

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD April 18, 2024**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **April 18, 2024, at 6:00 P.M.** The following members were Present at the meeting: Chairperson Jennifer Spears, Clerk Kevin McKinley, and Member Chris Klasen. Member Matthew Messmer attended virtually.

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

1. Call to Order at 6:02 P.M. by Chairperson Jennifer Spears

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

- Also attending were Fire Chief James Tucker, Battalion Chief Allen Yalen, Captain Scott Haller, the On-Duty Crew, and Administrative Assistant Claudia McMullen. Gabe Buldra with James Vincent Group was also present.

2. Pledge of Allegiance – Fire Chief James Tucker led the pledge of allegiance.

3. Date of the next meeting is scheduled for May 16, 2024, at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- None

5. Employee Recognition

- **Code Save Recognition** – Addam Roads, Rhett Taylor, Martin Diaz, Richard Cordero, Danny Gonzales, and Jeramy Johnson.
- **Retirement Recognition** – Jentry Foster – 20 Years of Service.

6. Consent Agenda

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

- A. Approval of the Minutes from the March 21 Board Meeting
- B. Approval of Boundary Change Requests:
 - Res #24-024 Grider Residence (3641 E Sahuarita Rd.)
 - Res #24-025 Kelly Residence (3681 E Sahuarita Rd.)

- Res #24-026 Erb Residence (1375 N Calle Rinconado).
 - Res #24-027 Doherty Residence (18045 E Mtn. Canyon Rd.)
 - Res #24-028 Williamson Residence (1202 N Darlene Dr.)
- Motion by Clerk McKinley, second by Member Messmer, to approve the monthly financial reports. Motion passed 4 to 0.

7. Reports and Correspondence

A. Board Member Report

- None.

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

- Attended several meetings including giving a presentation at the Annual Rocking K Home Owners Association meeting.
- We are updating our hiring processes. We currently have 11 applications.
- Our staff attended several community events.
- The UTV should be fully outfitted with additional rescue equipment by the end of the fiscal year.
- Roof repairs were performed at Station 291.
- We had **81** new housing permits in March.
- We had **230** Incidents and **110** Transports.
- FC Tucker emailed the Draft CRA-SOC for your review.
- BC Yalen has been promoted to Assistant Chief, Captain Cassabaum to Battalion Chief, and Paramedic Chris Jaegers to Captain.

C. March's Financial Reports – Review, discussion, and possible action of the district's financial status, including monthly summary reports for March 2024. Gabe Buldra with JVG presented March's financial report.

Key points:

- Revenues for March were \$358,325, which was \$2,418 over budget.
 - Pima County revenue for March is \$244,685, which is \$20,345 under budget.
 - Non-Tax Levy revenue for March is \$113,640, which is \$22,763 over budget.
- Expenses for the month of March were \$437,142, which was \$95,397 under budget.
- Fiscal year revenue is \$5,214,861, which is over budget by \$800,260 and 74.83% of total annual budget.
 - The district received \$267,605 in ARPA funding in September.
- Fiscal year expense is \$4,338,225, which is under budget by \$747,853 and 62.25% of total annual budget.

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

8. Unfinished Business

- A. None.

9. New Business

A. 2024-058 – Review and discussion of the proposed FY 2024-2025 Annual Budget Update.

- We have been working on the FY 2024-2025 Annual Budget with JVG.
- Brief overview and PowerPoint presentation from Gabe Buldra.
- We will maintain our tax rate.
- Tax revenues have increased.
- Brief explanation from FC Tucker on added health benefits for employees.

- No Motion. Information Only.

A. 2024-059 - Review, discussion, and possible action to revise Policy 1-001 Employment Eligibility Lists.

- Chief Tucker requests that the Fire Board revise the eligibility list requirement in Policy 1-001 from 12 months to 6 months. In addition, based on the district's needs, allow the Fire Chief to extend the list up to 12 months.
- The redline revision was attached for review.
- This will allow the District more flexibility for entry-level positions.
- VFFA approved this change.
- Legal was also consulted with this revision.
- To avoid any issues, this will take effect with the new recruitment list.
- General discussion

- Motion by Clerk McKinley, second by Member Klasen to revise Policy 1-001 as it was presented. Motion passed 4 to 0.

B. 2024-060 - Review, discussion, and possible action to approve and publish the 2023 Annual Report.

- Battalion Chief Allen Yalen was tasked with putting together the 2023 Annual Report.
- The report is attached for your review.
- If the Board approves, we would like to publish this report to our website.

- Motion by Member Messmer, second by Chairperson Spears, to approve the application for the 2023 SAFER Grant. Motion passed 4 to 0.

- 10. **ADJOURNMENT** - Motion by Member Gruner, second by Member Klasen, to adjourn. Motion passed 4 to 0. The meeting adjourned at 6:36 p.m.

Dated this 22nd day of April 2024.

Rincon Valley Fire District Governing Board

Chairperson, Jennifer Spears

Clerk, Kevin McKinley

Board Member, Lora Gruner

Board Member, Christopher Klasen

Board Member, Matthew Messmer