



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES July 25, 2018

1. Call to order and Pledge of Allegiance: The meeting was called to order at 9:00 a.m. by Mary Dahl. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Board Members present were Herb Wisdom, Bill Kirkpatrick, and Mary Dahl. Candy Clancy attended telephonically. Mike Connelly was absent. Also present were Chief Horvath, Asst. Chief Rivera, Brenda Holbrook, Nancy Lindsey, Charlie Alvarez, Martin Lujan, Pete Mendoza, Ben Guerrero, Hesly Guerrero, Esai Tapia, Rich Bohman, Melissa Tomlinson, Ben Archer Clowes, Rudy Romero, Silvia Romero, Andrea Mendez, Alejandra Romero, Diego Romero, Primitivo Romero, Sarah Merry, Shannon Lessard, Bradley Merry, Kevin Polanco, Lucila Polanco, Herman Burke, Maureen Henson-Burke, Breanna Henson, Faye Henson, and Kathleen Vandervoet.
3. Report from Board Members: None
4. Presentation: Recognition and swearing in of new employees: Chief Horvath introduced the five newest Tubac Fire District employees (Jake Merry, Rudy Romero, Uriel Gonzalez, Lucy Slate and Tera Henson) to the Board and presented a brief bio of each before swearing them in and allowing members of their families to pin their fire badge on their uniform.
5. Approval of minutes from June 27, 2018: Bill Kirkpatrick made a motion to approve the June 27, 2018 minutes and Herb Wisdom seconded the motion; all were in favor, the motion passed.
6. Correspondence: None
7. Approval of financial reports for the month of June 2018: Melissa Tomlinson from the James Vincent Group provided a detailed presentation of the June financial reports. In response to a question, she explained to Candy Clancy that the transfer of \$150,000 from operations to the capital reserve fund had not been done yet and that it will be an agenda item for Board approval at the August meeting. Bill Kirkpatrick made a motion to approve the June 2018 financial reports and Herb Wisdom seconded the motion; all were in favor, the motion passed.
8. Operational Information Reports:
 - A. Ambulance Transport Collections: Brenda Holbrook provided the collections report that reflected \$26,441.80 received for the month of June and \$371,789.12 year-to-date, both amounts net of any refunds.

B. Staff Report: Chief Horvath presented a newly prepared report that details the call volume and categories for the just ended 2017-2018 fiscal year. The report also provided updates on wildland billings and staff currently out assisting on wildfires. The final section of the report detailed fiscal year-end costs by station as well as current development projects under review by Assistant Chief Rivera. Bill Kirkpatrick commended Chief Horvath on the very informative staff report.

9. Public hearing on 2018-2019 budget: Mary Dahl opened the public hearing on the 2018-2019 budget explaining that the tentative budget had been approved and posted as required by Arizona Statute. Melissa Tomlinson provided a brief overview of the budget. Rich Bohman asked how the District receives its portion of tax revenue and how it correlates to what the county projects annual tax revenue levies will be. Melissa explained that the District receives the tax revenue as the county receives it and that the amount the District receives in the fiscal year may include revenue from delinquent years as well. With no further questions or comments from the public, Mary Dahl closed the public hearing.
10. Discussion, Possible Action to adopt 2018-2019 budget: Mary Dahl stated that the budget as proposed with no other comments from the public or the Board requires a motion to be adopted. Bill Kirkpatrick made a motion to approve the 2018-2019 budget and Herb Wisdom seconded the motion; all were in favor, the motion passed.
11. Discussion, Possible Action to approve agreement with Beach Fleischman for preparation of 2017-2018 audit at a cost anticipated not to exceed \$13,000, excluding expenses: The Board was presented with the understanding of services provided agreement from Beach Fleischman for providing auditing services to the District for fiscal year ended June 30, 2018. Candy Clancy asked what the prior year cost for auditing services was to which Brenda and Melissa both replied \$13,000 for the audit and \$5,000 for additional services provided. Candy commented that she feels the cost is somewhat high and would be willing to approve it this year but would like bids for next year. Chief Horvath agreed with Candy and commented that it is a fiduciary responsibility of fire districts to go out to bid every 3-5 years for an auditor. Bill Kirkpatrick made a motion to authorize staff to sign an engagement agreement with Beach Fleischman for completion of the FY 17/18 financial audit. Herb Wisdom seconded the motion; all were in favor, the motion passed.
12. Discussion, Possible Action on Bank of America Credit Card Authorization: Chief Horvath explained to the Board that the administrative staff met with a representative of Bank of America. It was discussed that the current District credit card program with Bank of America dates back to 2003 and offers no benefit to the District beyond the ability to use the credit card for purchases. Her proposal to the Board is to enroll in the Business Travel Rewards Credit Card program that would allow points to be used to purchase airline travel, hotel reservations, or car rental. This proposal, she explained, will result in a cost savings for the District by utilizing the travel rewards program for District travel expenses. Bill Kirkpatrick made a motion to authorize staff to enroll Tubac Fire District in the Bank of America Travel Rewards Credit Card Program. Herb Wisdom seconded the motion; all were in favor, the motion passed.
13. Discussion, Possible Action to surplus district vehicles and apparatus: A.C. Rivera explained to the Board the recommendation of the staff to surplus 10 vehicles and apparatus from inventory due to the vehicles having reached the end of their service life and no longer being useable for District purposes and the request to utilize the services of Fire Trucks Unlimited for brokering the sale of the vehicles for a 10% commission on the sale. Candy Clancy asked if the vehicles are all currently insured to which A.C. Rivera replied they are and thus there will be cost savings to the District once the

insurance is canceled. He further explained that there may be a small cost to the District for removing radio equipment and any other District-owned property from the vehicles, however, staff may be able to complete the bulk of the work. Chief Horvath added that the District intends to replace 5 of the 10 vehicles in the future. Bill Kirkpatrick made a motion to approve the TFD FY 18/19 Apparatus Surplus List and authorize staff to enter into an agreement with Fire Trucks Unlimited for the purposes of selling the used apparatus and vehicles. Herb Wisdom seconded the motion; all were in favor, the motion passed.

14. Call to the Public: Rich Bohman asked if the construction in front of station #2 causes any delays on emergency calls to which A.C. Rivera explained that the staff has initiated a plan to prevent any delays and stated that the construction is slated to be completed in August before school resumes. Kathleen Vandervoet asked if the Human Resources Consultant was paid in full for the fire chief recruitment process and if a report on her services would be an agenda item for public knowledge. Mary Dahl replied that it would not be an agenda item and that the District could provide her with the cost to the District for her recruitment services.
15. Future Agenda items: The following future agenda items were proposed:
 - A. Consider returning to 09:00 for monthly meetings.
 - B. Proposal for Tubacfire.org email addresses for Board members.
 - C. Discussion of dispatch challenges with Santa Cruz County.
 - D. Discussion and possible action on offer received for purchase of a District asset that may require executive session with Attorney Donna Aversa present.
 - E. Discussion and possible action to transfer funds from operations account to capital reserve account.
16. Next Meeting: August 29, 2018 at 6:00 p.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.
17. Adjourn Meeting: Bill Kirkpatrick made a motion to adjourn the meeting at 10:20 a.m., and Herb Wisdom seconded the motion; all were in favor, the motion passed.