



# TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
September 25, 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. Roll call of Board Members: Board Members present were Bill Kirkpatrick, Herb Wisdom, Mike Connelly, Candy Clancy, and Mary Dahl. Also present were Chief Horvath, Deputy Chief Rivera, Captain Guerrero, Nancy Lindsey, John Conger, Captain Lujan, Captain Mendoza, Chuck Mills, Laura Summerfield, Joe Fox, Esai Tapia, Jake Merry, Kathleen Vandervoet, Gabe Buldra, and Ben Archer Clowes.
3. Report from Board Members: None
4. Presentation: Years of Service Recognition: Chief Horvath presented Captain Pedro Mendoza with a 20-year service pin and 15-year service pins to Captain Ben Guerrero and FF/Medic Ricky Rodriguez.
5. Call to the Public: None
6. Correspondence: Thank you notes received.
7. Chair's Report: Mary Dahl commented that two individuals who attended a recent CPR class expressed their appreciation for the Tubac staff who provided the training. Mary further commented on how impressed she was with the 911 ceremony at Del Campo.
8. Chief and Staff Report: Chief Horvath presented the monthly activity report to the Board. Chief Horvath stated that two press releases would be going out: 1) Light the Night on Saturday, October 5<sup>th</sup> at 7:00 pm in front of Stations 1 & 2 to honor the families of fallen firefighters; 2) Promotion of Captain Ben Guerrero to Deputy Chief effective October 4<sup>th</sup>. Candy Clancy requested that the staff report reflect year-to-date calls, call type and station responding. She also requested comparative current year to prior year reports for the number of calls and wildland activity.
9. Monthly Financial Report for August 2019: Gabe Buldra presented the financial reports for the month of August.  
Key points for the month:
  - A. Santa Cruz County tax revenue for August was \$9,663 which was over budget by \$2,207.
  - B. Non-Levy revenue was \$40,664 which was under budget by \$113,836.
  - C. Expenses for the month totaled \$370,893 which was over budget by \$14,506.
  - D. Fiscal year revenues at \$132,989 are under budget by \$201,687 and expenses at \$691,804 are over budget by \$45,797.

10. Consent Agenda

- A. Approval of minutes from August 25, 2019, regular board meeting
- B. Approval of monthly financial reports

Mary Dahl asked for any questions or comments from the Board. Mike Connelly made a motion to approve the consent agenda and Candy Clancy seconded the motion; all were in favor, the motion passed with a unanimous vote.

11. Discussion and possible action on Resolution No. 2019-004 to accept Federal Fiscal Year (FY) 2018 Assistance to Firefighters Grant (AFG) in the amount of \$46,344.76: Chief Horvath explained to the Board that, per the advice of Attorney Whittington, approving a resolution to accept a grant is the formal process to follow. The grant, once accepted, is for a new compressor for Station No. 4. Bill Kirkpatrick made a motion to approve Resolution No. 2019-004 to accept Federal Fiscal Year 2019 Assistance to Firefighters Grant in the amount of \$46,344.76 and Herb Wisdom seconded the motion; with a unanimous vote, the motion passed.

12. Discussion and possible action on Resolution No. 2019-005 to accept Federal Fiscal Year (FY) 2018 Assistance to Firefighters Grant (AFG) in the amount of \$369,659.08: Chief Horvath explained that the grant received in the amount of \$369,659.08 is a regional grant for radio communications equipment for Tubac, Rio Rico, Sonoita and Nogales Suburban Fire Districts with Tubac Fire District acting as the host agency. Chief Horvath further explained that the District will be required to contribute funds equal to or greater than 10% for its share of the funding for an approximate match of \$19,000. Mike Connelly made a motion to approve Resolution No. 2019-005 to accept Federal Fiscal Year 2019 Assistance to Firefighters Grant in the amount of \$369,659.08 and Bill Kirkpatrick seconded the motion; with a unanimous vote all were in favor, the motion passed.

