

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
HELD October 19, 2017**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **October 19, 2017 at 6:00 P.M.** at RVFD Station 2; 14550 E. Sands Ranch Rd. Vail, AZ 85641. Present at the meeting were the following members of the Rincon Valley Fire District Governing Board: Chairperson Raymond Phillips, Clerk Michelle Harrington, Member Terry Newman and Member Mark Tate.

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

**1. Call to Order at 6:08 P.M by Chairperson Phillips**

A. Roll Call - Chairperson Raymond Phillips	present
Clerk Michelle Harrington	present
Member Terry Newman	present
Member Kirsten Schlenker	absent
Member Mark Tate	present

- Also attending – Chief Jayme Kahle, Administrative Manager Laura Bucklin, Battalion Chief Cornejo, Battalion Chief Bisnar and Battlion Chief Yalen. RVFD Attorney Donna Aversa was available via telephone conference. (See hand written sign in sheet attached for others present).

**2. Pledge of Allegiance**

**3. Date of next meeting November 16, 2017 at 6:00 P.M.**

- Confirmed by four board members.

**4. Call to the Public**

- A Badge Pinning Ceremony was held to welcome a new firefighter to Rincon Valley Fire District: Firefighter/EMT, Richard Graham. Crew members, family and friends attended to acknowledge the special occasion.
- A Wall of Honor was unveiled for retirees of Rincon Valley Fire District. A plaque was presented to Nicholas Spears and Karen Lundberg for their dedication and years of service.

**5. Consent Agenda**

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

- A. Approval of the Minutes of the September 21, 2017 Regular Board Meeting.
- B. Approval of the Minutes of the Special Board Meeting on September 28, 2017.
- C. Approval of the Rocking K Annexation - Single Owner.

- D. Approval of Resolution #18-003** Single Parcel Annexation for Debra Irons, 15775 E. Marsh Station Rd. Vail, AZ 85641.
- E. Approval of Resolution #18-004** Single Parcel Annexation for Delores Cathy Welch, 13875 E. Collie Dr. Vail, AZ 85641.

## **6. Reports and Correspondence**

- A. Fire Chief's Report – Reviewed by the Board. Report on file.**
- RVFD received the results of our Drexel Safety Survey. Overall, we scored 80 out of 100 concerning our safety culture. This is a relatively high ranking since we are far above the average in all categories. For instance, we ranked against 39 other departments with our call volume, we had the 6th best safety culture.
  - RVFD will need to replace our 2012 ambulance in 2018. An ambulance committee was formed a few months ago and they have been busy researching the latest designs. We had two meetings in September. We hope to present purchase recommendations to the board no later than March 2018 for a FY 2018/19 delivery.
  - Driveway Update. The signs are now in and ADOT has given final approval. Overall the project cost \$125,376.18 and we were over-budget by \$376.18. We spent \$106,026.02 this Fiscal Year.
  - Responded to 159 calls in August - 5 Fire Calls (1 Working Fire).
  - VECC has hired a new communications manager, Rob Fortner. He has replaced the retired Steve Campbell.
  - Wildland – Our Type II was deployed in Oregon from August 21-September 20. We currently have \$43,832.30 in outstanding wildland billing. We have not yet prepared the bill for the Oregon.
- B. September's Financial Reports – Review, discussion and possible action, of the district's financial status including monthly summary reports.**
- Monthly Financial Report – Motion by Clerk Harrington, second by Chairperson Phillips to approve the Financial Report for the month of September 2017. Motion passed unanimously 4 to 0.
  - Expense Report – Motion by Clerk Harrington, second by Chairperson Phillips to approve the expenses for the month of September 2017. Motion passed unanimously 4 to 0.
  - Monthly Bank Reconciliations and Balance Sheet – Motion by Clerk Harrington, second by Chairperson Phillips to approve the Bank Reconciliations and Balance Sheet for the month of September 2017. Motion passed unanimously 4 to 0.

## **7. Unfinished Business**

- A. 2018-013(a) – Review, discussion and possible action to implement new or updated policies - #5-005, Cost Recovery.**

- This was tabled from the September board meeting and Chief Kahle was directed to seek consult with our legal counsel. Miss Aversa has reviewed and edited the document and has now approved this policy from a legal standpoint. Policy 5-5 is a continuation of our adopted fee schedule and annexation plan. This plan allows staff to convert a bill to an annexation and provides guidelines for noncollectable bills. We hope this policy increases our revenue from cost recovery or single owner annexations.

-Motion by Member Tate, second by Clerk Harrington to implement new policy #5-005 Cost Recovery. Motion passed unanimously 4 to 0.

