

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
VIRTUAL MEETING  
HELD June 21, 2020**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **June 18, 2020 at 6:00 P.M.** as a Virtual Meeting. **Meeting ID: [meet.google.com/obn-kbhd-tdn](https://meet.google.com/obn-kbhd-tdn). Join by phone: (US) +1 470-705-0523 PIN: 711 030 489#** Present at the meeting were the following members of the Rincon Valley Fire District Governing Board: Chairperson Michelle Harrington, Clerk Mark Tate, Member Jennifer Spears, Member Kevin McKinley and Member Christopher Klasen.

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
Clerk Mark Tate	present
Member Jennifer Spears	present
Member Chris Klasen	present
Member Kevin McKinley	present

- Also attending – Fire Chief Jayme Kahle, Battalion Chief Jim Tucker, Community Relations Manager Fiona De Young and Administrative Manager Laura Bucklin.

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

**3. Date of next meeting scheduled for July 16, 2020 at 6:00 P.M.**

- Confirmed by all five board members.

**4. Call to the Public**

- A thank you note and some colorful artwork was provided to the Board from a family wishing to thank the Firefighters for responding to their residence for a gila monster relocation.

**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 5 to 0.

- A. Approval of the Minutes of the May 21, 2020 Regular Board Meeting.
- B. Approval of Resolution #20-142 Ewings/Kelly Annexation (3221 E Barcelona)
- C. Approval of Resolution #20-143 Bingham Annexation (101 N Westview Dr.)
- D. Approval of Resolution #20-144 Baboval Annexation (12201 E Hillcrest Cr.)
- E. Approval of Resolution #20-145 Starks Annexation (2873 E Lucca Lane)
- F. Approval of Resolution #20-146 Mackness Annexation (140 N Westview Dr.)

## 6. Reports and Correspondence

- A. Fire Chief's Report** – Reviewed by the Board. Report on file.
- RVFD submitted three new grants – AFGS for Covid PPE, FPS for wildland mitigation, and HHS for lost ambulance revenue.
  - Chief Kahle attended an AFDA Board of Directors meeting. The Securis Risk Pool is a go.
  - Chief Kahle attended a Colossal Fourth meeting – there will not be fireworks nor a parade this year.
  - Staffing. We had one open position; it was filled with a rehire on June 11, 2020 with Firefighter Paramedic Steven Rodriguez.
- B. May'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 May 2020.
  - Monthly Expense Report for the month of May 2020.
  - Monthly Bank Reconciliations and Balance Sheet for the month of May 2020.

-Motion by Member Spears, second by Member McKinley to approve the district's financial reports for the month of May 2020. Motion passed unanimously 5 to 0.

## 7. Unfinished Business

- A. 2020-036b - Review and discussion concerning 2020 Board Elections.**
- The Rincon Valley Fire District will hold general elections for two (2) Board Member vacancies on November 3, 2020. Administrative Manager Laura Bucklin attached a Notice of Call of Election that shall be published in the local newspaper once a week for two weeks within six weeks preceding 90 days before the election. In other words, this notice will be published on 7/1/20 and 7/8/20. The soonest a candidate can file a Nonpartisan Election Petition is June 8, 2020. The deadline for candidates to file a petition is July 6, 2020. The minimum required signatures a candidate needs to file a petition is 51. The maximum required signature a candidate need to file a petition is 250. Budgeted \$10,000 for FY 2021 Account #5221 District Elections

-Motion by Member Spears, second by Member McKinley to approve the publication of the Notice of Call of Election in a local newspaper. Motion passed unanimously 5 to 0.

- B. 2020-039a - Review, discussion and possible action to renew the Dispatch Services IGA with Northwest Fire District.**
- RVFD made a big change last year for our dispatch services. We ended our multi-year arrangement with Drexel Heights Fire and switched over to the SAFERC as administered by Northwest Fire District. What a great

change this has been. In 2019, we hoped that this change with improve services to the public, improved reliability for our folks, and reduced expenses. We accomplished those and more: We saved \$21,000 over proposed Drexel rates. We improved our ISO score from improved dispatch. We have a partner that is vested in helping us achieve our strategic goals of reducing total response times. We are enjoying cutting age and time saving dispatch apps called G2. We partnered (cost share) for the dispatch tracking/exposure tracking app – NFORS. The new agreement reflects an 8.65% decrease for a total of \$54,552.72. The decrease is despite 5.37% call increase over last year.

-Motion by Member McKinley, second by Member Spears to review the second amendment of the IGA for dispatch services with Northwest Fire District. Motion passed unanimously 5 to 0.

