

**MINUTES OF REGULAR MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
VIRTUAL AND IN-PERSON MEETING  
HELD April 20, 2023**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **April 20, 2023 at 6:00 P.M.** Present at the meeting were the following members of the Rincon Valley Fire District Governing Board: Chairperson Jennifer Spears, Clerk Kevin McKinley, and Member Lora Gruner. Board Member Matt Messer attended virtually.

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

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

A. Roll Call –Chairperson Jennifer Spears	Present
Member Chris Klasen	Absent
Member Kevin McKinley	Present
Member Matt Messmer	Present - Virtually
Member Lora Gruner	Present

- Also attending – Fire Chief Jim Tucker, Battalion Chief Allen Yalen, Administrative Manager Laura Bucklin, and Administrative Assistant Claudia McMullen.

**2. Pledge of Allegiance** – Firefighter Andrew Brooks led the pledge of allegiance.

**3. Date of next meeting scheduled for May 18, 2023 at 6:00 P.M.**

- Confirmed by all board members present.

**4. Call to the Public**

- No Response.

**5. Consent Agenda**

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

- A. Approval of the Minutes of the March 23, 2023 Regular Board Meeting.

**6. Reports and Correspondence**

**A. Board Member Report**

- No comments.

**B. Fire Chief's Report** – Reviewed by the Board. Report on file.

- Chief Tucker attended a Public Safety Retirement and EMS Cost Collection training conference.
- We received FAA approval for operating a drone program. Once our pilots receive their FAA Part 107 license, our drone can be used on emergency incidents.
- Attended the monthly L-5100 leadership meeting.
- The annual pancake breakfast was a success. The union raised over \$4,000. They plan to expand the adopt-a-family Christmas program and expand firefighter training opportunities.
- 27 new housing permits in March.
- Responded to 169 incidents and had 84 ambulance transports.
- Also attached for your review are a proposed industrial/residential project planned near Station 292, the fire service bill tracker, and updates on the new engine construction.

**C. March's Financial Reports** – Review, discussion and possible action, of the district's financial status including monthly summary reports for the month of March 2023.

We are at 75% of the fiscal year.

- NW Prevention IGA generated \$2,209.88 in revenue.
- We are owed \$26,888.58. Of this, \$4,898.22 is uncollectable.
- Overall expenses are at 66.7%
- Overall revenue is at 70.6%

-Motion by Clerk McKinley, second by Member Gruner to approve the monthly financial reports. Motion passed 4 to 0.

**7. Unfinished Business**

**A. 2023-033 – Review and discussion concerning the 1st Draft 2023-2024 Fiscal Year Budget.** No action taken. Discussion only.

- Workers compensation increased.
- Health insurance increased 3.84%
- General insurance had a slight increase.
- Dispatch services will be increasing and Chief Tucker is waiting for the final numbers.
- Chief Tucker should have a tentative budget for approval next month.

## 8. New Business

### A. 2023-038 – Oath of Office and badge pinning of Firefighter Brooks.

- Our newest member of the Fire District is Andrew Brooks. He lives in the Corona de Tucson. He came to us from California where he worked for the Yocha Dehe Fire Department as firefighter. He has 12 years of fire service experience. Family and crewmembers were present to acknowledge the occasion.

### B. 2023-039 – Review, discussion, and possible action to renew our health care related insurance with EMI Health.

- EMI Health manages the Arizona Public Services Health Benefits Pool and contracts with BCBS of Arizona. The District provides 75% of the premium for all benefit classes for the PPO plan and 80% of the premium for all benefit classes for the high deductible plan. The high deductible plan also provides \$1,000/\$1,800 in HSA. As an added benefit, we would like to cover the employee cost of vision. This is an increase of \$1,700 over last Fiscal Year. This is a combined increase of \$24,000 over FY 22-23 and includes hiring one additional firefighter in January.

-Motion by Member Gruner, second by Member Messmer to authorize the fire chief to renew our health insurance with EMI Health. Motion passed 4 to 0.

### C. 2023-040 - Review, discussion, and possible action to renew the District's general insurance with VFIS.

- One of the benefits of VFIS is the additional services they offer when insured by them. VFIS offers training specific to emergency services. The District is sending three firefighters to UTV training hosted by VFIS at no cost saving the District \$600. The annual premium is \$47,418; this is an increase of \$5,189 over last fiscal year. Line 5280- \$49,000 (same as last fiscal year).

-Motion by Clerk McKinley, second by Chairperson Spears to approve the General Insurance Renewal with VFIS. Motion passed 4 to 0.

### D. 2023-041 – Review, discussion, and possible action concerning the District's workers' compensation provider, Securis Insurance Pool, Inc.

- The premium for FY 2023-2024 is \$341,420 and can fluctuate based on payroll audits. This is an increase of \$43,616 (FY 22-23 \$297,804). Securis has been lobbying to have COVID costs reimbursed through the State since June 2022. The Office of Strategic Planning & Budgeting is working on the process for Fire District's to apply for reimbursement. No action taken. Discussion only.
- Once we are able, we will request the following for COVID related Workers Compensation expenses:
  - FY 2022-2023 - \$54,323 COVID Premium
  - FY 2022-2023 - \$90,586 COVID Premium Assessment

- FY 2023-2024 - \$52,700 COVID Premium
- TOTAL REIMBURSEMENT - \$197,609.
- 5130 Workers Compensation- \$383,000 (FY 22-23 \$383,000).

**E. 2023-042 – Review, discussion and possible action concerning utilizing a Financial Consultant from the James Vincent Group.**

- The Districts annual budget is nearing \$7 million. Having a financial consultant will benefit the District in several ways by shifting some responsibilities from admin staff to JVG and:
  - Comparing past and current trends to help ensure the District is mapping to the District’s strategic plans for their financial future.
  - Annual budget preparation.
  - Compiling monthly financial reports and submitting required monthly, quarterly, and annual reports.
  - Ensuring the District is following the industry standard for accounting processes.
  - Compiling documents and assisting with the annual audit.
- The District saved \$10,000 by not having an election this year. Chief Tucker would like to use those funds and have JVG start on May 1, 2023. Fiscal Impact = \$3,500 per month.
- Gabe Buldra with JVG was present virtually to provide more information and answer questions from the Board.

-Motion by Member Gruner, second by Clerk McKinley to approve financial consulting services from James Vincent Group and have them start of May 1, 2023. Motion passed 4 to 0.

- 9. ADJOURNMENT** - Motion by Member Gruner, second by Chairperson Spears to adjourn. Motion passed 4 to 0. Meeting adjourned at 6:20 p.m.

Dated this 24th day of April 2023.

Rincon Valley Fire District Governing Board

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Chairperson, Jennifer Spears

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Clerk, Kevin McKinley

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Board Member, Lora Gruner

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Board Member, Christopher Klasen

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Board Member, Matthew Messmer