



# TUBAC FIRE DISTRICT

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## TUBAC FIRE DISTRICT BOARD MEETING MINUTES REGULAR MEETING OF THE BOARD OF DIRECTORS March 25, 2020

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 telephonically were Bill Kirkpatrick, Herb Wisdom, Mike Connelly, Candy Clancy and Mary Dahl. Also present telephonically were Chief Horvath, Deputy Chief Rivera, Deputy Chief Guerrero, Nancy Lindsey, Melissa Tomlinson, Gabe Buldra, Attorney Scott Bennett, Mike Cano, Cristie Street, Lindsey Lopez and Peter Benequista.
3. Report from Board Members: None
4. Correspondence: The Board was provided with thank you notes received in the month of March.
5. Chair's Report: Mary Dahl thanked the staff for their steadfastness and calming effect on the community in this trying time and explained that door-to-door census delivery had been halted but encouraged people to go online to [www.2020census.gov](http://www.2020census.gov) to be counted.
6. Chief and Staff Report: Chief Horvath presented the monthly activity report to the Board and informed the Board of the steps staff is taking internally for precautionary measures against the COVID19 spread and reported that all non-essential meetings and trainings had been canceled. Chief Horvath further explained to the Board that the District received the extrication equipment that was paid for by a \$30,000 grant awarded last fall from the Governor's Office of Highway Safety and that a press release would be going out. In closing, Chief Horvath told the Board that she had intended on recognizing long-term employee Captain Pete Mendoza as his last day with the District would be April 1<sup>st</sup>, but due to the social distancing circumstances she hopes to invite him back once regular meetings resume.
7. Monthly Financial Report for February 2020: Gabe Buldra presented the financial reports for the month of February 2020.  
Key points for the month:
  - A. Santa Cruz County revenue for February was \$103,567 which was \$5,822 under budget.
  - B. Non-Levy revenue was \$91,408 which was over budget by \$38,158.
  - C. Expenses for the month totaled \$236,050 which was under budget by \$10,316.
  - D. Fiscal year revenues are \$2,801,142 which is \$135,978 over budget.
  - E. Fiscal year expenses are \$2,365,223 which is \$86,387 over budget.

8. Consent Agenda

- A. Approval of minutes from January 22, 2020 and February 26, 2020
- B. Approval of monthly financial reports

Candy Clancy requested a line item be included in the monthly financial reports under the long-term liabilities for the pension liability. Mike Connelly approved of the change made to the January 22<sup>nd</sup> minutes. Candy Clancy made a motion to approve the monthly financial reports for February; the minutes from January 22, 2020 as corrected; and the minutes from the February 26, 2020 meeting to include her request that was made in February to add a line item for the pension liability on the financial reports and Mike Connelly seconded the motion; all were in favor, the motion passed.

9. Discussion and possible action on District's managed infrastructure agreement with Nextrio: Cristie Street and Lindsey Lopez presented the history and partnership with Tubac Fire District. In the presentation it was explained that the two servers and six switches the District owns are out of warranty, outdated and in need of replacement. Nextrio provided the District with four quotes that included the monthly Nextrio Managed Services (NMS) as well as options for the replacement of the outdated servers and switches. The quotes:

- A. 12-month NMS Basic annual cost - \$37,920 with capital expense for equipment of \$22,554
- B. 36-month NMS Basic annual cost - \$34,214 (10% multi-year discount) with capital expense for equipment of \$22,554
- C. 36-month NMS Basic annual cost (includes replacement of hardware & software of \$16,020) - \$38,016 + \$1,232 deposit, requiring first and last month and deposit paid upfront and an additional \$4,200 for installation. TFD owns hardware and software at end of agreement.
- D. 48-month NMS Basic annual cost (includes replacement of hardware, software and installation of \$22,554) - \$38,016 + \$1,232.23 deposit, requiring first and last month and deposit to paid upfront. TFD owns the hardware and software at the end of the agreement.

