

**MINUTES OF REGULAR MEETING OF THE
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING
VIRTUAL AND IN-PERSON MEETING
HELD March 23, 2023**

A public meeting of the Rincon Valley Fire District Governing Board was convened on **March 23, 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.

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 – Fire Chief Jim Tucker led the pledge of allegiance.

3. Date of next meeting scheduled for April 20, 2023 at 6:00 P.M.

- Confirmed by all board members present.

4. Call to the Public

- Paramedic Travis Mooney and Firefighter Luis Montanez received a thank you note from Mica Mountain High School for participating in their 2023 College and Career Fair.
- Captain Scott Laird and his crew received praise from a local resident for their friendly nature and attentiveness during a birthday drive by.

5. Consent Agenda

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

- A. Approval of the Minutes of the February 16, 2023 Regular Board Meeting.
- B. Approval of Boundary Change **Resolution #23-010** – Steve and Michelle Steenson (14411 E. Wood Canyon Place).
- C. Approval of Boundary Change **Resolution #23-011** – Ruth Dempsey Woods (15677 E. Marsh Station Rd.)
- D. Approval of Boundary Change **Resolution #23-012** – Eric Nil (2118 E. Wetstones Rd.)

6. Reports and Correspondence

A. Board Member Report

- No comments.

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

- Fire Chief Tucker met with Hughes Fire Equipment to review the final drawings of the new engine. The engine should start production in April. We have an estimated delivery date of June 30.
- Fire Chief Tucker participated in the monthly leadership meeting with Local 5100. They discussed a revision to the PTO policy, a proposed PTO buyback policy, and a revision to the employees' assistance (PTO donation) policy.
- Fire Chief Tucker had a budget meeting with Chris Klasen to discuss the FY 2023-2024 budget.
- The Annual Pancake Breakfast is scheduled for April 1, 2023, at Station 291.
- One firefighter is off on FMLA; he has used all of his PTO but is currently receiving PTO donations from staff.
- Two firefighters are on industrial leave. One has a knee injury, and the other has a hernia.
- There was 19 New Housing Permits, 147 Incidents and 72 Transports. The facility drill report for the training conducted in January is attached for your review.

C. February'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 February 2023.
- Monthly Expense Report for the month of February 2023.
- Monthly Bank Reconciliations and Balance Sheet for the month of February 2023.

– This item was moved out of order and discussed later in the meeting,

7. Unfinished Business

A. None.

8. New Business

A. 2023-032 – Review and discussion of Strategic Objective 2D, Compensation Study

- The 2020-2024 Strategic Plan called for a Compensation Study to be conducted to develop a pay plan that is competitive with metro Tucson fire agencies.
- Several employees applied for a lateral position with another agency. The

- primary reason for them applying was the substantial increase in salary.
- Chief Tucker has been working on a new pay scale that we hope will fit within our 2023-2024 budget. The proposed pay scale was attached for review along with the existing pay scale for comparison. The scale does not increase the Fire Chief or Assistant Chief Pay lines.
- Battalion Chief Middleton was tasked with this objective and presented a brief PowerPoint with his findings.
- Chairpersons Spears thanked Fire Chief Tucker for his verbiage when speaking about the investment and support of District employees.
- Fiscal Impact: Pending budget approval, the new pay scale would provide a 5.5% COLA and a 2.5% merit for eligible employees.

- No motion required. Information only.

(Item 6-C was moved out of order)

D. February'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 February 2023.
- Monthly Expense Report for the month of February 2023.
- Monthly Bank Reconciliations and Balance Sheet for the month of February 2023.

-Motion by Clerk McKinley, second by Member Gruner approve the District's financial report for the month of February 2023.

B. 2023-033 - Review, discussion, concerning the first Draft 2023-2024 Fiscal Year Budget.

- The first draft of the 23-24 Fiscal Year budget was available for review. Below are the points touched on:
 - **Tax Rate:** \$2.8988, the bond rate decreases \$0.0152, FY22-23 tax rate is \$2.9140.
 - **Staffing:** One Administrative Captain and half a year with Assistant Chief.
 - **Employee Benefits:** Provides 5.5% COLA and 2.5% Merit for eligible employees, \$500 uniform allowance, adds Juneteenth Federal Holiday, and PTO buyback benefit.
 - **Unknowns:**
 - Workers Compensation Rates
 - Health Insurance Rates
 - General Insurance Rates
 - Fiscal Impact: Budget is very close to balanced.

- No motion required. Information only.

C. 2023-034 - Review, discussion, and possible action concerning Station 291

property cleanup.

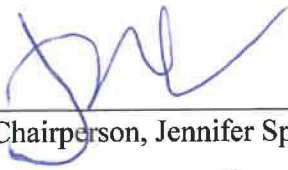
- Station 291 sits on approximately 4 acres. The brush is becoming very thick. In addition to the rodent problem, the overgrowth is a fire hazard. We have attempted to use a brush-hog to cut some of the area but much more work needs to be done. Fire Chief Tucker proposed we do one of two things:
 1. Hire a contractor to clean up the property.
 2. Conduct a controlled burn/training exercise to clean up the property.
- Captain Asa Pallette provided and presented information for option #2.
- Question from Clerk McKinley on how the District would provide notification to residents.
- Captain Pallette suggested the best way to do it would be through social media and signs on the roadway.
- Chairperson Spears stated she believes Option #2 would provide a great training opportunity.
- Fiscal Impact: Four operations personnel on overtime for approximately 8 hours.

-Motion by, Member Gruner and second by Member Messmer to proceed with the controlled burn/training exercise. Motion passed 4 to 0.

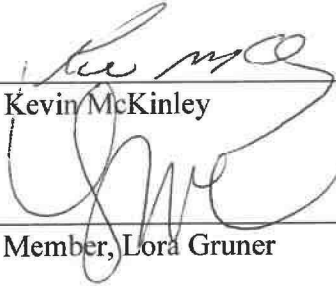
9. **ADJOURNMENT** - Motion by Chairperson Spears, second by Member Gruner to adjourn. Motion passed 4 to 0. Meeting adjourned at 6:33 p.m.

Dated this 24th day of March 2023.

Rincon Valley Fire District Governing Board



Chairperson, Jennifer Spears



Clerk, Kevin McKinley

Board Member, Lora Gruner

Board Member, Christopher Klasen

Board Member, Matthew Messmer