



TUBAC FIRE DISTRICT

2227 EAST FRONTAGE ROAD
P.O. BOX 2881
TUBAC, ARIZONA 85646
TELEPHONE: (520) 398-2255

TUBAC FIRE DISTRICT BOARD MEETING MINUTES January 30, 2019

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. Swearing in Oath of Office for newly appointed Board Members: Herb Wisdom was sworn in as a newly re-appointed Board Member.
3. Roll call of Board Members: Board Members present were Herb Wisdom, Mike Connelly, and Mary Dahl. Bill Kirkpatrick and Candy Clancy attended the meeting telephonically. Also present were Chief Horvath, Asst. Chief Rivera, Captain Guerrero, Captain Lujan, Captain Mendoza, Darrell Miller, Nancy Lindsey, Charlie Alvarez, Carmen Hernandez, Tim Slate, John Conger, Esai Tapia, Uriel Gonzalez, Hesly Guerrero, Nate Salidvar, Andres Egurrola, Dotty Bergmann, Dennis Eshleman, Erica Lujan, Lisa Mills, Rachel Mills, Kathleen Vandervoet, Melissa Tomlinson, and Bill Whittington.
4. Report from Board Members: None
5. Presentation: Years of Service Pins: Chief Horvath recognized and presented 10-years of service pins to FF/EMT Chuck Mills and Captain Martin Lujan.
6. Call to the Public: Charlie Alvarez explained to the Board that the Tubac Fire District Honor Guard would be presenting the colors at the Tubac Festival of the Arts.
7. Correspondence: Chief Horvath stated that the only correspondence was the letter received from the Office of the State Forester, which was included in the Board's meeting materials.
8. Chair's Report: None
9. Chief and Staff Report:
 - A. Operations Update: Chief Horvath presented the report that detailed the call volume, call type and response times on EMS 911 calls for the month of December.
 - B. Training: Operations staff participating in Target Solutions completed 92 modules.
 - C. Wildland Update: A letter was received from the Office of the State Forester explaining that the Federal shutdown will potentially impact payments for federal fires.
 - D. Administration Update: A total of 26 Plan/Review Projects are in the works or have been completed in this FY 18/19.

Candy Clancy requested that future discussions take place regarding the number of EMS calls related to Station #3 area. Chief Horvath explained that Station #3 may seem remote, but its location has been life saving for a couple of recent walk-ins with life threatening episodes and it houses the Lifenet 6 helicopter and crew which pays monthly rent. The apparatus and crew from Station #3 are constantly responding to aid and back-up throughout the District as well.

10. Monthly Financial Report for December 2018: Melissa Tomlinson presented the financial reports for the month of December.

Key points for the month:

- A. Santa Cruz County tax revenue for December was \$265,190 which was under budget by \$718,521.
- B. Non-Levy revenue was \$29,906 which was under budget by \$21,272. – Ambulance revenue is under budget due to the transition to an outside billing company.
- C. Expenses for the month totaled \$367,337 which was over budget by \$21,465.
- D. Fiscal year revenues are over budget by \$253,574; fiscal year expenses are also over budget by \$42,399.

11. Consent Agenda

- A. Approval of minutes from December 20, 2018 regular board meeting
- B. Approval of financial reports for the month of December 2018

Mary Dahl asked for any questions or comments from the Board. Hearing none, she asked for a motion to approve the minutes and financial reports. Mike Connelly made a motion to approve the consent agenda and Herb Wisdom seconded the motion; all were in favor, the motion passed.

12. Discussion and possible action regarding rescinding fire board approval for the purchase of two ambulances from Emergency Vehicle Group: Chief Horvath explained that after the December fire board meeting staff was contacted by Garrett Adelman, formerly a salesperson for Emergency Vehicle Group. He has changed companies and is able to offer a lower price on the two units at a savings of \$18,306 that also includes a better warranty (3 years versus 1 year). No contract has been signed with Emergency Vehicle Group, therefore staff is requesting the Board rescind its approval to purchase two 2019 Wheel Coach Type I ambulances from Emergency Vehicle Group. Mike Connelly made a motion to rescind the approval of the purchase of two 2019 Wheel Coach Type I ambulances made at the Tubac Fire District fire board meeting on December 20, 2018, and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.

13. Discussion and possible action on the approval to purchase two ambulances from Medix: Assistant Chief Rivera explained that staff is requesting the Board approve purchase of two Type I Medix 2019 ambulances through Republic-EMS. The Medix ambulances, he explained, include many of the desired specifications as identified by the Ambulance Committee and include a 3-year bumper to bumper warranty. Delivery on these ambulances will be approximately 120-150 days from the date ordered. Mr. Whittington asked if the ambulances are being purchased through the HGACBuy program to which Chief Horvath replied they are. Mr. Whittington requested that the motion include approval of two Type I Medix 2019 ambulances from Republic EMS for a total of \$293,196 provided one ambulance acquisition is subject to the approval of lease purchase agreement from Zions Bank. Mike Connelly made a motion to approve purchase of two 2019 Medix Type I ambulances from Republic EMS for a total price not to exceed \$293,196 with the acquisition of one being subject to the approval of the lease purchase agreement with Zions Bank and Herb Wisdom seconded the motion; four members in favor with one abstention, the motion passed. (Bill Kirkpatrick excused himself from the meeting at 9:55 a.m.).