## **8. New Business**

### **A. 2018-012 – 2018-018 – Review, discussion and possible action to enter into an Intergovernmental Agreement between Corona de Tucson Fire District and the Rincon Valley Fire District for fire, emergency medical, and associated emergency response services.**

- This agreement allows both parties to realize economic efficiencies in the delivery of fire, emergency medical, and associated services. This will also allow both parties to maximize its service delivery given finite resources. It is intended to be reciprocal, but does not require an even exchange of resources at all times; only comparable. Rincon will track responses on a monthly/annual basis to ensure that the services are comparable. This agreement allows us to potentially increase the number of firefighters available for incidents within our District. The agreement will allow us to maximize each other's resources. For instance, Corona will provide their fire investigator without charge and Rincon will provide their BC for full alarm assignments. Our legal counsel has reviewed agreement and approves.

-Motion by Chairperson Phillips, second by Clerk Harrington to enter into an IGA between Corona de Tucson Fire District and Rincon Valley Fire District for fire, emergency medical and associated emergency response services. Motion passed unanimously 4 to 0.

### **B. 2018-019 - Review, discussion, and possible action to approve the Intergovernmental Agreement for Information Technology Services with the Golder Ranch Fire District.**

- RVFD upgraded the records management system and added electronic patient care reporting in October of 2014 when we selected Zoll Data Systems. The arrangement allowed us to be hosted by one of Zoll's vendors, EF Recovery. Unfortunately, that relationship is no longer working and Zoll has suggested that we find a new hosting vendor. (Problems with current vendor relate to data drops and our folks not having the information they need to finish the report.) Chief Kahle looked at all options and our best solution is to convert our hosting to Golder Ranch Fire District. They currently host a number of surrounding agencies - Green Valley, Three Points, and Avra Valley.

Those agencies report great success with their agreements. Golder Ranch will also allow us to improve our service level by providing customized reports, incomplete calls and superior data monitoring services. They have one IT person solely dedicated to ensure that the Zoll program works correctly. Golder will charge us \$3,000 per year to provide the hosting service and Zoll will charge us \$4,200 per year for maintenance. We also have to purchase some new licenses for \$15,750. We have to expend \$15,750 in capital (5720) which was budgeted at \$15,000. Will reduce annual cost to \$7,200/year from \$8,912.40/year.

-Motion by Chairperson Phillips, second by Clerk Harrington to approve the IGA for Information Technology Services with Golder Ranch Fire District. Motion passed unanimously 4 to 0.

**C. 2018-020** – Review, discussion and possible action concerning the 2016/17 Annual Report.

- Chief Kahle provided the RVFD Annual Report for FY 16/17. Some of the highlights and major accomplishments include: New Hires, Promotions, Years of Service Pins and Retirees. Significant strides in staffing, equipment and shared services were also included. Citizen Satisfactory Survey results were also presented. No action was taken. For review and discussion purposes only.

**D. 2018-021** – Review, discussion and possible action to approve the 2017/18 Organizational Statement.

- In addition to the 2017/18 Budget and the 2017/18 Work Plan that were already approved, we also need to adopt an Organizational Statement. The statement identifies who we are and what our capabilities are. The statement includes our vision, mission, values, risk management policy, and levels of service. For instance, we identify that we can provide the public with technical rope rescue, but we don't have the skills, manpower, and equipment to complete a structural collapse incident. The primary change from last year's statement reflects the conversion of the part-time receptionist to full time. We now are authorized for 43 full-time personnel and one part-time person.

-Motion to by Clerk Harrington, second by Chairperson Phillips to approve the 2017/18 Organizational Statement. Motion passed unanimously 4 to 0.

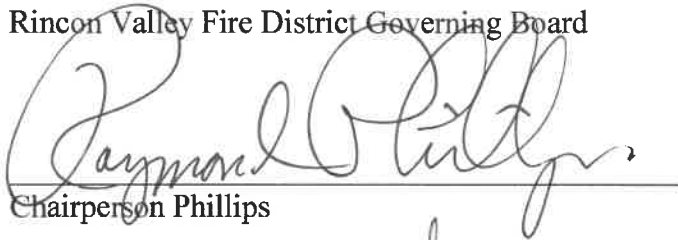
**9. Future Agenda Items (no discussion)**

- Annexations

**10. Adjournment** - Motion by Clerk Harrington, second by Member Tate to adjourn. Motion passed 4 to 0. Meeting adjourned at 6:40 p.m.

Dated this 20<sup>th</sup> day of October 2017.

Rincon Valley Fire District Governing Board

  
Chairperson Phillips

  
Clerk Harrington

  
Member Newman

Member Schlenker

  
Member Tate