

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL MEETING
HELD August 20, 2020**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **August 20, 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 and Administrative Manager Laura Bucklin.

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

3. Date of next meeting scheduled for September 17, 2020 at 6:00 P.M.

- Confirmed by all five board members.

4. Call to the Public

- Scott Haller – No comments.
- Donna Graybill – No comments.

5. Consent Agenda

Approval of Consent Agenda – Motion by Clerk Tate, second by Member McKinley to approve all items on the Consent Agenda. Motion passed 5 to 0.

- A. Approval of the Minutes of the July 16, 2020 Regular Board Meeting.
- B. Approval of Resolution #21-013 Landeros/Alvarez Annexations (2711 E Darlene Way).
- C. Approval of Resolution #21-014 Alvarez Annexation (2721 E Darlene Way).
- D. Approval of Resolution #21-015 Wilson Annexation (240 N Sharon Rd).
- E. Approval of Resolution #21-016 Gabrielson/Sanderson Annexation (3635 E Rincon View Dr).
- F. Approval of Resolution #21-017 Crissman Annexation (3081 E Shasta Ln).

- G. Approval of Resolution #21-018 Hallstrom Annexation (12351 E Thunderhead Ranch Rd).
- H. Approval of Resolution #21-019 Fabry Annexation (3601 E Sahuarita Rd).

6. Reports and Correspondence

- A. **Fire Chief's Report** – Reviewed by the Board. Report on file.
 - No comments from the Board.
- B. **July's Financial Reports** – Review, discussion and possible action, of the district's financial status including monthly summary reports. Chief Kahle informed the board about the Solar Industry lawsuit and that the Pima County Treasurer will be issuing refunds. For July alone, Rincon refunded approximately \$10,000.
 - Monthly Financial Report for the month of July 2020.
 - Monthly Expense Report for the month of July 2020.
 - Monthly Bank Reconciliations and Balance Sheet for the month of July 2020.

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

7. Unfinished Business

- A. **2020-036b - Review and discussion concerning 2020 Board Elections.**
 - The deadline for write-in candidates was August 19, 2020. Administrative Manager Laura Bucklin called the Elections Department on August 20, 2020 and was told that we have two candidates, Matthew Messmer and Kevin McKinley.

Per H2069: County Election Law Amendments, when the number of person filing nomination petitions is less than or equal to the number of positions to be filled, the county board of supervisors may cancel the election and appoint the persons who filed petitions to fill the positions.

The Board Chair offered to notify the Pima County Board of Supervisors via letter to cancel the election and asked that staff add the appointment of the two candidates at the next board meeting. Discussion only. No action taken.

8. New Business

- A. **2021-007 – Review, discussion and possible action to transfer budget funds from the General Fund to the Capital Fund.**
 - Preliminary and unaudited financial reports are showing that the General Fund has \$678,161.59 of revenues in excess of expenses for FY 19/20. Those funds

can be used to lower tax rate, pay down debt, fund our capital replacement or designate for future uses. The funds may not be used for current year operational costs. Historically, we use these funds to fund our Capital Replacement Plan (\$200,000). This year, Chief Kahle would like to designate an additional \$300,000 to be used for a future capital needs, such as a third station. Our total preliminary and unaudited budget reports show a total general fund carryover from 2019/20 at \$2,421,538.43 (2020/21 budgeted at \$2,100,000). This plan also leaves capacity in the general fund to partially offset future operational costs, such as SAFER grant. The 2020/21 approved budget includes the \$200,000 transfer. \$500,000 transfer from General Fund's Capital Projects Transfer line (5920) to Capital Projects Fund's Transfer line (4410). Upon transfer, the capital projects budget will have a balance of \$1,473,799. Board Member McKinley inquired if these funds could be used to pay off bond debt. Chief Kahle informed that it can be when the bonds are next callable – July 1, 2021. Staff was directed to bring this agenda item back in April 2021.

-Motion by Clerk Tate, second by Member Spears to approve the transfer of \$500,000 from the General Fund to the Capital Projects Fund. Motion passed unanimously 5 to 0.

B. 2021-008 – Review, discussion and possible action to approve revised policies.

- Policy 01-002, Equal Employment Opportunity is being amended to become compliant with a recent US Supreme Court ruling concerning discrimination. In essence, "sex" is being removed and replaced with gender orientation and gender identity.

