed 9 strategic objectives
 - 5. Training – 15,000 training hours, swift water training
 - 6. Community – smoke alarms, wildfire assessments, COVID
 - 7. Employee Recognition – Unit Citations and Medal of Bravery recipients; 1 Retirement, 3 people at 20 years, 4 people at 15 years, 3 people just hit 5 years, Veteran recognition.

- Motion by Member Klasen, second by Chairperson Harrington to approve the 2021/22 Annual Report. Motion passed 4 to 0.

C. 2023-009 - Review and discussion concerning Strategic Objective #1. E, Explore potential consolidation/contract options as well as other partnerships.

- Chief Kahle served as the lead for this strategic objective and has been working on it over the last 18 months. He has a brief PowerPoint that yielded the following findings and recommendations:
 - Collaborative agreements have benefitted Rincon Valley and its residents. Continue to expand current agreements and seek new ones.
 - We do not have an adequate system in place to track current agreements. Rincon must invest in a better contract/agreement record keeping system.
 - A rich list of further collaborative ideas was developed that will

benefit Rincon. Labor and Management should review the categories and prioritize those opportunities.

No action taken. Discussion only.

D. 2023-010 - Review, discussion and possible action to authorize the Station 292 light remodel project by awarding to Lloyd Construction.

- Station 292 is now 14 years old and needs a number of repairs. The repairs include rebuilding showers, replacing FF office flooring, installing corner guards, repairing drywall in dayroom, and recoating the roof. Lloyd Construction is one of the Job Order Contracting (JOC) agencies with Pima County and we would like to tag the bid. The bid will include all items listed above except the roof. (Given inflation, we did not adequately budget for all items.) For the roof, we are seeking three bids and hope to at least patch the troublesome areas. The proposed price is \$65,512.18 of which \$75,000 is budgeted.

-Motion by Chairperson Harrington, second by Member Messmer to award a Purchase Order to Lloyd Construction for the light remodel of Station 292 in the amount not to exceed \$67,000. Motion passed 4 to 0.

- 9. ADJOURNMENT** - Motion by Chairperson Harrington, second by Member McKinley to adjourn. Motion passed 4 to 0. Meeting adjourned at 6:32 p.m.

Dated this 16th day of September 2022.

Rincon Valley Fire District Governing Board

Chairperson Harrington

Clerk Spears

Member McKinley

Member Klasen

Member Messmer