



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES December 20, 2018

1. Call to order and Pledge of Allegiance: The meeting was called to order at 9:00 a.m. by Mike Connelly. The Pledge of Allegiance was recited.
2. Swearing in Oath of Office for newly appointed Board Members: Mike Connelly was sworn in as a newly re-appointed Board Member.
3. Nomination and appointment of new Board Officers: Mike Connelly nominated Mary Dahl for the position of Board Chair and Candy Clancy seconded the motion; Mary Dahl nominated Mike Connelly for the position of Board Clerk and Candy Clancy seconded the motion; Mary Dahl nominated Candy Clancy as Board Treasurer and Mike Connelly seconded the motion; all were in favor of the nominations presented, the motions passed.
4. Roll call of Board Members: Board Members present were Candy Clancy, Mary Dahl and Mike Connelly. Herb Wisdom was absent. Bill Kirkpatrick joined the meeting telephonically at 9:30 a.m. Also present were Chief Horvath, Asst. Chief Rivera, Nancy Lindsey, Charlie Alvarez, Henry Valdez, Martin Lujan, Ben Guerrero, Al Kingsley, Lydia Hunter, Melissa Tomlinson, and Gabe Buldra. Bill Whittington attended the meeting telephonically.
5. Report from Board Members: None
6. Call to the Public: Charlie Alvarez thanked the Board on behalf of the staff for the approved bonuses. He went on to explain that 19 families had been adopted for the Christmas food and toy give-away and that the generosity of the community made it all possible. Charlie's final comment was that the Tubac Honor Guard uniforms had been received and that they plan to participate in the Fallen Firefighter event in Phoenix on January 13th and hope to make an appearance at the Tubac Festival of the Arts in February.
7. Correspondence: None
8. Chair's Report: Mary Dahl explained that she had attended the assessment center for the applicants testing for the Deputy Chief position and how impressed she was with how rigorous and informational the overall process was.

9. Chief and Staff Report:

- A. Operations Update: The Deputy Chief assessment process on December 10 and 11 went very well. Four candidates participated in the process. The offer extended to the top candidate was declined. The District will move forward with placing Captain Ben Guerrero in an administrative captain position and implementing an act up process for internal promotion to fill the open shift captain position.
- B. Training: Chief Horvath presented the report that detailed the call volume, call type and response times on EMS 911 calls for the month of December.
- C. Wildland Update: In FY 18/19, the District has responded to 28 wildfires to date and received reimbursement for eighteen fires.
- D. Administration Update: A total of 24 Plan/Review Projects are in the works or have been completed in this FY 18/19.

10. Monthly Financial Report for November 2018: No presentation of the monthly financial reports was requested by the Board.

Key points for the month as taken from the reports:

- A. Santa Cruz County tax revenue for November was \$377,845 which was over budget by \$78,867.
- B. Non-Levy revenue was \$64,998 which was over budget by \$13,820.
- C. Expenses for the month totaled \$225,486 which was under budget by \$9,613.
- D. Fiscal year revenues are over budget by \$993,367; fiscal year expenses are also over budget by \$25,113.

11. Consent Agenda

- A. Approval of minutes from November 28, 2018 regular board meeting
- B. Approval of minutes from November 28, 2018 executive session
- C. Approval of financial reports for the month of November 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 Candy Clancy seconded the motion; all were in favor, the motion passed.

12. Presentation of FYE June 30, 2018 audit by Beach Fleischman: Lydia Hunter from Beach Fleischman presented the FYE June 30, 2018 audit results.

13. Discussion and possible action to approve FYE June 30, 2018 audit: Mike Connelly made a motion to approve the FYE June 30, 2018 audit and Candy Clancy seconded the motion; all were in favor, the motion passed.

14. Discussion and possible action to approve additional monthly accounting services with the James Vincent Group: James Vincent Group submitted a proposal for additional services to provide the District with an accounts payable/accounts receivable web portal, interface with the District's accounting software (Quickbooks), and appropriate internal controls as recommended by Beach Fleischman. The additional cost to the District will be \$900 per month, for an annual total not to exceed \$10,800 and with the vacancy of the Chief Financial Officer position the budget capacity exists to cover this additional expense. Mike Connelly made a motion to approve the additional cost of \$900 per month for the James Vincent Group and Candy Clancy seconded the motion; all were in favor, the motion passed.

