

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
HELD September 20, 2018**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **September 20, 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: Clerk Michelle Harrington, Member Terry Newman, and Member Kirsten Schlenker.

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	absent
Clerk Michelle Harrington	present
Member Terry Newman	present
Member Kirsten Schlenker	present
Member Mark Tate	absent

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

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

**3. Date of next meeting October 18, 2018 at 6:00 P.M.**

- Confirmed by three board members.

**4. Call to the Public**

- Badge Pinning Ceremony for new Firefighters, Scott O'Halloran, Chris Heady, and Billy Rivas.
- Retirement Ceremony for Firefighter Gerard Love.

**5. Consent Agenda**

**Approval of Consent Agenda** – Motion by Member Schlenker, second by Member Newman to approve all items on the Consent Agenda. Motion passed 3 to 0.

- A. Approval of the Minutes of the August 16, 2018 Regular Board Meeting.
- B. Approval of **Resolution #19-007** – Ward Annexation (14052 S. Old Sonoita Hwy.)

**6. Reports and Correspondence**

- A. Fire Chief's Report – Reviewed by the Board. Report on file.
  - No comments from the Board.

- B. August's Financial Reports – Review, discussion and possible action, of the district's financial status including monthly summary reports.
- Monthly Financial Report – Motion by Member Schlenker, second by Clerk Harrington to approve the Financial Report for the month of August 2018. Motion passed unanimously 3 to 0.
  - Expense Report – Motion by Member Schlenker, second by Clerk Harrington to approve the expenses for the month of August 2018. Motion passed unanimously 3 to 0.
  - Monthly Bank Reconciliations and Balance Sheet – Motion by Member Schlenker, second by Clerk Harrington to approve the Bank Reconciliations and Balance Sheet for the month of August 2018. Motion passed unanimously 3 to 0.

## 7. Unfinished Business

- A. **2018-036d** – Review, discussion and possible action to authorize the Notice of 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. A total of five (5) candidates have filed petitions to fill the three (3) vacancies. Since the number of candidates is greater than the number of vacancies, RVFD shall hold an election. The next step in the election process is to publish in the newspaper, and three public places, the "Notice of Election."

-Motion by Member Schlenker, second by Clerk Harrington to authorize the Notice of Election for the November 2018 General Election. Motion passed unanimously 3 to 0.

## 8. New Business

- A. **2019-004** - Review, discussion, and possible action to renew the Intergovernmental Agreement with the State of Arizona for cooperative procurement.
- In January of 2013, the District entered into an agreement with the State of Arizona for cooperative procurement as allowed by our policy. The cooperative agreement has allowed us to save money in our purchases and to ensure compliance with our District policy. To date, we have used this agreement to purchase items such as command vehicles, tires, and automotive supplies.

-Motion by Clerk Harrington, second by Member Newman to renew the IGA with State of AZ Cooperative Procurement. Motion passed 3 to 0.

- B. 2019-005** - Review and discussion concerning the 2017/18 Annual Report.
- Chief Kahle attached a draft annual report that highlights the major accomplishments from FY 2017/18. Discussion only. No action taken.

**C. 2019-006** – Review, discussion and possible action on the High Desert Annexation **Resolution 19-005**.

- On December 21, 2017, the Board determined the proposed High Desert Annexation would promote the public health, comfort, convenience, necessity or welfare and approved the Boundary Change Impact Statement and approved the circulation of petitions. Pursuant to ARS Sec. 48-262(B) (3), circulated petitions must be returned to the District. And as of the date of this meeting, the proponent of the Boundary Change Impact Statement and circulator of the petitions has indicated that due to various reasons, the necessary petition signatures have not been obtained and it is reasonably certain that they will not be obtained at this time. Further efforts on the High Desert Annexation should be terminated at this time with the Board willing to consider future annexation. The tax base will not increase by the estimated \$705,032.

-Motion by Clerk Harrington, second by Member Schlenker to terminate the High Desert Group Annexation by Resolution #19-005. Motion passed unanimously 3 to 0.

