

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
VIRTUAL AND IN-PERSON MEETING  
HELD May 19, 2022**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **May 19, 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, Clerk Jennifer Spears, Member Chris Klasen, and Member Kevin McKinley.

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

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

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

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

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

**3. Date of next meeting scheduled for June 16, 2022 at 6:00 P.M.**

- Confirmed by all board members present.

**4. Call to the Public**

- Social Media posts highlighted.
- Hughes Federal Credit Union provided lunch for the crews on April 21, 2022

**5. Consent Agenda**

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

- A. Approval of the Minutes of the April 21, 2022 Regular Board Meeting.
- B. Approval of the Minutes of the April 13, 2022 Study Session for Bylaw Review.
- C. Approval of Resolution #22-037 Huerta/Fuller Annexation (13980 S Sharon Rd.)

**6. Reports and Correspondence**

- A. **Board Member Report – Board has nothing to report at this time.**

- B. **Fire Chief's Report** – Reviewed by the Board. Report on file.
    - No Comments from the Board.
  
  - C. **April'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 April 2022.
    - Monthly Expense Report for the month of April 2022.
    - Monthly Bank Reconciliations and Balance Sheet for the month of April 2022.
- Motion by Clerk Spears, second by Member Klasen to approve the district's financial reports and expenses for the month of April 2022. Motion passed unanimously 4 to 0.

## 7. **Unfinished Business**

- A. **2022-029b - Review, discussion and possible action to purchase land for future fire station 293.**
    - Item has been tabled to the next board meeting
  
  - B. **2022-032a – Review, discussion, and possible action to amend the District Board Bylaws.**
    - The board reviewed the recommended bylaw changes from the 4/13/22 Study Session. Those changes are:
      - Article III, Section 1 - expanded legal membership
      - Article III, Section 1 - added vacancy procedure
      - Article IV, Section 6 - better define roles of the board
      - Article IV, Section 7 - expand officer role from one to two years
      - Added Board Member Report line to the agenda
      - Corrected typos
    - 30 days have now passed and the recommended and reviewed bylaws may be adopted by the board.
- Motion by Clerk Spears, second by Member Klasen to approve the revised bylaws. Motion passed unanimously 4 to 0.

- C. **2022-047 - Review, discussion, and possible action to enter into an agreement for internet services from Rincon Wireless.**

- This agenda item will be tabled to the next board meeting.

- D. **2022-037 – Review, discussion, and possible action concerning succession planning of the Fire Chief position.**

- This agenda item will be tabled to the next board meeting.

## 8. **Public Hearing on the Rincon Valley Fire District Budget for Fiscal Year 2022/2023.**

### **Open Public Meeting at 1807**

- The public hearing is established to hear feedback from the public concerning the tentative budget. The budget has been placed on our website and three public places.
- The proposed total budget is \$6,832,749 and will maintain the operating tax rate at \$2.7834 for the fifth consecutive year. Represents a \$216,699 increase over last year and will generate an additional \$528,000 in our general fund (\$412K Tax, \$167K Ambulance). This budget will allow us to:
  - Retain our highly qualified and dedicated personnel - potential 5.9% raise
  - Paying our workers comp liabilities - \$383,000
  - Investing more in training for our folks
  - Overall Tax Rate of \$ 2.9143
  - Bond rate lowers to \$0.1309
  - Allows the hiring of up to three additional firefighters
  - Funds Strategic Objectives and potential accreditation
  - Lowers tax load by \$21.61 for average taxpayer (\$640.91 this year vs \$666.42 last year)
- Combined Revenue Budget of \$6,832,749. General Fund is \$6,593,600. Bond Fund is \$229,150. Capital Fund is \$10,000.
- Information only. No action taken. No comments from the public.

### **Close Public Meeting at 1809**

#### **9. Budget Adoption - Review, discussion and possible action to approve the FY 22/23 Budget.**

- The proposed total budget is \$6,832,749 and will maintain the operating tax rate at \$2.7834 for the fifth consecutive year. Represents a \$216,699 increase over last year and will generate an additional \$528,000 in our general fund (\$412K Tax, \$167K Ambulance). This budget will allow us to:
  - Retain our highly qualified and dedicated personnel - potential 5.9% raise
  - Paying our workers comp liabilities - \$383,000
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  - Overall Tax Rate of \$ 2.9143
  - Bond rate lowers to \$0.1309
  - Allows the hiring of up to three additional firefighters
  - Funds Strategic Objectives and potential accreditation
  - Lowers tax load by \$21.61 for average taxpayer (\$640.91 this year vs \$666.42 last year)
- Combined Revenue Budget of \$6,832,749. General Fund is \$6,593,600. Bond Fund is \$229,150. Capital Fund is \$10,000.
- Motion by Clerk Spears, second by Chairperson Harrington to adopt Resolution #22-038 to formally adopt the Rincon Valley Fire District Fiscal Year 2022/23 Budget. Motion passed unanimously 4 to 0.

#### **10. New Business**

**A. 2022-049 - Review, discussion and possible action regarding the November 2022 Election Process.**

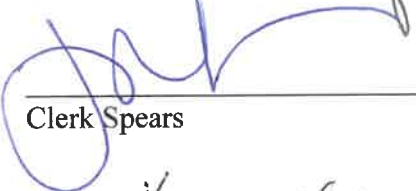
- The Rincon Valley Fire District will hold a general election for three (3) Board Member vacancies on November 8, 2022.
  - Notification of Fire Board Vacancies to the Pima Co. Board of Supervisors
  - Call of Election Resolution approved by the Board.
  - Notice of Call of Election to publish in local newspaper and 3 public places.
- Candidate Petition filing dates are between June 13 and July 11.
- A candidate must file between 57 and 250 signatures.
- Budgeted \$10,000 for FY 22/23 in account #5221, district elections.
  
- Motion by Chairperson Harrington, second by Clerk Spears approve the Notification of Fire Board Vacancies, the Election Resolution, and the Election Notice for the November 8, 2022 General Election. Motion passed unanimously 4 to 0.

**11. ADJOURNMENT** - Motion by Clerk Spears, second by Member Klasen to adjourn. Motion passed 4 to 0. Meeting adjourned at 6:13 p.m.

Dated this 23rd day of May 2022.

Rincon Valley Fire District Governing Board

  
Chairperson Harrington

  
Clerk Spears

  
Member McKinley

Member Klasen

Member Messmer