

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL MEETING
HELD APRIL 16, 2020**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **April 16, 2020 at 6:01 P.M.** as a Virtual Meeting. **Meeting ID Link: meet.google.com/nix-ynsp-zop Phone Numbers (US) +1 318-367-3050 PIN: 177 840 879#.** Present at the meeting were the following members of the Rincon Valley Fire District Governing Board: Chairperson Michelle Harrington, Clerk Mark Tate, Member Kevin McKinley and Member Jennifer Spears.

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

1. Call to Order at 6:01 P.M by Chairperson Harrington

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

- Also attending telephonically– Fire Chief Jayme Kahle, BC Yalen, and CRM De Young.

2. Pledge of Allegiance – Chairperson Harrington lead the pledge of allegiance.

3. Date of next meeting scheduled for May 21, 2020 at 6:00 P.M.

- Confirmed by four board members.

4. Call to the Public

- An email from a resident was sent to Battalion Chief Yalen thanking him for Firefighters Luis Santa Maria and Billy Rivas for taking such good care of him during an emergency.

5. Consent Agenda

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

- A. Approval of the Minutes of the March 19, 2020 Regular Board Meeting.
- B. Approval of the Minutes of the April 1, 2020 Special Board Meeting.
- C. Approval of Resolution #20-130 Gritis Annexation (905 N Solar Dr).
- D. Approval of Resolution #20-131 Litwicki Annexation (851 N Calle Rinconado).
- E. Approval of Resolution #20-132 Pesola Annexation (7945 S Avenida Catrina).
- F. Approval of Resolution #20-133 Lawrence Annexation (13602 S Sundown Ranch Rd).
- G. Approval of Resolution #20-134 Couture Annexation (3082 E Shasta Ln).

- H. Approval of Resolution #20-135 Gray Annexation (2961 E Wiley Ln).
- I. Approval of Resolution #20-136 Lawson Annexation (14326 E Sands Ranch Rd).
- J. Approval of Resolution #20-137 Svob Annexation (1101 N Laney Dr.)
- K. Approval of Resolution #20-138 Boot Annexation (1090 N Laney Dr.)

6. Reports and Correspondence

- A. **Fire Chief's Report** – Reviewed by the Board. Report on file.
- B. **March'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 March 2020.
 - Monthly Expense Report for the month of March 2020.
 - Monthly Bank Reconciliations and Balance Sheet for the month of March 2020.

-Motion by Member McKinley, second by Member Spears to approve the district's financial reports for the month of March 2020. Motion passed unanimously 4 to 0.

7. Unfinished Business

- A. **2020-028 –Review, discussion and possible action concerning the FY 20/21 Annual Budget. Moved this item out of order. This item was discussed as the last item on the agenda.**

Chief Kahle presented the board Draft 1 of the FY20/21 Budget via a PowerPoint and Excel Spreadsheet. The Bond Fund was presented with no change from the board. Chief Kahle then presented the Capital Fund in which a slight change was made from last month. Finally, the General Fund was presented in which it includes a \$378,500 increase within the personnel lines and a \$40,000 increase in operations increases. Specifically, this budget will provide for merit raises, COLA, PSPRS increases, some pay decompression, additional paramedics, fully year of CRM, and a half year of a Assistant Chief position. Unfortunately, this draft is \$56,234 over budget. The board was then discussed three options to balance the budget as presented by the chief of 1)Slightly Reduce Budget, 2)Use Prior Year, 3) or Raise Taxes \$0.04. The Board provided the chief direction to pursue Option 1. The chief felt that he could bring back a tentative budget if he delayed the Assistant Chief position by two months, defer any pay decompression, and freeze future wage differentials.

8. New Business

- A. **2020-032 – Review, discussion and possible action to approve a Memorandum of Agreement with the National Park Service.**

- For years, we have provided fire prevention and response services to the National Park Service's Saguaro National Park East. In addition to emergency responses, we provide preventive service such as courtesy inspections and annual fire extinguisher training. This agreement has the added benefit of our allowing our folks to work together with the park folks for larger incidents such as wildland fire or hiker rescue. This has been a mutually beneficial agreement. The agreement allows us to bill them \$500 per year for services.

