

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD June 20, 2024**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **June 20, 2024, at 6:00 P.M.** The following members were Present at the meeting: Chairperson Jennifer Spears, and Clerk Kevin McKinley. Members Matthew Messmer and Chris Klasen 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	Present - Virtually
Member Kevin McKinley	Present
Member Matt Messmer	Present - Virtually
Member Lora Gruner	Absent

- Also attending were Fire Chief James Tucker, Assistant Chief Allen Yalen, Battalion Chief Edward Cornejo, Captain Scott Laird, the On-Duty Crew, VFFA President Chris Heady, and Administrative Manager Laura Bucklin. Steven Rodriguez 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 July 18, 2024, at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- No response.

5. Employee Recognition – Promotion Badge Pinning

- Family and friends attended to celebrate the promotions of Captain Christopher Jaegers, Battalion Chief Michael Cassabaum, and Assistant Fire Chief Allen Yalen.

6. Consent Agenda

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

- A. Approval of the Minutes from the May 16 Board Meeting.
- B. Resolution #24-030 Matthews Annexation (440 N Slate Dr.)
- C. Resolution #24-031 Dyer Annexation (601 N Slate Dr.)
- D. Resolution #24-032 Templeton Annexation (11651 S Hiram Rd.)
- E. Resolution #24-033 Kislak Annexation (6955 S X9 Ranch Rd.)
- F. Resolution #24-034 Beeley Annexation (9737 S Spider Rock Rd.)
- G. Resolution #24-035 Pigott Annexation (1400 N Alderwood Manor Dr.)

7. Reports and Correspondence

A. Board Member Report

- No comments.

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

- Attended the Station design conference in Glendale.
- Engineer testing was completed & Richard Cordero will be promoted in July.
- Laura, Allen & I have started the Policy & Procedure Revision project.
- Staff completed the open enrollment for health insurance.
- We have collaborated with Artec Outsourcing to overhaul our website.
- We had **56** new housing permits last month.
- We had **277** incidents and **95** transports.

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

Key points:

- Revenues for the month of May were \$1,854,992, which was \$1,558,094 over budget.
 - o Pima County revenue for May is \$1,730,513, which is \$1,524,492 over budget.
 - o Non-Tax Levy revenue for May is \$124,479, which is \$33,602 over budget.
- Expenses for the month of May were \$611,522, which was \$122,744 under budget.
- Fiscal year revenue is \$7,599,464, which is over budget by \$985,933 and 109.05% of total annual budget.
 - o The district received \$267,605 in ARPA funding in the month of September.
- Fiscal year expense is \$5,482,621, which is under budget by \$879,762 and 78.67% of total annual budget.

-Motion by Member Messmer, seconded by Member McKinley, to approve the monthly financial reports. The motion passed 4 to 0.

8. Unfinished Business

A. None.

9. 2024-072 - Public Hearing on the Rincon Valley Fire District Budget for Fiscal Year 2024/2025.

This is an opportunity for the public to address the Board, comment, and ask questions regarding the budget. Please state your name and address. Comments are limited to 3 minutes.

A. Open Public Meeting – Motion by Clerk McKinley, second by Chairperson Spears to adjourn the regular meeting and go into the Public Hearing at 6:12 pm. Motion passed 4 to 0.

No comments were made from the public.

B. Close Public Meeting – Motion by Member Messmer, second by Chairperson Spears, to adjourn the Public Hearing and reconvene the Regular Board Meeting at 6:13 pm. Motion passed 4 to 0.

10. 2024-073 - Budget Adoption - Review, discussion, and possible action regarding approval of Rincon Valley Fire District's Fiscal Year 2024/2025 budget and adopting Resolution #24-036 formally adopting the Rincon Valley Fire District's Fiscal Year 2024/2025 Budget.

- Motion by Clerk McKinley, second by Chairperson Spears, to adopt Resolution #24-036 to formally adopt the Rincon Valley Fire District Fiscal Year 2024-2025 Budget. Motion passed 4 to 0.

11. New Business

A. 2024-074 - Review, discussion, and possible action to renew the Meet and Confer Agreement with VFFA Local 5100.

- Local 5100 and the administration want to renew our Meet and Confer Agreement, which went into effect in March 2018 and has been renewed annually. The VFFA and RVFD continue to meet monthly. Administration and L-5100 have an excellent working relationship, and they are in the process of preparing a formal Memorandum of Understanding (MOU). An MOU is a written agreement between Labor and Management that helps establish the ground rules for any partnership activities we may choose to explore. The MOU outlines what each organization agrees to contribute to the partnership, the timeframes for delivering the desired outcomes and the details of exactly how each party will collaborate.

- Motion by Chairperson Spears, second by Member Messmer to approve the 2024 Meet and Confer Agreement. Motion passed 4 to 0.

B. 2024-075 - Review, discussion, and possible action to surplus equipment.

- The items will be listed on the *Public Surplus* website. The items are:
 - Three Stryker gurneys. There is no record of the in-service date for two of these. The other one was purchased used and placed in service in 2018.
 - Seven Panasonic CF-20 Toughbooks. These were all replaced with new FZ-40s'.
 - Two Dell Laptops.
- Motion by Clerk McKinley, second by Chairperson Spears to approve the surplus of the Toughbooks, Laptops, and Gurneys. Motion passed 4 to 0.

C. 2024-076 - Review, discussion, and possible action to approve revised Pension Funding Policy.

- HB2097 requires that a PSPRS employer update its funding policy annually. The updated policy must contain funding objectives that address the following:
 - 1) how to maintain the stability of the governing body's contribution to the system,
 - 2) how and when the governing body's funding requirements of the system will be met,
 - 3) defining the governing body's funded ratio target under the system and the timeline for reaching the targeted funded ratio.

The policy must also formally accept the employer's share of liabilities and then post the pension policy on our website.

-Motion by Chairperson Spears, second by Clerk McKinley, to approve the revised Policy 5-007, Pension Funding Policy. Motion passed 4 to 0.

- 12. ADJOURNMENT** - Motion by Clerk McKinley, second by Chairperson Spears, to adjourn. Motion passed 4 to 0. The meeting adjourned at 6:19 p.m.

Dated this 21st day of June 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