



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
September 27, 2023

1. Call to order and Pledge of Allegiance: The meeting was called to order at 1:30 p.m., by Mary Dahl. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Pete Benequista, Sandy Johnson, Herb Wisdom, and Mary Dahl were present at Tubac Community Center. Rich Bohman attended via Zoom. Also, in attendance at Tubac Community Center, Fire Chief Ben Guerrero, Deputy Chief Hesly Guerrero, Deputy Chief Genaro Rivera, Captain John Conger, Bianca Hamric and Adriana Olea. Gabe Buldra and Ben Archer-Clowes attended on behalf of James Vincent Group. Members of the public in attendance were Ron Campana, Kathi Campana, Leslee Bangs, Donita Wickersheim, Jim Garcia, Clem Shute, Sharie Shute, Milan Johnson, Claire McJunkin, Mavis Dexheimer, Terry Loftus, Karen Sykes, Robert Maurer, Mary Varian, Homer Lopez, Mike Pettypool, Calin Steffen, Kate Penland, Reid Penland, Michael O'Rourke, Massie Steffen, and Celeste Wisdom.
3. Report from Board Members: Sandy Johnson was pleased to see a great turnout from the community at the Board meeting.
4. Reading of public comments submitted via email: None.
5. Call to the Public: Clem Shute expressed his gratitude to the Fire Board for hosting the Board meeting at the Tubac Community Center. Mike Pettypool mentioned that he spoke with a local builder in Tubac who has experience in building projects like the current project of Tubac Fire District's station #1. The local builder suggested to Clem that the fire district choose the bid, design, and build method for the project. This method will relieve the taxpayers from any overrun costs and would not exceed the dollar amount contracted.
6. Correspondence: None.
7. Chairs Report: Chair Mary Dahl echoed Sandy Johnson's comment on the community attendance at the meeting and stated that it is good to be here.
8. Chief and Staff Report: Captain Hesly Guerrero, Deputy Chief Genaro Rivera and Fire Chief Ben Guerrero provided the following to the Board:
 - a. Operations Update.
 - b. Training.
 - c. Wildland Update.
 - d. Administration Update.
9. Monthly Financial Report for August 2023: Gabe Buldra and Ben Archer-Clowes presented the financial reports for the month of August 2023. Gabe reported to the Board that total revenue projected for the month of August was under budget, with the lack of wildland revenue being one of the main causes. Total expenses were also below the

projected budget amount for the month. Buildings and Land budget was over the projected amount due to the building repairs, paint, and generator repairs needed for stations #2 and #4. Professional Fees and Managerial were over the projected budget for the month of August due to the Deputy Chief testing. Mr. Benequista stated that he did not see a wire transfer to the investment pool in the financial report and wanted to know the status. Gabe reported to the Board that the wire transfer to the AZ Local Government Investment Pool (LGIP) of \$4.2 million dollars was successful, though not without some effort. Gabe received final confirmation by the investment pool earlier in the day. Gabe stated that going forward the Arizona LGIP will be listed on the balance sheet of page 2 of the financial report. Sandy Johnson wanted to know about District's capital budget expenditures for the year. Gabe stated that the only capital budget expenditure for the year is about \$10,000 toward the purchase of a camper shell and items for station #1. Peter Benequista asked Gabe why the financial report shows the cost of the archaeological survey for the new station #1 as a fixed asset. Gabe informed the Board that, because it is a cost that is related to the construction and development of the new station, it is capitalized as an asset.

10. Consent Agenda: Sandy Johnson made a motion to approve the consent agenda. Herb Wisdom seconded the motion; all were in favor; the motion passed.
 - a. Approval of minutes from August 30, 2023.
 - b. Approval of monthly financial reports.

11. Discussion and information on the purchase of a water heater for Tubac Fire Station #3 in the amount of \$8,862.89.

Deputy Chief Genaro Rivera gave justification for the monies spent and the reason for the replacement of the water heater as an emergency repair. He stated the emergency repair was required because hot water is a necessity to operate the station and because the district leases a portion of station #3 to Air Methods, the air evacuation medical team. The failed water heater was originally installed in 2011. The new water heater is comparable to the previous unit and is an 80-gallon light commercial water heater. The cost noted includes the water heater, delivery, and the installation of the unit.

12. Discussion and possible action to purchase an INX Ferno Gurney and accessories in the amount of \$51,653.20.

Captain John Conger reported to the Board that the ambulance on order is not equipped with a gurney or accessories. John stated a manufacturing delay on the ambulance ordered and that the purchase of a gurney compatible and interchangeable with the other ambulances in the fleet is essential. The risk of the gurney model no longer being sold and replaced with a new generation of gurney is not a risk the District would want to take. Chief Ben Guerrero mentioned that the warranty from Ferno would begin once the gurney is in service. Rich Bohman stated that it makes sense to purchase the gurney preemptively and supports the motion to approve this purchase. Herb Wisdom made a motion to approve the purchase of the INX Ferno Gurney not to exceed the amount of \$51,653.20. Pete Benequista seconded the motion, all were in favor; the motion passed.

13. Discussion and possible action to purchase Motorola software and Panasonic hardware in an amount not to exceed \$50,000.

*NOTE- The \$50,000 dollar amount was emended to \$70,000 at the Board meeting and stated as a typo on the agenda.

Fire Chief Ben Guerrero reported to the Board a state regulation that requires all safety personnel vehicles have automatic GPS tracking systems and a computer aided dispatch system installed by January 1, 2024. Arizona Department of Health Services is recording response time and transport time of fire departments and districts throughout the State of Arizona. This new system will hold emergency personnel accountable to provide the best service to the communities they serve. The cost of the software includes the cost of the licenses, and maintenance quoted at \$23,665.00. The remaining requested amount would be used for the purchase of the hardware and the installation that is needed to outfit all the vehicles with the equipment.

Mr. Johnson moved to approve the purchase of the Motorola software and Panasonic hardware, not to exceed \$70,000. Pete Benequista seconded the motion, all were in favor; the motion passed.

14. Fire station 1 items:

- a. Discussion possible action regarding the presentation by Ryan Knapp, director of project delivery methods, from CORE Construction.

Ryan Knapp and Fred Knapp, a father and son team, presented to the Board the purpose of CORE Construction. They delivered a presentation of delivery methods the District can use and how their company would oversee the project from beginning to end. CORE Construction discussed three methods used for these types of projects. Design-Bid-Build, Design-Build and Construction Manager at Risk method (CMAR).

- b. Discussion only on USDA Rural application process.

Fire Chief Ben Guerrero reported to the Board that the environment study review period ends on September 28th. The documents the USDA requested from the cultural study have been submitted and the USDA will respond within 30 days. The USDA has a review process of 30 days before the release of funds can be authorized.

- c. Discussion and possible action on the status of the architectural request for proposal.

Chief Ben Guerrero reported that he has extended the deadline for the architectural request for proposal until October 18th. The request for proposal is advertised on the Tubac Fire District website, Tubac Fire Facebook page, Arizona Fire Chief Association website, and the Arizona Fire District Association website. There is no action needed for this agenda item.

15. Future agenda items:

Gabe Buldra from James Vincent Group stated he would like to present a timeline of the bond process to the Board.

16. Next meeting: October 25,2023 at 1:30 p.m.

17. Adjourn meeting: Pete Benequista moved to adjourn the meeting at 2:51 p.m. and Sandy Johnson seconded the motion, all were in favor; the motion passed.

