

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

A public meeting of the Rincon Valley Fire District Governing Board was convened on **July 16, 2020 at 6:00 P.M.** as a Virtual Meeting. **Meeting ID: 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 6:00 P.M by Chairperson Harrington

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| A. Roll Call - Chairperson Michelle Harrington | present by virtual meeting |
| Clerk Mark Tate | present by virtual meeting |
| Member Jennifer Spears | present by virtual meeting |
| Member Chris Klasen | present by virtual meeting |
| Member Kevin McKinley | present by virtual meeting |

- 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 August 20, 2020 at 6:00 P.M.

- Confirmed by all five board members.

4. Call to the Public

- A thank you note from Lauren Dobbertin was presented to the Board for her appreciation to the Fire Chief and staff while she was employed by the district.

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 June 18, 2020 Regular Board Meeting.
- B. Approval of the Minutes of the June 18, 2020 Executive Session for Chief Kahle’s Performance Evaluation and Employment Agreement.
- C. Approval of Resolution #21-001 Logan Annexation (13749 E Blue Cactus Ln).
- D. Approval of Resolution #21-002 Romero Annexation (200 N Westview Dr).
- E. Approval of Resolution #21-003 Hart Annexation (13526 Yorkie Pl).
- F. Approval of Resolution #21-004 McGee Annexation (13240 S Hound Dog).
- G. Approval of Resolution #21-005 Winek Annexation (13270 S Hound Dog).

- H. Approval of Resolution #21-006 Whalen Annexation (2751 E Lucca L).
- I. Approval of Resolution #21-007 Frey Annexation (1191 N Calle Rinconado).
- J. Approval of Resolution #21-008 Sherman/Gietl Annexation (13210 S Hound Dog Rd).
- K. Approval of Resolution #21-009 Bunge Annexation (18760 E Cactus Hill Rd).
- L. Approval of Resolution #21-010 Ellingson Annexation (1028 N Davidson Canyon Dr).
- M. Approval of Resolution #21-011 Heller Annexation (2531 E Wetstones).
- N. Approval of Resolution #21-012 Drowning Impact Awareness Month (DIAM).

6. Reports and Correspondence

- A. **Fire Chief's Report** – Reviewed by the Board. Report on file.
 - AFDA reports that there may be help with the PSPRS rates if the Smart and Safe Arizona Act passes. The Smart and Safe Arizona Act campaign filed 400,000 plus signatures with the Secretary of State last week to place a measure on the November ballot to legalize recreational marijuana. The measure requires 237,645 valid signatures to qualify for the ballot. The measure would tax marijuana sales at 16% above the regular sales tax rate, with the new tax revenues primarily funding public safety, community colleges and transportation. Public safety agencies who participate in the Public Safety Personnel Retirement System (PSPRS) are slated to each receive a pro-rata share of 31 percent of the new tax funding.
 - 14th Firefighter position. Initial analysis shows that the addition of the SAFER Grant funded position was a great decision. Not only have we increased our average daily staffing, we have drastically reduced our overtime expenses and the corresponding stress on our folks.
 - Chief Kahle continues to track the Vail-Wentworth bridge project. It is still scheduled to be completed by July 31, 2020.
 - Mutual Aid – RVFD is making progress with mutual aid. RVFD is now doing a dual response with Tucson Fire on Interstate 10 between Sonoita Highway and Houghton. This should improve response time given the bridge construction.
 - Strategic Plan - Chief Kahle gave presented the Board with a status on FY 19/20 Objectives, which have all been completed, and he provided the detail for the FY 20/21 Objectives.
 - Grants
 - 2019 AFG Regional. – The grant is filed. Awaiting notification.
 - 2019 AFG S - The grant is filed. Awaiting notification.
 - 2019 SAFER - The grant is filed. Awaiting notification.
 - HHS Round 2 - The grant is filed. Awaiting notification.
 - SAEMS - The grant is filed. Awaiting notification.
 - Finally opened reimbursements for 2018 SAFER.