**8. Public Hearing on the Rincon Valley Fire District Budget for Fiscal Year 2020/2021**

This is an opportunity for the public to address the Board, make comments, and ask questions regarding the budget. Please state your name and address. Comments are limited to 3 minutes.

-Motion by Chairperson Harrington, second by Clerk Tate to adjourn the Regular Board Meeting and go into the Public Hearing for the FY 20/21 Budget. Motion passed unanimously 5 to 0.

**A. Open public hearing at 6:16 pm.**

- 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 operating budget is \$5,382,200 and will keep the current operating levy rate at \$2.7834. Represents a \$464,000 increase over last year and will generate an additional \$368,250 in taxes. Other increases from grants. Will provide:

- Updated Pay Plan with Merit/COLA
- Added investment in training and paramedic training
- 2 New Employees (full year CRM, 1/3rd year Assistant Chief)
- Workers Comp Impact
- PSPRS Impact

Bond Budget is 539,981 and will lower levy rate to \$0.3716

Combined Tax Rate decrease of \$0.697 (\$3.1550 vs \$3.2248)

Assumes \$221,060 Avg RVFD Home.

Average Taxpayer - \$697.45 - 2.66% increase over last year (\$18.05)

- No response from public. No action taken. Discussion only.

## **B. Close public hearing at 6:20 pm.**

-Motion by Chairperson Harrington, second by Clerk Tate to adjourn the Public Hearing and reconvene the Regular Board Meeting at 6:20 pm. Motion passed 5 to 0.

### **9. Budget Adoption**

Review, discussion, and possible action regarding approval of Rincon Valley Fire District's Fiscal Year 2020/2021 budget and adoption of **Resolution # 20-147** formally adopting the Rincon Valley Fire District's Fiscal Year 2020-2021 Budget.

- Tentative budget for FY 20/21. For the third year, we are able to maintain the operating tax rate at \$2.7834.

Significant Elements:

- Updated Pay Plan with Merit/COLA
- Added investment in training and paramedic training
- 2 New Employees (full year CRM, 1/3rd year Assistant Chief)
- Workers Comp Impact
- PSPRS Impact

Revenue/Expense Increase: \$464,000

(Note: \$100,000 is potential COVID Grant)

- \$312,500 to reward/retain our personnel

Average Taxpayer - \$697.45 - 2.66% increase over last year (\$18.05)

Combined Tax Rate decrease of \$0.697 (\$3.1550 vs \$3.2248)

Assumes \$221,060 Avg RVFD Home.

Balanced Budget. Combined Revenue Budget of \$5,932,182. General Fund is \$5,382,200. Bond Fund is \$539,981. Capital Fund is \$10,000.

- Motion by Member Spears second by Member Klasen to adopt Resolution #20-147 to formally adopt the Rincon Valley Fire District Fiscal Year 20/21 Budget. Motion passed unanimously 5 to 0.

### **10. New Business**

#### **A. 2020-043 - Review, discussion and possible action to approve the amended Policy 04-018, Educational Assistance.**

- This policy was put in place 7 years ago and the District clearly has new educational needs. We need to continue to provide the proper incentives for our folks to continue their education as our agency grows. Chief Kahle is proposing that we adjust this policy to provide increased educational assistance for higher educational degrees since the higher degrees have an increase tuition requirement. Likewise, we will only provide an appropriate level of tuition reimbursement for an eligible employee. A typical associate course is \$714.50 whereas a bachelor course is \$1,100. College Tuition (5161) has been increased for FY20/21 from \$5,900 to \$8,000 per year.

- Motion by Chairperson Harrington, second by Member Spears to approve revised Policy #04-018, Educational Assistance with an effective date of 7/1/2020. Motion passed 5 to 0.

**B. Possible Executive Session Regarding the Meet and Confer Agreement with VFFA Local 5100** – the Board may vote to go into executive session pursuant to ARS 38-432.03(A)(1) for discussion or consideration of the Meet and Confer Agreement.

a. Executive sessions are confidential pursuant to ARS 38-431.03(C).

- No Executive Session held. The Board discussed this topic in the regular meeting as open to the public.

**C. 2020-044 – Review, discussion and possible action to renew the Meet and Confer Agreement with VFFA Local 5100.**

- Local 5100 and the administration would like to renew our existing Meet and Confer Agreement. The current agreement went into effect in March of 2018 and expires on July 1, 2020. No changes have been made. The agreement has been beneficial to both Local 5100 and RVFD. It has been great to have President Mooney and his staff in helping us with some of our budgetary challenges of PSPRS and Workers Comp this last year. Furthermore, we have jointly worked on a new Labor Management Procedure.
- Motion by Chairperson Harrington, second by Member McKinley to renew the Meet and Confer Agreement with VFFA Local 5100. Motion passed unanimously 5 to 0.