-Motion by Clerk Tate, second by Member Spears to approve a Memorandum of Agreement with the National Park Service for Saguaro National Park. Motion passed 4 to 0.

B. 2020-033 – Review, discussion and possible action to approve revised Policy #03-009, Performance Reviews.

- A lot has happened at RVFD since this policy was first adopted in 2013. Since then, we have eliminated the Assistant Chief but added the Battalion Chief. We have improved the training for our captains and have increased the job related expectations of our folks. Most importantly, we no longer do paper evaluations but now have a human resource performance management system called Small Improvements. The computerized system has many benefits over paper in which we can provide traditional reviews, 360-degree performance evaluations, and even unsolicited evaluations. As our workforce changes, our organization is changing with the times to ensure our folks are receiving appropriate feedback. As such, minor tweaks are necessary for our policy to keep up. Specific changes include: increased informal reviews, addition of peer reviews, and improved one on one meetings. We hope to save money on employee retention and improved safety.

-Motion by Chairperson Harrington, second by Member McKinley to approve Policy #03-009, Performance Reviews. Motion passed 4 to 0.

C. 2020-034 – Review, discussion and possible action to approve Resolution #20-129 to join the Arizona Fire District Workers Compensation Risk Pool.

- As reported at the last few board meetings, our current workers comp provider is no providing coverage in Arizona. Our options are: 1) Assigned Risk Pool (\$337,477), 2) 7710 Workers Comp (\$491,000), or 3) Fire District Risk Pool. Although, we don't know the cost of option 3, the first two options are clearly cost prohibitive. [Current estimates for option 3 is \$215,000 and I hope to have a solid quote by the board meeting.] Advantages are: cheaper than alternatives, proven, we own it, "profit" protects our firefighter, tailored loss control, avoid brokers, and eliminate archaic e-mod. Disadvantages are: assessment potential, need critical mass, potential 60% capitalization rate. Best estimate is \$215,000.

-Motion by Member Spears, second by Member McKinley to approve Resolution #20-129 to join the Arizona Fire District Workers Compensation Risk Pool. Motion passed 4 to 0.

D. 2020-035 – Review, discussion and possible action to renew our health care insurance with EMI Health.

- EMI Health, as part of the Public Services Health Benefits Pool, has offered to renew us this year with an incredible zero rate increase. EMI Health manages the Arizona Public Services Health Benefits Pool and contracts with BCBS of Arizona. The District provides 75% of the premium for all benefit classes for the PPO plan and 80% of the premium for all benefit classes for the high deductible plan. The high deductible plan also provides \$1,000/\$1,800 in HSA. We did not explore any other options this year to provide stability. The estimated health insurance cost is \$376,500.

-Motion by Chairperson Harrington, second by Member McKinley to authorize the Fire Chief to renew health care insurance with EMI Health. Motion passed 4 to 0.

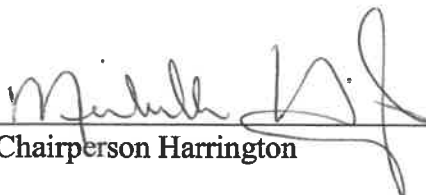
E. 2020-036 - Review and discussion concerning 2020 Board Elections.

- The Rincon Valley Fire District will need to hold general elections for two (2) Board Member vacancies on November 3, 2020. The 2020 election year procedure will begin on May 1, 2020. All candidates must file a Statement of Interest prior to collecting any signatures. Petition filing dates are between June 8 and July 6. A candidate must file between 51 and 250 signatures. Budgeted \$10,000 for FY 20/21 in account #5221, district elections. No action taken. Discussion only.

9. ADJOURNMENT - Motion by Chairperson Harrington, second by Member Spears to adjourn. Motion passed 4 to 0. Meeting adjourned at 7:05 p.m.

Dated this 21st day of April 2020.

Rincon Valley Fire District Governing Board


Chairperson Harrington


Clerk Tate

Kemp
Member McKinley

[Signature]
Member Spears

[Signature]
Member Klasen