**D. 2019-007** - Review, discussion and possible action on the Lava Peak Annexation **Resolution 19-006**.

- On October 19, 2017, the Board determined the proposed Lava Peak Annexation would promote the public health, comfort, convenience, necessity or welfare and approved the Boundary Change Impact Statement and approved the circulation of petitions. Pursuant to ARS Sec. 48-262(B) (3), circulated petitions must be returned to the District. And as of the date of this meeting, the proponent of the Boundary Change Impact Statement and circulator of the petitions has indicated that due to various reasons, the necessary petition signatures have not been obtained and it is reasonably certain that they will not be obtained at this time. Further efforts on the Lava Peak Annexation should be terminated at this time with the Board willing to consider future annexation. The tax base will not increase by the estimated \$107,333.

-Motion by Clerk Harrington, second by Member Newman to terminate the Lava Peak Group Annexation by Resolution #19-006. Motion passed unanimously 3 to 0.

**E. 2019-008** – Review, discussion and possible action to modify the 2018/19 Capital Replacement Plan.

- Our original plan called for us to surplus our reserve ambulance, Shop #0603, when the new ambulance is placed in service. However, current analysis shows that we need to have two reserve ambulances to maintain two in-service ambulances. This analysis is based upon ambulance out of

service times, increased call volume, and increased dependence on third ambulance. During this last summer, we experienced a number of times in which two of our three ambulances were out of service which only left us one unit in service. We need to maintain two units to provide adequate level of service to our public. Our calls continue to increase and last year was no exception. Our total calls over last year increase 11% as indicated by the 2,012 calls. Likewise, our transports are also increasing. We provided 863 transports last year over prior year's 835. Lastly, we use our reserve ambulance quite frequently as a third out ambulance. Over the last four months, we had both front line units on calls and our third ambulance had to transport six times. Estimated at \$4,000 per year - insurance, ADHS, medical supplies, fuel.

-Motion by Member Schlenker, second by Member Newman to modify the 2018-19 Capital Replacement Plan.

**F. 2019-009 – Review, discussion and possible action to approve the updated Fee Schedule.**

- Arizona Department of Health Services (ADHS) allows us to automatically increase our ambulance rates once per year. This year they authorized a 2.65% and our medical biller, MDS, submitted for a rate increase. ADHS authorized the rate increase on 8/28/18. Our new rates are: ALS/BLS \$1,487.13; mileage 21.09; standby \$371.79; subscription \$60.50. In addition, I am recommending that we adopt "CON Rates" under the ambulance rate section so the fee schedule is not constantly being revised. This past year, we published the actual rates. We anticipate the 2.65% to increase our ambulance revenue approximately 1.5%; \$10,000. We hope this helps offset the revenue reduction last year.

-Motion by Clerk Harrington, second by Member Newman to update the Fee Schedule. Motion passed 3 to 0.

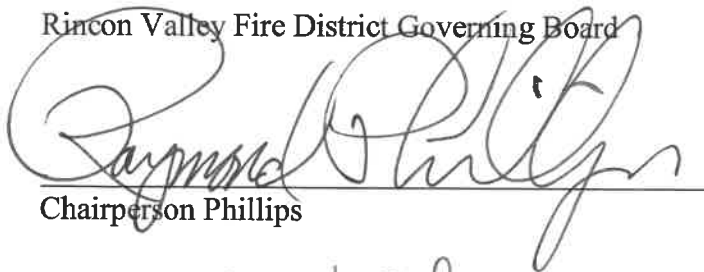
**10. Future Agenda Items (no discussion)**

- Annexations
- Annual Financial Audit FY 17/18.

**11. Adjournment - Motion by Member Schlenker, second by Clerk Harrington to adjourn. Motion passed 3 to 0. Meeting adjourned at 6:39 p.m.**

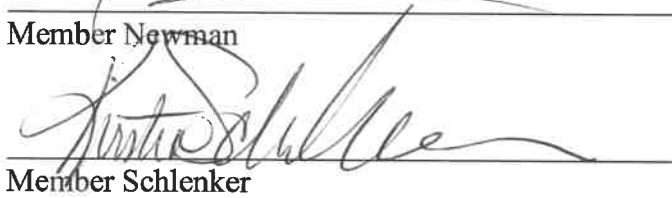
Dated this 21st day of September 2018.

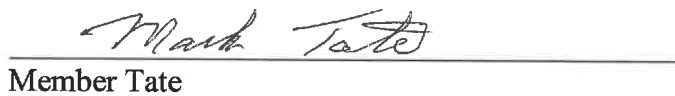
Rincon Valley Fire District Governing Board

  
Chairperson Phillips

  
Clerk Harrington

  
Member Newman

  
Member Schlenker

  
Member Tate