13. Discussion and possible action to authorize staff to enter into an agreement with Modular Solutions, Ltd, for the purpose of leasing a modular living unit for Station #1 firefighters: Chief Horvath explained to the Board that the living conditions for the suppression staff at Station #1 have become more unbearable with recent significant maintenance issues. She continued by reminding the Board that this year's budget included updates to the kitchen and bathrooms at Station #1 that would be put off for now to be able to accommodate new temporary living quarters for staff. The Board was presented with photos and specifications of the modular unit along with the estimate for delivery and set up (\$29,447.44) and the agreement and cost for monthly rent (36 months, \$800 per month). Candy Clancy asked if the term was negotiable to which Chief Horvath replied that no negotiations had been made yet. Mike Connelly expressed his concern of the high cost for delivery and set up to which Gabe Buldra responded that in the metro Phoenix area the costs associated with delivery and set up of modular units run around \$20,000. Herb Wisdom commented that he would rather see money spent updating the bathrooms, adding a firewall and constructing sleeping rooms for the staff at Station #1. Chief Horvath stated that the updates needed for Station #1 would be so extensive that it would not be a viable solution. Mary Dahl commented that the firefighters deserve safe, secure and good living quarters. She continued by stating that she had no idea until she toured the current quarters how inadequate they are. Candy Clancy stated that she feels there is an unbalanced utilization with the Stations on the eastside versus the westside and asked the Chief and Board to forego deciding on this until more information is gathered. Mary Dahl stated that the focus of the Board for this agenda item is to authorize the Chief and staff to lease the modular unit. Candy requested the decision be delayed until next month so the Chief can have the opportunity to see the unit prior to committing to leasing it. Herb Wisdom made a motion to authorize the Chief and staff to enter into an agreement with Modular Solutions for lease of a modular living unit and Bill Kirkpatrick seconded the motion; Board Members Dahl, Wisdom, Kirkpatrick, and Connelly were in favor with Candy Clancy being opposed, the motion passed 4 to 1.

14. Discussion and information only on plans for Station #1: Chief Horvath presented the Board with the history, a recent NFPA research study on renovation needs of the US fire service and an overview of the deficiencies with Station #1. Deputy Chief Rivera continued the discussion by providing the Board with a substantial list of deficiencies and code violations that he and Dan Menefee from the Santa Cruz County Building Department compiled from his recent visit to the station. Gabe Buldra provided the Board with information compiled by Stifel that provided general information

on two options available for the District to consider for funding a new fire station. Option #1 consists of lease purchase for a 15-year term and Option #2 would involve utilization of remaining / available bond capacity. Kathleen Vandervoet asked if the presumed cost of \$4 million to build a new fire station included the land to which Gabe replied it does not. Mary Dahl commented that the bond capacity increases as the District pays down what is owed. Candy Clancy and Mike Connelly both stated their concerns about utilizing available bond capacity for a new station citing a belief that Station(s) 3 & 4 are terribly under-utilized. Mike and Candy both feel that more discussion, community involvement in the process, a better feel for the valuations and more education need to take place before any commitment is made. Chief Horvath stated that she understands the concerns of the Board and is only asking for their direction in beginning the process that in her opinion will take years for what is arguably the busiest station. Candy Clancy held that she cannot make this decision. Bill Kirkpatrick added that he feels the Board is being irresponsible in not allowing the Chief to start some kind of a process. Mary Dahl agreed with the concerns of the Board and feels the discussion is a valuable start in what will be a lengthy and ongoing process with many aspects needing to be explored. Bill Kirkpatrick and Mike Connelly both agree that the Board needs to look into the future of the District, but Mike wants to keep looking at options, to watch cash flow and consider possible sale of the communication tower at Station 2.

15. Discussion and possible action on update to Human Resources Policy Guidelines Manual: Chief Horvath explained to the Board that the update to the Policy Guidelines for the Deferred Compensation (457) Plan was only a formality as the Board had approved contributions to the plans of the Administrative Office Staff in the FY 19/20 budget. Herb Wisdom made a motion to approve the update to the Human Resources Policy Guidelines Manual and Billi Kirkpatrick seconded the motion; all were in favor, the motion passed.

16. Future Agenda Items:

- A. Station #1 improvements / updates
- B. Discussions on potential sale of tower

17. Call to the Public: None

18. Next Meeting: October 30, 2019, at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.

19. Adjourn Meeting: Mary Dahl made a motion to adjourn the meeting at 10:45 a.m., and Herb Wisdom seconded the motion; all were in favor, the motion passed.