

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
HELD DECEMBER 19, 2019**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **DECEMBER 19, 2019 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 Michelle Harrington, Clerk Mark Tate, and Member Jennifer Spears.

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

**1. Call to Order** at 6:05 P.M by Chairperson Harrington

A. Roll Call - Chairperson Michelle Harrington	present
Clerk Mark Tate	present
Member Jennifer Spears	present
Member Chris Klasen	absent

- Also attending – Fire Chief Jayme Kahle and Administrative Manager Laura Bucklin. (Sign-in sheet attached).

**Note: The Board took agenda items out of order:**

**2. (Item #7-A-2020-015) Review, discussion and possible action concerning the Board Member Vacancy.**

- The Rincon Valley Fire District Board of Directors held a Special Meeting on December 11, 2019 to discuss and consider the appointment of a public officer, specifically a Board Member to fill the balance of the term for the vacant seat on the Board. Based on the four letters of interest received, and the Executive Session Interviews held on December 11, 2019, the Board made a motion and voted unanimously to appoint Mr. Kevin McKinley to fill the vacancy as an interim Board Member until the November 3, 2020 election.

A Swearing in Ceremony was held for Mr. McKinley to sign the Oath of Office and officially hold the seat as an interim board member. Mr. McKinley has also completed the Open Meeting Law Statement of Compliance required by A.R.S. § 38-431.01(G).

**3. Pledge of Allegiance** – Board Member McKinley lead the pledge of allegiance.

**4. Date of next meeting scheduled for January 23, 2020 at 6:00 P.M.**

- Confirmed by four board members.

**5. Call to the Public**

- A Christmas card from Vulcan Materials thanking the Firefighters for all they do. Vulcan Materials also donated two barbecue grills for each station.

- An email from Mike McKendrick from Tucson Fire Foundation was presented to state that Firefighter Addam Roads represented Rincon Valley Fire District very well by helping out with the Safe Shift store move. Addam joined volunteers and firefighters from Pascua, Rural Metro and City of Tucson to assist with move.

## 6. Consent Agenda

**Approval of Consent Agenda** – Motion by Member Spears, second by Clerk Tate to approve all items on the Consent Agenda. Motion passed 4 to 0.

- A. Approval of the Minutes of the November 21 2019 Regular Board Meeting.
- B. Approval of the Minutes of the December 11, 2019 Special Board Meeting.
- C. Approval of the Minutes of the December 11, 2019 Executive Session.
- D. Approval of Resolution #20-091 Justice Annexation (261 N Westview Dr.)
- E. Approval of Resolution #20-092 Knott Annexation (9991 S Big Thunder).
- F. Approval of Resolution #20-093 Knott Annexation (10001 S Big Thunder).
- G. Approval of Resolution #20-094 Leonard Annexation (8117 S Pistol Hill).
- H. Approval of Resolution #20-095 Noriega Annexation (13585 E Yorkie Place).
- I. Approval of Resolution #20-096 Bledsoe (Sunshine Spendthrift Trust) Annexation (8201 S Pistol Hill).
- J. Approval of Resolution #20-097 Green Annexation (3761 E Tapia Dr.)
- K. Approval of Resolution #20-098 Midlikoski Annexation (14010 S Old Sonoita Hwy).
- L. Approval of Resolution #20-099 Lee Annexation (1037 N Dry Sand Place).

## 7. Reports and Correspondence

- A. **Fire Chief's Report** – Reviewed by the Board. Report on file.
  - RVFD was re-awarded our Premiere EMS Agency Award (PEAP) from the Arizona Department of Health Services. To achieve this award, RVFD had to 1) provide ePCR forms, 2) demonstrate that we have a quality assurance program, 3) attest our commitment to improving patient care, 4) identify that we are in compliance in transporting minors. Only 50% of the PEAP agencies have renewed under the new requirements.
  - RVFD had our first Standards of Cover committee meeting. We discussed our current turnout times and asked members to go back to their crews on ideas on how to improve our performance.
- B. **November'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 November 2019.
  - Monthly Expense Report for the month of November 2019.
  - Monthly Bank Reconciliations and Balance Sheet for the month of November 2019.

