

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
VIRTUAL AND IN-PERSON MEETING  
HELD MARCH 20, 2025**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **February 20, 2025, at 6:00 P.M.** The following members were Present at the meeting: Chairperson Jennifer Spears, Clerk Kevin McKinley, Member Glen Rodriguez, and Member Lora Gruner.

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 Glen Rodriguez	Present
Member Lora Gruner	Present

- Fire Chief James Tucker, Assistant Chief Allen Yalen, Battalion Chief Mike Cassabaum, Captain Asa Pallette, the On-Duty Crew, and Administrative Manager Laura Bucklin attended. Gabe Buldra, with James Vincent Group, was also present.

**2. Pledge of Allegiance – New Hire FF Salvador Estrella led the Pledge of Allegiance.**

**3. Date of the next meeting is scheduled for April 17, 2025, at 6:00 P.M.**

- Confirmed by all board members present.

**4. Call to the Public**

- No response.

**5. Employee Recognition**

- Captain Asa Pallette – 20 Years of Service – Family and Crew Members were present to celebrate the occasion.
- A district resident called to inform Chief Tucker that C-Shift Station 291 performed excellent customer service at his home. Captain Jaegers, Engineer Bell, FF Lopez, FF Taylor, and FF Petho contributed to his positive experience.

**6. Consent Agenda – 2025-048 – Review, discussion, and possible action of the Consent Agenda**

- A. Approval of the Minutes of the February 20th Board Meeting.

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

## **7. Reports and Correspondence**

### **A. Board Member Report**

- No comments.

### **B. 2025-049 - Fire Chief's Report – Reviewed by the Board. Report on file.**

- Chief Tucker attended several HOA Meetings.
- Worked on the Memorandum of Understanding with VFFA.
- AC Yalen and I had the biannual meeting with each shift & station.
- Laura & Allen have been busy with our transition from Zoll to Image Trend.
- Our general insurance provider randomly inspected our properties. Only one item came up: weeds at 291. We are taking care of it.
- I had an initial budget meeting with staff to review budget requests.
- We had **59** new housing permits last month.
- We had **204** incidents and **104** transports.

### **C. 2025-050 - February's Financial Reports—Review, discussion, and possible action for the district's financial status, including monthly summary reports for February 2025. Gabe Buldra, with JVG, presented the financial report.**

Key points:

- Revenues for the month of February were \$304,918, which was \$24,720 over budget.
  - Pima County revenue for February is \$191,824, \$1,332 under budget.
  - Non-tax levy revenue for February is \$113,093, \$26,051 over budget.
- Expenses for the month of February were \$497,938, which was \$47,775 under budget.
- Fiscal year revenue is \$4,897,022, over budget by \$166,873 and 61% of the total annual budget.
- Fiscal year expense is \$4,314,104 under budget by \$517,520 and 59% of the total annual budget.

Clerk McKinley moved, seconded by Member Rodriguez, to approve the monthly financial reports. The motion passed 4 to 0.

## **8. Unfinished Business**

### **A. 2025-024e - 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 334 Unmanned Aerial System
- Policy 336 Emergency Operations Center Interface

- Policy 504 Latex Sensitivity
  - Policy 505 Controlled Substance Accountability
  - Policy 601 CPR & AED Training
  - Policy 606 Hearing Conservation
  - Policy 608 HIPAA
  - Policy 904 High Visibility Vests
  - Policy 906 Apparatus Backing
  - Policy 1015 Outside Employment
  - Policy 1043 Nepotism and Conflicting Relationships
- Motion by Chairperson Spears, second by Member Gruner, to approve the new and revised policies listed. The motion passed unanimously from 4 to 0.

## 9. New Business

### A. 2025-051 - Review and discussion of the FY 25-26 Budget Process.

On March 4<sup>th</sup>, we had our initial budget planning meeting with JVG and VFFA President Steve Rodriguez.

The District is in a good financial position so far. The draft budget includes:

- An average pay increase of 7.3% with a revised pay plan putting RVFD firefighters within 95% (MoU) of SRFD, NWFD, and GRFD.
- Adds a full-time receptionist and a fire inspector.
- Allows for replacing existing equipment and purchasing some new equipment.
- Funds the Capital budget to alleviate the anticipated shortfall.
- Allows incremental PPE purchases early to work toward two sets of turnout gear.

No action was taken. Information only.

### B. 2025-052 - Review & discussion of declaring a Conflict of Interest.

- Donna Aversa, our district lawyer, has suggested that board members and employees declare any potential conflicts of interest they may have.
- We have included the form we will use for our employees.
- This item will be on the board agenda every year in January.
- Donna recommends that board members publicly declare if they do or do not have a potential conflict of interest. The meeting minutes can serve as documentation.

Board Member Glen Rodriguez declared a potential conflict of interest because his son, Steve Rodriguez, is an RVFD employee and the president of the VFFA Union. He said he would abstain from voting on an item affecting his son.

No action was taken. Information only.

10. **ADJOURNMENT** - Motion by Member Rodriguez, second by Member Gruner, to adjourn. Motion passed 4 to 0. The meeting was adjourned at 6:24 p.m.

Dated this 24th day of March 2025.

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, Glen Rodriguez