14. Discussion and possible action regarding the purchase of two Ferno powerlift cots: Chief Horvath explained that purchase of the two Ferno powerlift cots was tabled last month for staff to obtain warranty and repair options. The cots, she stated, come with a 2-year warranty and an option to extend for 2 additional years. The District will also consider sending staff for training to provide service for the cots. Mike Connelly made a motion to approve purchase of two Ferno powerlift cots subject to approval of a lease purchase agreement for one through Zion's Bank and Herb Wisdom seconded the motion; three members in favor with one abstention, the motion passed.
15. Discussion and possible action to enter into a lease purchase agreement with Zion's Bank for the purposes of financing capital purchases of one ambulance and one Ferno powerlift cot: Melissa Tomlinson explained to the Board that she worked with Zions Bank and was able to acquire a lease purchase agreement for the District in the amount of \$195,131.69 for the purchase of one ambulance and one powerlift cot amortized over a 7-year period at an interest rate of 3.71% resulting in an annual payment of \$32,134.51. Mr. Whittington informed the Board that the agreement requires him to sign an opinion of legal counsel. Mr. Whittington offered the following motion to the Board to approve the lease purchase agreement dated February 10, 2019, by and between with Zions Bancorporation, N.A., and Tubac Fire District as Lessee in the amount of \$195,131.69, subject to the execution by the Board Chairman of the Certificate of Authority, certificate of election, resolution and opinion of legal counsel; so moved by Herb Wisdom and seconded by Mike Connelly; all were in favor, the motion passed.
16. Discussion and possible action regarding the purchase of mobile and portable radios; expected purchase price to be \$27,000 (not to exceed): Chief Horvath explained that the District has not received any new or upgraded radios since receiving a regional grant in 2008. Staff is requesting purchase of 5 mobile radios and 6 portable radios this fiscal year at a cost not to exceed \$27,000. Mike Connelly made a motion to approve the purchase of 5 mobile radios and 6 portable radios from IFC Radio & Safety at a not to exceed cost of \$27,000 and Herb Wisdom seconded the motion; all were in favor, the motion passed.
17. Discussion and possible action on the approval to purchase replacement sets of personal protective equipment (PPE); expected purchase price to be \$21,000 (not to exceed): FF/EMT Andres Egurrola and Captain Martin Lujan provided the Board with a demonstration of the PPE equipment received from the two vendors who submitted quotes. Staff is recommending approval of the United Fire quote for 10 sets of turnouts in the amount of \$20,513.10 due to the ability to purchase the gear at a bulk purchase price utilizing the Mesa Fire Dept. specification and the higher quality of the material used in the ensembles. Mike Connelly made a motion to approve purchase of ten ensemble from United Fire at a not to exceed cost of \$21,000 and Herb Wisdom seconded the motion; all were in favor, the motion passed.
18. Discussion and possible action on the approval of a fee structure for code enforcement services: Assistant Chief Rivera explained to the Board that the District has not had a fee schedule in place for prevention services and that it is a common practice in other Fire Districts throughout the state to charge fees for plans review and approval for fire service features and requirements. Candy Clancy stated that she feels charging fees for prevention services is another form of taxation and requested that the Board study this further. Mary Dahl asked Attorney Whittington if it was acceptable for the Board to table the action for approval of a fee structure indefinitely to which he replied it was. No action was taken by the Board.

19. Discussion and possible action to update the District's signature authorization with Bank of America: Chief Horvath explained that Bank of America is requiring Board action and approval to remove Brenda Holbrook from the Tubac Fire District account and to add Katherine Clancy, Board Treasurer, as an additional signor to the account. Mike Connelly made a motion to approve removing Brenda Holbrook from all Tubac Fire District Bank of America accounts and to add Katherine Clancy as an additional signor to the operational account and Herb Wisdom seconded the motion; all were in favor, the motion passed. (Mike Connelly excused himself from the meeting at 10:23 a.m.)
20. Discussion and information only regarding revised Tubac Fire District Human Resource Policy Guidelines Manual: The Board was provided with a revised copy of the District's Human Resource Policy Guidelines Manual. Chief Horvath explained that staff along with Brenda Tranchina from HRS Strategies have worked to update the manual. Brenda Tranchina, she further stated, will be available at the February board meeting to review the changes and answer any questions related to the revisions.
21. Information only regarding a tentative schedule for FY 2019/20 budget approval: The Board was presented with a tentative schedule that listed the dates of March 27th, April 24th, May 8th, May 29th and June 26th for budget workshops and eventual approval.
22. Future Agenda items: None proposed
23. Next Meeting: February 27, 2019 at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.
24. Adjourn Meeting: Herb Wisdom made a motion to adjourn the meeting at 10:34 a.m., and Candy Clancy seconded the motion; all were in favor, the motion passed.