

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD July 21, 2022**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **July 21, 2022 at 6:00 P.M.** Present at the meeting were the following members of the Rincon Valley Fire District Governing Board: Clerk Jennifer Spears, Member Chris Klasen, Member Matt Mesmer and Member Kevin McKinley.

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

1. Call to Order at 6:00 P.M. by Clerk Jennifer Spears

A. Roll Call - Chairperson Michelle Harrington	absent
Clerk Jennifer Spears	present
Member Chris Klasen	present
Member Kevin McKinley	present
Member Matt Messmer	virtual

- Also attending – Fire Chief Jayme Kahle, Assistant Chief Jim Tucker, Community Relations Manager Fiona DeYoung, Battalion Chief Allen Yalen, Administrative Manager Laura Bucklin and Administrative Assistant Claudia McMullen.

2. Pledge of Allegiance – Assistant Chief Jim Tucker lead the pledge of allegiance.

3. Date of next meeting scheduled for August 18, 2022 at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- Board Member Candidate Lora Gruner gave a brief introduction about herself and her family to all of those who were present

5. Consent Agenda

Approval of Consent Agenda – Motion by Member Klasen, second by Member McKinley to approve all items on the Consent Agenda. Motion passed 4 to 0.

- A.** Approval of the Minutes of the June 16, 2022 Regular Board Meeting.
- Motion by Member Klasen, second by Member McKinley to approve the Minutes of the June 16, 2022 Regular Board Meeting. Motion passed 4 to 0.
- B.** Approval of the minutes of the June Executive Session (Chief Kahle Employment Agreement).
- Motion by Member Klasen, second by Clerk Spears to approve the Minutes of the June Executive Session (Chief Kahle Employment Agreement). Motion passed 4 to 0.

- C. Approval of the minutes of the June Executive Session (Assistant Chief Tucker Draft Employment Agreement).
 - Motion by Member Klasen, second by Member McKinley to approve the Minutes of the June Executive Session (Assistant Chief Tucker Draft Employment Agreement). Motion passed 4 to 0.
- D. Approval of Resolution #23-001 Polansky Annexation (3001 E Calle Bacardi).
- E. Approval of Resolution #23-002 Jones Annexation (10820 S Colossal Cave Place)
 - Motion by Member Klasen, second by Member McKinley to approve the Resolution #23-001 Polansky Annexation and #23-002 Jones Annexation. Motion passed 4 to 0.

6. Reports and Correspondence

- A. **Board Member Report** – No report.
- B. **Fire Chief's Report** – Reviewed by the Board. Report on file.
 - Fire Chief Kahle gave an update from Senator Mark Kelly's office regarding grant funds requested for the use of Station 291 Expansion and Remodel.
 - No Comments from the Board.
- C. **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 2022.
 - Monthly Expense Report for the month of June 2022.
 - Monthly Bank Reconciliations and Balance Sheet for the month of June 2022.
 - Motion by Member McKinley, second by Member Klasen to approve the district's financial reports and expenses for the month of June 2022. Motion passed unanimously 4 to 0.

7. Unfinished Business

- A. **2022-029b - Review, discussion and possible action to purchase land for future fire station 293.**
 - Item has been tabled to the next board meeting
- B. **2022-049 - Review, discussion and possible action regarding the November 2022 Election Process.**
 - Chief Kahle gave an update to the Board. There are currently three open seats and three valid candidates have submitted their interest. There was a fourth candidate but the Elections Department determined that he was not eligible since he is not a District resident.
 - If there are no write in candidates by July 26, 2022, the district will inform the County that no election shall be required.

- No action taken. Information only.

8. New Business

A. 2023-001 – Review, discussion, and possible action to enter into a Fire Chief Employment Agreement with James Tucker.

- At the last board meeting, the board directed Jim Tucker and our attorney to finalize an employment agreement. Both parties were able to reach an agreement and that agreement was attached.
 - A change of the guard ceremony will be held on November 18, 2022.
- Motion by Member McKinley, second by Member Klasen to hire James Tucker as our next fire chief and to approve the fire chief employment agreement. Motion passed unanimously 4 to 0.

B. 2023-002 – Review, discussion and possible action to transfer budgeted funds from the General Fund to the Capital Fund.

- Chief Kahle explained that there are a number of capital projects that we need to fund this year –an engine and an ambulance. We have planned excess funds in the general fund that was budgeted to be transferred to the capital fund.
 - Preliminary and unaudited financial reports are showing that the General Fund has \$681,201.12 of revenues in excess of expenses for FY 21/22. (Please note that this figure does not include June County revenue). These funds can only be used for budgeted capital expenses or lowering the following year's tax rate. No changes have been made.
 - Our total preliminary and unaudited budget reports show a total general fund carryover from 2021/22 at \$2,985,924.94 (2022/23 budgeted at \$2,400,000).
 - Fiscal Impact: \$953,000 transfer from General Fund's Capital Projects Transfer line (5920) to Capital Projects Fund's Transfer line (4420).
- Motion by Member McKinley, second by Member Klasen approve the transfer of \$953,000 from the General Fund to the Capital Projects Fund. Motion passed unanimously 4 to 0.

C. 2023-003 - Review and discussion regarding Rincon Valley Fire District's current bond status.

- Fire Chief Kahle updated the Board on the District's bond status.
- The District has a single bond, called Bond 2021. The payoff date is July 2030. True interest rate of 2.38%.
- At the end of this fiscal year, we will owe \$1,420,000. Our original bond debt was \$6,715,000, which means we have now paid off 79% of our original debt.
- Anticipated Bond Tax Rate:

- 2024 \$0.1197
- 2025 \$0.1123
- 2026 \$0.1100
- 2027 \$0.1049

- Fiscal Impact: FY 22/23 Debt Service is \$229,150. 79% paid.

- No action taken. Information only.

D. 2023-004 - Review, discussion and possible action to purchase a rescue utility vehicle.

- Fire Chief Kahle presented the identified new need for an off-road rescue utility vehicle during our most recent budget cycle. The need was to provide access to a few remote neighborhoods. Specifically, the Rincon Creek area becomes an island during monsoons, but the Rincon Creek Ranch has a light bridge that has adequate load bearing for a rescue UTV, but not an ambulance.
 - Our District is experiencing numerous hiker rescues and wildland fires in which this UTV would improve our safety and efficacy in meeting our mission.
 - Fire Chief Kahle also mentioned to the Board that we will also need to purchase the rescue skid, warning lights and potentially a trailer.
 - Member Klasen asked Chief Kahle whether the roads identified were in our district response area, FC Kahle confirmed they are.
 - Fiscal Impact: \$40,000 budgeted in capital vehicle line item (5730).
- Motion by Member Klasen, second by Clerk Spears to approve the purchase of a rescue utility vehicle from Cochise Motorsports in the amount not to exceed \$32,000.00. Motion passed unanimously 4 to 0.

- 9. ADJOURNMENT** - Motion by Member Klasen, second by Member McKinley to adjourn. Motion passed 4 to 0. Meeting adjourned at 6:22 p.m.

Dated this 22nd day of June 2022.

Rincon Valley Fire District Governing Board

Chairperson Harrington

Clerk Spears

Member McKinley

Member Klasen

Member Messmer