15. Discussion and possible action regarding authorizing an agreement with HGACBuy, a cooperative purchasing program: Assistant Chief Rivera explained that the HGACBuy program provides for a public competitive procurement process for products like communications equipment, emergency apparatus, and fire/EMS equipment. Membership allows an entity such as Tubac Fire District to forego a separate procurement process when soliciting prices for large purchases. Chief Horvath explained that the cost for membership is associated with each purchase made through the HGACBuy program and that these fees will be analyzed as part of the total procurement request. Bill Whittington interjected that prior to approval legal counsel be permitted to include a provision to the agreement that was overlooked. Candy Clancy made a motion to authorize staff to enter into the HGACBuy program with the provision that legal counsel amend the agreement as recommended and Mike Connelly seconded the motion; all were in favor, the motion passed.
16. Discussion and possible action on the purchase or lease purchase of two new ambulances; expected purchase price of \$155,751 and \$155,751 (not to exceed): Assistant Chief Rivera explained to the Board that the District's FY 2018/19 budget included purchase of two ambulances. Staff coordinated and developed an ambulance committee that researched and evaluated the operational needs of the District and arrived at the recommendation to purchase two Type I Wheel Coach 2019 ambulances through Emergency Vehicle Group, Inc. Board members discussed the financial impact of purchasing the ambulances outright with operational funds versus lease purchase and the option of purchase of one and lease purchase of the second one. Bill Whittington informed the Board that there is no termination provision in the purchase agreement and he recommends legal counsel have final approval before the agreement is signed. Mike Connelly made a motion to proceed with purchase of one ambulance with operational funds and lease purchase of the second ambulance for a total price not to exceed \$311,502 with the provision that legal counsel has final approval of the agreement before it is signed. Candy Clancy seconded the motion; all were in favor, the motion passed.
17. Discussion and possible action regarding the lease purchase of two Ferno powerlift cots; expected lease purchase amount of \$1,867.57 monthly (not to exceed): Assistant Chief Rivera explained to the Board that along with the purchase of the ambulances, the District will need to purchase two patient cots. Several staff members attended a demonstration of the Ferno IJNX powerlift cots and found them to be very user-friendly and adaptable for our response area. The Board discussed the options of purchasing the cots outright or including them with the lease purchase agreement for the ambulances. Chief Horvath explained to the Board that the purchase of the cots could be tabled at this time to allow the staff to research warranties, maintenance costs, and the possibility of employees being trained to provide maintenance. Mary Dahl agreed to table the action until the January meeting.
18. Discussion and possible action to approve Consent and Waiver as requested by William Whittington: Bill Whittington explained that the District requested that he review an agreement between Tubac Fire and Fry Fire District for ambulance billing services. To avoid a conflict of interest whereas his firm also represents Fry Fire District he is requesting the Board approve and sign a "Consent and Waiver" agreement. Mike Connelly made a motion to approve signing of the Waiver and Consent agreement as requested by Bill Whittington and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
19. Discussion and possible action regarding pension board appointments: Bill Whittington explained that the makeup of the Local Pension Board needs to be as follows: "The Board shall be comprised of the Chairperson of the District Governing Board (or the chairperson's designee), two members elected by secret ballot by members employed by the District, and two citizens appointed by the Chairperson

of the District Governing Board (one of who is a resident of the District and one of whom has experience in personnel administration, but who is not required to be a resident of the District).” Mary Dahl asked Bill Kirkpatrick if he was willing to continue as the designee on the Local Pension Board to which he replied he would. Mary Dahl made a motion to appoint Bill Kirkpatrick as the designee for the Local Pension Board and Mike Connelly seconded the motion; all were in favor, the motion passed. Mary further explained that Sonia Jones has agreed to serve as a citizen not of the District. Chief Horvath will contact former Board Member Randy Williams as a citizen of the District and will begin the secret ballot for the final two members from the Fire District staff.

20. Discussion and possible action to approve a change to the District’s personnel policies: Chief Horvath explained that the District needs to make staffing adjustments due to not filling the open Deputy Chief position. One staff adjustment will be a one-year administrative Captain assignment and the second regards temporary/acting appointments as outlined in the “Temporary/Acting Appointments” policy. The budget capacity created by the vacant Deputy Chief position will be used to compensate a 5% adjustment for the acting Captains and a 10% adjustment for the administrative Captain position. Mike Connelly made a motion to approve the change to the District policy regarding Temporary/Acting Appointments and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
21. Discussion and information only regarding a new organizational chart for Tubac Fire District: Chief Horvath explained that the organizational chart presented reflected hiring of a Deputy Chief and since this did not happen the chart will continue to be a work in progress.
22. Future Agenda items: None proposed
23. Next Meeting: January 30, 2019 at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.
24. Adjourn Meeting: Mike Connelly made a motion to adjourn the meeting at 10:35 a.m., and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.