Policy 02-002, Sexual Harassment and Other Unlawful Harassment is amended to become compliant with a recent US Supreme Court ruling concerning discrimination as similar to Policy 01-002 changes. In addition, additional guidelines are added for anti-bullying and anti-retaliation.

Policy 04-020, Employee Assistance and Traumatic Events Counseling is amended to become compliant with the Officer Craig Tiger Act. This act was enacted in 2018 but we were tardy on updating our policy.

-Motion by Member Klasen, second by Chairperson Harrington to approve the revised Policies 01-002, 02-002 and 04-020. Motion passed 5 to 0.

C. 2021-009 – Review and discussion regarding RVFD's current bond status.

- The District has two bonds. Series A issued in 2008 for \$5,065,000 to build and equip Station 292 with furnishings and apparatus. This is a traditional loan with a pay-off date of July 2022. True interest rate of 3.77%. To date, we have paid off \$4,150,000 of Series A and now only owe \$915,000. At the end of this fiscal year, we will only owe \$465,000. Series B issued in 2011 for \$1,650,000 to pay off Station 291 loan and purchase apparatus. This is an interest only loan until 2023 and then it converts to a traditional loan with a payoff of July 2030. True interest rate of 5.465%.

Anticipated Bond Tax Rate: (assumes 4% growth rate)

| | |
|------|----------|
| 2022 | \$0.3730 |
| 2023 | \$0.1640 |
| 2024 | \$0.1581 |
| 2025 | \$0.1492 |
| 2026 | \$0.1461 |

A total of \$2,518,875 paid in interest. \$4,150,000 paid to principal.
\$2,565,000 owed of original \$6,715,000 of debt. 62% now paid.

Discussion only. No action taken.

D. 2021-010 – Review, discussion and possible action concerning the CRA-SOC Update.

- - RVFD had 2,191 incidents with 3,328 unit responses
- 67% of all calls were within the District
- RVFD suspects that our 2018 baseline data is incorrect since Travel time increased (90 sec) and total response time increased (102 sec)
- Met our EMS Total Response time 2020 objective
- Met all four strategic objectives
- Established 8 new strategic objectives for FY 20/21

-Motion by Member Spears, second by Clerk Tate to approve the CRA-SOC and Strategic Plan update. Motion passed 5 to 0.

E. 2021-011 – Review, discussion and possible action to enter into an agreement with Nationwide Retirement Solutions.

- RVFD currently uses Security Benefits as the 457-plan administrator. Chief Kahle proposes that we offer a second option to our folks - Nationwide Retirement Solutions. Nationwide is the authorized PSPRS administrator for the voluntary 457 plan and the Tier II/III PSPRS 401a plan. The benefits to adding Nationwide:
 - aligned with the PSPRS plan (one-stop shop for retiring employees)
 - lower administrative fees (0.16% vs 0.85%)
 - offers another option
 - investment options managed by PSPRS
 - improved retirement readiness

Please note that we plan to maintain both providers - Nationwide and Security Benefit.

-Motion by Member Klasen, second by Member McKinley to approve joinder agreement with Nationwide Retirement Solutions. Motion passed 5 to 0.

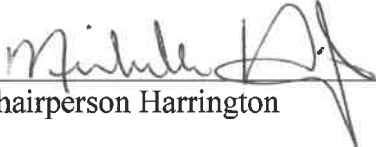
F. 2021-012 – Review and discussion concerning the 2019/20 Annual Report.

- Chief Kahle provided a draft Annual Report that highlighted the major accomplishments from FY 2019/20. Review and discussion only. No action taken.


9. **ADJOURNMENT** - Motion by Chairperson Harrington, second by Clerk Tate to adjourn. Motion passed 5 to 0. Meeting adjourned at 6:34 p.m.

Dated this 21st day of August 2020.

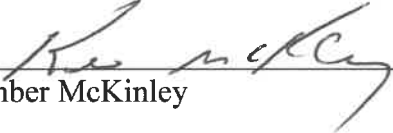
Rincon Valley Fire District Governing Board




Chairperson Harrington



Clerk Tate



Member McKinley

Member Spears


Member Klasen