

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
HELD June 21, 2018**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **June 21, 2018 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, Member Mark Tate, and Member Terry Newman.

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

**1. Call to Order** at 6:03 P.M by Chairperson Phillips

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

- Also attending – Fire Chief Jayme Kahle, Administrative Manager Laura Bucklin, Battalion Bisnar. (See hand written sign in sheet attached for others present).

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

**3. Date of next meeting July 26, 2018 at 6:00 P.M.**

- Confirmed by three board members.

**4. Call to the Public**

- Chief Kahle read a couple of emails from residents who wanted to thank the firefighters for checking and replacing their batteries in their smoke detectors.
- Chairperson Phillips also wanted to thank the firefighters for a pest removal.

**5. Consent Agenda**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the May 17, 2018 Regular Board Meeting.  
-Motion by Member Tate, second by Chairperson Phillips to approve the Minutes of the May 17, 2018 Board Meeting. Motion passed 3 to 0.
- B. Approval of **Resolution #18-020** Single Parcel Annexation for Stephen & Brenda Stuthand (14350 E. Sands Ranch Rd).
- C. Approval of **Resolution #18-021** Single Parcel Annexation for Susan Slagel (15030 E. Blue Lava Trail, Vail AZ 85641).  
- Motion by Chairperson Phillips, second by Member Tate to approve Res. #18-020 & Res #18-021 Annexations. Motion passed 3 to 0.

## 6. Reports and Correspondence

- A. Fire Chief's Report – Reviewed by the Board. Report on file.
- No comments from the Board.
- B. May's Financial Reports – Review, discussion and possible action, of the district's financial status including monthly summary reports.
- Monthly Financial Report – Motion by Member Newman, second by Member Tate to approve the Financial Report for the month of May 2018. Motion passed unanimously 3 to 0.
  - Expense Report – Motion by Member Newman, second by Member Tate to approve the expenses for the month of May 2018. Motion passed unanimously 3 to 0.
  - Monthly Bank Reconciliations and Balance Sheet – Motion by Member Newman, second by Member Tate to approve the Bank Reconciliations and Balance Sheet for the month of May 2018. Motion passed unanimously 3 to 0.

## 7. Unfinished Business

- A. **2018-032** – Review, discussion and possible action to adopt the FY 18/19 Final Budget.
- GENERAL FUND - This year's budget is expected to increase the general fund tax rate by \$0.09 \$2.7834 (2017/18 rate). Average homeowner impact will be an estimated tax increase of \$38.71 per year (\$556.68 vs. \$514.68). The tax levy will increase to \$237,652 with expense increase of \$99,192. The budget includes: 1)fully funded PSPRS increase, 2)COLA, 3)11 person minimum staffing, 4)health insurance increases, 5)fire marshal services, and 6)Capital Project Fund transfer.
  - BOND FUND - The bond fund is self-sustaining and the rate will actually lower by \$0.04 again this year to \$0.4885.
  - CAPITAL PROJECTS FUND - Includes \$225,000 for 1) ambulance replacement, 2) MDT replacements, and 3) modem replacements.
  - Total Tax Rate, increases \$3.2193 to 327.19, \$0.5.25 increase, 6.29% increase. The overall general budget is increasing by \$237,652.

Motion by Chairperson Phillips, second by Member Tate to adopt the Fiscal Year 18/19 Final Budget. Motion passed unanimously 3 to 0.

- B. **2018-036** – Review, discussion and possible action to approve a Resolution #18-022 of a Call for Election for the November 2018 Election.
- The Rincon Valley Fire District will hold general elections for three (3) Board Member vacancies on November 6, 2018. The 2018 Election Year Procedure begins at the end of May 2018. At least 120 days before the election date, or no later than July 9, 2018, a "Call Election by Formal Resolution" must be called by the Fire Board. Within the six-week period preceding 90 days before the election date, a "Notice of Call of Election" shall be published in a newspaper of general circulation within the District at least once a week for two consecutive weeks within a 6 week period. The soonest a candidate can file a Nonpartisan Election Petition is July 9, 2018. The deadline for candidates to file a petition is August 8, 2018. The minimum required signatures a candidate needs to file a petition is 42. Budgeted \$6,500 for FY 1819 Account #5221 District Elections.

Motion by Chairperson Phillips, second by Member Tate to approve Resolution # 18-022 of a Call of Election. Motion passed 3 to 0.

**8. New Business - Item #8-A** - Motion by Member Tate, second by Chairperson Phillips to adjourn the Regular Board Meeting, go into Executive Session review, and discuss Chief Kahle's Employment Agreement and Annual Evaluation, at 6:20 pm. Motion passed 3 to 0.

- Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body, except that with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours, for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.  
NO ACTION TAKEN.

-Motion by Member Tate, second by Member Newman to adjourn Executive Session and reconvene the Regular Board Meeting at 6:36 pm. Motion passed 3 to 0.

- A. **2018-043** – Review, discussion and possible action to perform an Annual Performance Appraisal of the Fire Chief.
- 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 three areas - 1) What did the employee do well, 2) What could the employee improve on, 3) Rate from employee on performance from 1 - 3 with "1" indicating below expectations and "3" indicating exceeds expectations. Discussion only, no action taken.

**B. 2018-044** – Review, discussion and possible action to renew the Fire Chief Employment Agreement.

- There are two requested changes to Amendment #5. The first change requests that the termination date be extended one additional year to June 30, 2021. The second change requests that Chief Kahle receive a 2% COLA which is the same amount all other employees will receive. Increase in chief's salary of 2% COLA, which is equal with all other employees. \$2,177.40 increase.

Motion by Member Tate, second by Chairperson Phillips to renew the Fire Chief's Employment Agreement. Motion passed unanimously 3 to 0.

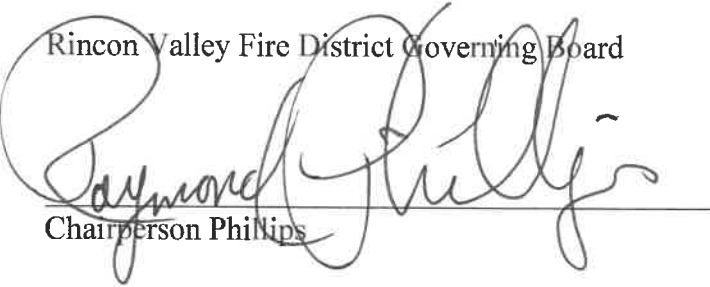
**10. Future Agenda Items (no discussion)**

- Annexations
- Annual Financial Audit FY 17/18 Process.

**11. Adjournment** - Motion by Member Tate, second by Chairperson Phillips to adjourn. Motion passed 3 to 0. Meeting adjourned at 6:40 p.m.

Dated this 26th day of June 2018.

Rincon Valley Fire District Governing Board



Chairperson Phillips

Clerk Harrington



Member Newman

Member Schlenker



Member Tate