Candy Clancy expressed her concern of the District entering into agreements longer than 24-months. Mike Connelly asked what the District currently pays annually for Nextrio to which Gabe replied \$40,344. Mary Dahl commented that she favors the 48- month agreement because it includes the cost of replacing the servers and switches and feels it is vital to have current equipment for business continuity. Candy Clancy asked if the Board were going to vote on the individual options to which Mary Dahl replied they would not. Chief Horvath stated that staff was recommending approval of the 48-month agreement. Bill Kirkpatrick made a motion to approve the 48-month Nextrio Managed Services Basic Agreement Quote AAAQ14619 in the term amount of \$153,296.23 and Herb Wisdom seconded the motion; all were in favor, the motion passed.

10. Discussion and possible action regarding employee benefits for FY 20/21: Mike Cano from the Mahoney Group presented the Board with the renewal rates for the employee benefits. He was pleased to inform the Board of the incredible increase of only 1.42% from the prior year when several Fire Districts around the state are seeing double digit increases. The vision and dental plan costs remained unchanged from last year with a slight 6% increase in short-term disability costs. Chief Horvath explained that the balanced funding approach approved from last year is showing a surplus of \$13,743 as of February which is very positive. Bill Kirkpatrick made a motion to approve the FY 21 benefits package as proposed by staff and Mike Connelly seconded the motion; all were in favor, the motion passed.

11. Discussion and information only regarding the Tubac Fire District FY 20/21 budget: Gabe Buldra presented the budget schedule and explained that he hopes to have a draft budget to present to the Board at the April 29<sup>th</sup> meeting. Candy Clancy asked if he felt the current downturn in the economy is any kind of an indicator of a reduction in property tax revenues to which Gabe replied it may affect the revenue stream but the District would not probably see it for a couple of years. The discussion turned to the presumptive cancer coverage to which Gabe explained that the legislative bill to require worker's compensation to provide cancer coverage for several years after a firefighter retires is currently buried in legislature and is unlikely to pass this year. Candy Clancy asked if building a new station #1 was included in the budget to which Gabe replied that the budget is operational and does not include the capital plan.

12. Discussion and possible action on the Station #1 committee: Chief Horvath explained that Attorney Scott Bennett had reviewed the Board Bylaws and was asked to give his input. Scott Bennett explained that the bylaws state that the Board Chairman appoints the Chair of the committee, and the Board determines how the membership will be selected and finally the timeframe of when the committee comes back with recommendations either verbally or in writing. The committee, he continued, must follow the open meeting laws and have no more than 2 Board Members as part of the committee. Mary Dahl explained that Candy Clancy was appointed as Committee Chair at the February meeting with all Board Members approving the appointment. Candy Clancy agrees with the timeframe being specific and stated that Dennis Eshleman, Rich Bohman, Herb Wisdom, Nan Fitzpatrick and Pete Benequista would be the committee members. Candy asked what the Board feels would be an acceptable timeframe to which Herb commented that the first scheduled meeting of the committee on March 20<sup>th</sup> he was the only one who showed up and he is therefore considering dropping out of the committee. Mary Dahl explained that it may be difficult for the committee to meet to which Candy said the phone would have to do for now with usage of the conference link from the station for the committee members and the public. Mary Dahl asked Candy if the committee could report to the Board by the end of May to which Candy stated she wants to go along with the budget timeframe, but does not think it will be a problem to report by the end of May. Candy Clancy made a motion to approve membership of the Station #1 Committee with a report date of May 27, 2020 of the committee's findings and Mary Dahl seconded the motion; all were in favor, the motion passed. Mike Connelly commented that he feels the commonsense factor is getting lost and that addressing safety and operational needs of Station #1 can be solved by remodeling instead of spending \$5 million for a new station. Candy explained that she would consult with Attorney Bennett to verify that she follows all the open meeting laws and what it would mean to the committee membership if Herb Wisdom dropped out. Chief Horvath asked Candy to please forward to her in writing the committee's request for documents and other station 1 related questions to which Candy replied she would.

13. Future agenda items: None

14. Next Meeting: April 29, at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.

15. Adjourn Meeting: Mike Connelly made a motion to adjourn the meeting at 11:00 a.m., and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.