B. June'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 June 2020.
- Monthly Expense Report for the month of June 2020.
- Monthly Bank Reconciliations and Balance Sheet for the month of June 2020.

-Motion by Member Spears, second by Member McKinley to approve the district's financial reports and expenses for the month of June 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. The deadline for candidates to file a petition was July 6, 2020. Administrative Manager Laura Bucklin called the elections department on July 9, 2020 to find out how many candidates filed petitions. They said that only one candidate filed signature petitions and one candidate filed a statement of values without signatures. The elections department also stated that RVFD might still have some write-in candidates to file. The deadline for write-in candidates is August 19, 2020. No action taken. Discussion only.

8. New Business

Note: The Board took agenda items out of order:

(Item 8-C. - 2021-003 – Review, discussion and possible action to purchase Station Alerting System from United States Digital Design in the amount not to exceed \$101,000.

- Two of this year's strategic objectives concentrate on reducing our total response time. Specifically, objective 5A is to reduce call-processing times and objective 5B is to reduce turnout time. The USDD system will help achieve both of those objectives. The system uses already established links between Rincon and City Communications to instantly dispatch our incidents. The system can dispatch up to 99 calls simultaneously. Furthermore, there will be no lag between the dispatch center to wait for radio traffic. Our turnout time should improve with the addition of immediate feedback to our firefighters in the form of countdown timers. We hope this system can reduce our total response time by approximately 30 seconds in FY 2021. This is based upon experienced improvements from other agencies. To achieve a 30-second reduction without this system, we would need to staff another station. (Approximate annual operating cost would be approximately \$1,000,000 per year on top of the \$4,000,000 in capital for apparatus and facility. The current agreement is for \$96,699.91

and is being purchased through the FireRescue GPO. Budgeted for \$115,000 in Capital Fund.

Erik Hanson with the USDD was able to give the Board a Power Point Presentation of the Alerting System and answer questions. The Board had questions regarding the annual maintenance and upgrade costs of the system. Chief Kahle stated the annual maintenance would need to be budgeted in future years and if the cost is approximately \$6,000 per year. Mr. Hanson stated that annual maintenance fee is to cover broken items, upgrade software and the continued use of the G2 app.

- Motion by Clerk Tate, second by Chairperson Harrington to authorize the purchase of a station alerting system from USDD in the amount not to exceed \$110,000. Motion passed unanimously 5 to 0.

A. 2021-001 – Review, discussion and possible action to transfer \$31,000 from Contingency into Capital for the purchase of the Community Relations vehicle.

- This transfer was already authorized at the January 2020 board meeting to purchase a vehicle for the Community Relations Manager. Unfortunately, we did not receive the truck before the end of the 19/20 fiscal year. The dealership informed us the Ford shut down its line because of the COVID-19 Pandemic. The vehicle is now expected to be delivered in early August and we need to allocate funds for it. Please note that this expense was not budgeted in FY 20/21 since up until June 1, we thought we would still take delivery. \$31,000 transfer from line item 5930 to line item 5730.
- Motion by Member Spears, second by Member McKinley to authorize the transfer of \$31,000 from Contingency into Vehicles for the purchase of the FY 19/20 budgeted CRM vehicle. Motion passed unanimously 5 to 0.

B. 2021-002 – Review, discussion and possible action enter into an IGA with the City of Tucson for a backup Certificate of Necessity (CON).

- RVFD's strategic plan identified the advantages of seeking cooperative agreements with the City of Tucson and this is the first step. The bridgework on Vail-Wentworth and the proposed bridgework on Houghton has generated the idea that our two agencies should work together for the betterment of our citizens. As a result, the two chiefs have worked out an operational agreement in which both agencies will respond to provide the fastest response time. Tucson can get to incidents on eastbound Interstate 10 that is west of Sonoita Highway. Likewise, Rincon can get to incidents that are on westbound Interstate 10. However, our Certificate of Necessity (CON) with Arizona Department of Health Services (ADHS) require that each agency have a formal agreement in place in order to transport patients in the other territory. This should be revenue/expense neutral.