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

**(Item 10-F. - 2020-046 - Review and discussion concerning the award of Class 2 from the Insurance Services Office.)**

- Chief Kahle and Community Relation Manager Fiona De Young gave a brief overview of the new ISO Rating and they are pleased to announce that Rincon Valley Fire District is now an ISO Class 2/2Y agency. This ranking puts us in the top 4.7% of the nation's 41,177 rated fire agencies (1,945 are Class 2 or better).

This improved rating is on top of the 2015 rating in which we improved from a Class 5/9 to a 3/3Y. Our significant improvements were:

Dispatch - 2.16%

Fire Department - 9.53% (biggest increase in staffing of 25.54% increase)

Divergence - 40.13%

We lost some points for water supply and community risk reduction.

We should be extremely proud of this rating. This only happens through the work of our folks, the strategic vision of the board, and the community that supports us. The improved rating has a significant impact on non-sprinklered commercial

facilities (primarily school buildings). The residential savings is more modest between \$7,365 and \$33,143. No action taken. Discussion only.

Community Relations Manager Fiona De Young stated that this is also RVFD's 35 Year Anniversary and handed out Challenge Coins to the Board Members. Challenge Coins were also given to retiree's for their years of service.

Board Members wanted to thank CRM Fiona De Young for all her work with social media postings and getting information out to the residents of RVFD.

**D. Executive Session Regarding Chief's Performance Evaluation and**

**Employment Agreement** – the Board voted to go into executive session pursuant to ARS 38-432.03(A)(1) for discussion or consideration of the Chief's performance and employment agreement.

- **Motion by Chairperson Harrington, second by Clerk Tate to adjourn the Regular Board Meeting and go into Executive Session regarding Chief's Performance Evaluation and Employment Agreement at 6:36 pm. Motion passed unanimously 5 to 0.**

a. The Chairperson shall confirm that the Chief received at least 24 hours' notice of the possible executive session.

b. Executive sessions are confidential pursuant to ARS 38-431.03(C).

No action taken in Executive Session. Discussion only.

- **Motion by Chairperson Harrington, second by Clerk Tate to adjourn the Executive Session and reconvene the Regular Board Meeting at 6:48 pm. Motion passed 5 to 0.**

**E. 2020–045 - Review, discussion, and possible action concerning the Chief's Performance Appraisal and renewal of Employment Agreement.**

- This is an opportunity for the Board to evaluate the chief's prior year performance and provide direction for the future. A typical employee is rated in six areas - 1)What did the employee do well?, 2)What could the employee improve on?, 3)Meets mission?, 4)Meet job Requirements?, 5) Met annual goals, and 6)Rate from employee on performance from 1 - 3 with "1" indicating below expectations and "3" indicating exceeds expectations. If the Board feels Chief Kahle has done a good job for the District, he would like his current agreement extended to January 2023. As part of the 7<sup>th</sup> amendment, Chief Kahle is requesting a single step increase and a slight increase towards his 457 plan. Increase in chief's salary of 1.6% COLA and 2.5% Merit. \$1,000 increase to deferred compensation plan. All items are budgeted.

- Motion by Clerk Tate, second by Chairperson Harrington to award the fire chief a score of 3 Exceeds Expectations on his annual performance evaluation and to accept the 7<sup>th</sup> Amendment to his Employment Agreement. Motion passed unanimously 5 to 0.

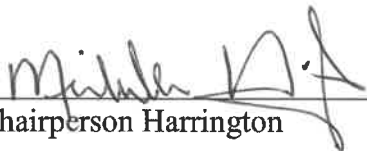
**F. 2020-046 - Review and discussion concerning the award of Class 2 from the Insurance Services Office.**

(This item was moved out of order on the agenda.)

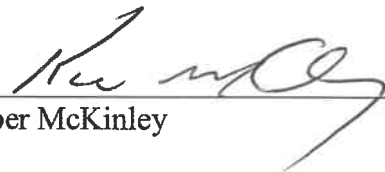
**11. ADJOURNMENT** - Motion by Chairperson Harrington, second by Member Klasen to adjourn. Motion passed 5 to 0. Meeting adjourned at 6:50 p.m.

Dated this 22nd day of June 2020.

Rincon Valley Fire District Governing Board

  
\_\_\_\_\_  
Chairperson Harrington

  
\_\_\_\_\_  
Clerk Tate

  
\_\_\_\_\_  
Member McKinley

\_\_\_\_\_  
Member Spears  
  
\_\_\_\_\_  
Member Klasen