-Motion by Chairperson Harrington, second by Member McKinley to approve the district's financial reports for the month of November 2019. Motion passed 4 to 0.

## **8. Unfinished Business**

**A. 2020-015** – Review, discussion and possible action concerning the Board Member Vacancy.

- Chairperson Harrington requested staff to remove this item from Unfinished Business.

## **9. New Business**

**A. 2020-018** –Review, discussion and possible action to adopt the 2019/2023 Strategic Plan.

- The District's strategic plan ended on 6/30/2019. Staff and Ironwood Strategic Solutions has been working to renew our plan. The District created a strategic plan steering committee in May of 2019. During that same month, we also sought input from our external stakeholders. From these sessions, we identified our Strengths, Weaknesses, Opportunities, and Threats. The steering committee then identified five strategic focus areas of Growth, Staffing, Community Outreach, Training, and Emergency Service Delivery Performance. From those areas, 26 strategic objectives have been identified that we would like to accomplish by June of 2024. There was a presentation from Ironwood Strategic Solutions.

Chairperson Harrington thanked Gary West his and staff with Ironwood Strategic Solutions, the Strategic Planning Committee, and Firefighters/Photographers Chris Heady and Audie Holbert for all their hard work.

Members Spears stated that she would be happy to assist Chief Kahle with the Community Outreach Program. Chief Kahle welcomed her assistance and will send a copy of the Job Description.

Clerk Tate had some concerns regarding the timelines and updates. Chief Kahle stated that the timelines would be adjusted throughout the process. This timeline is flexible and Chief Kahle has a tracking system to adjust as needed. Gary West stated that the Strategic Planning Committee would continue to have quarterly meetings to discuss and adjust as well. Clerk Tate also asked if the reference in the 'Chief's Message' regarding the call increase ratio was normal? Chief Kahle and Gary West both stated that based on our demographics; there are more people moving to Vail. Typically, our growth and call volume are balanced, but RVFD's call volume is much greater than our growth. (CON Expansion, etc.).

Member McKinley stated this is a roadmap, but he understands that it would need to be adjusted. He stated he would rather this be done right, than done on time.

Gary West wanted to close by stating that some big changes are coming in the near future and encouraged the Board to use this Strategic Plan for future budgeting projections.

-Motion by Chairperson Harrington, second by Member Spears to adopt the 2020/24 Strategic Plan. Motion passed unanimously 4 to 0.

**B. 2020-019 – Review, discussion and possible action to approve the Revised Policy #02-016 Outside Employment.**

- During our last labor management meeting, it was discovered that a certain phrase in our Outside Employment Policy may be confusing. Specifically, under Paragraph D, it states that an employee cannot work 12 hours prior to coming on shift. It is not clear if this applies to only off-duty or if it applies to RVFD personnel coming in early to cover the back half of a shift. To provide complete clarity, we are proposing a new clause that states "...an off duty job..."

-Motion by Clerk Tate, second by Member McKinley to approve the revised RVFD Policy #02-016, Outside Employment. Motion passed 4 to 0.

**C. 2020-020 – Review, discussion and possible action to elect Board Officer Positions.**

- RVFD's board bylaws require that we hold an organizational meeting each year to establish the officer positions. The two officer positions are chairperson and clerk. The chairperson provides the "administrative force", signs checks, and signs contracts. The clerk assists the chairperson, causes the agenda, and maintains official records. The bylaws do not specify the selection process.

-Motion by Clerk Tate, second by Member Spears to retain Michelle Harrington as Chairperson for another year. Motion passed unanimously 4 to 0.

-Motion by Member Spears, second by Chairperson Harrington to retain Mark Tate as Clerk for another year. Motion passed unanimously 4 to 0.

**10. ADJOURNMENT** - Motion by Chairperson Harrington, second by Member Spears to adjourn. Motion passed 4 to 0. Meeting adjourned at 7:25 p.m.

Dated this 23rd day of December 2019.

Rincon Valley Fire District Governing Board

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Chairperson Harrington

*Mark Tate*

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Clerk Tate

*Ken McKinley*

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Member McKinley

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Member Spears

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Member Klasen