- Motion by Member Spears, second by Clerk Tate to approve the Intergovernmental Backup Ambulance Agreement between Rincon Valley Fire District and City of Tucson Fire Department. Motion passed 5 to 0.

C. 2021-003 – Review, discussion and possible action to purchase Station Alerting System from United States Digital Design in the amount not to exceed \$101,000.

- (This item was moved up on the agenda.)

D. 2021-004 – Review, discussion and possible action to adopt the 2020 Fee Schedule.

- Historically, we have indexed our prevention related fees with that of NWFD. The logic being that it accurately reflects our cost to provide those services. Since we adopted the current fee structure, NWFD has raised their rates twice. This new fee schedule accurately reflects the cost of providing services and it is market competitive. Likewise, we need to update our fire rates to better reflect the cost of increased wages over the last two years. The increased fee schedule should slightly increase our prevention revenues by 30%.

- Motion by Clerk Tate, second by Member McKinley to adopt the 2020 RVFD Fee Schedule. Motion passed unanimously 5 to 0.

E. 2021-005 – Review, discussion and possible action to approve the amended Policy #4-003, Paid Time Off.

- As part of the annual review, we review the PTO taken by our folks. Chief Kahle noticed on average, the shift folks took more time off than the 40-hour folks did and he wanted to know why. He figured it out and we made a mistake back in 2013 with our HR consultant. Our 40-hour folks do not get an equal amount of PTO time as our 56-hour folks, even considering the shift folks work an average of 56 workweeks and 40-hour folks work - 40 hours. To fix it we need to adjust to provide equality among the ranks and use the industry standard of 71%. 40-hour folks work 71% less hours (2,080 / 2912). Our current policy puts 40-hour folks between 54% and 61%. The second change is the banked PTO rate. Since we do not provide short-term disability, we could increase PTO bank. In the event someone is hurt, they can use banked time. I would like to increase PTO banked hours by 120 hrs (5 shifts). Lastly, we need a policy statement when employees move between shift and 40 hr. Expense neutral. We budget for a full year's salary for 40-hour folks and they are not backfilled. Increased PTO bank could cost more at separation.

- Motion by Chairperson Harrington, second by Member Spears to approve the amended Policy #4-003, Paid Time Off. Motion passed 5 to 0.

F. 2021-006 – Review, discussion and possible action to modify our CON Standards.

- Our current CON response time performance standards have become outdated. Chief Kahle can even find the data that shows when the response times were put in place but they are clearly more than seven years old and our district

demographics have drastically changed. We had adopted response time performance standards for in-district response with the adoption of the CRA-SOC and our in district times are immensely better than the CON requirements (9/90%). However, we do struggle with the first unit arrival in the out of district areas with the expansion into the Corona area. Therefore, I would like to apply for a modification with ADHS as follows:

- 10 minutes 55% of the time
- 15 minutes 75% of the time
- 20 minutes 95% of the time
- 30 minutes 100% of the time - change to 98%
- Please note that our request is within market performance standards (See graph).

General discussions regarding if the changes are acceptable and Chief Kahle presented NFORS data. Upon further discussion, it was determined to change the 30 minutes 100% if the time – change to 98%, and leave the 10 minutes 55% of the time unchanged. All Board Members were in favor and agreed the change would be acceptable.

- Motion by Member Klasen, second by Member Spears to request a modification to our CON performance standards. Motion passed unanimously 5 to 0.

11. ADJOURNMENT - Motion by Chairperson Harrington, second by Member Klasen to adjourn. Motion passed 5 to 0. Meeting adjourned at 7:01 p.m.

Dated this 17th day of July 2020.
Rincon Valley Fire District Governing Board



Chairperson Harrington



Clerk Tate

Member McKinley

Member Spears



Member Klasen