



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES February 28, 2018

1. Call to order and Pledge of Allegiance: The meeting was called to order at 9:00 am by Mike Connelly. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Board Members present were Candy Clancy, Mary Dahl, Herb Wisdom and Mike Connelly. Also present were Chief Keeley, Asst. Chief Rivera, Brenda Holbrook, Nancy Lindsey, Kathleen Vandervoet, Beth Castro, Matt Evans, Gary Fahrenz, Al Kingsley, Henry Valdez, Charlie Alvarez, Tim Slate, Lucy Slate, Melissa Tomlinson, Ben Archer Clowes, Elizabeth Palmer, Amy Lizardi and Dotty Bergmann.
3. Approval of minutes from January 31, 2018: Candy Clancy requested that more detail be added to the minutes from the Auditor's presentation. The Board agreed to review and approve the January 31, 2018 minutes at the March 28, 2018 meeting.
4. Correspondence: Chief Keeley presented the Board with thank-you cards and notes received.
5. Approval of financial reports for January 31, 2018: Melissa Tomlinson from the James Vincent Group provided a detailed presentation of the January financial reports. Candy Clancy asked Melissa when the budget process for the next year would begin to which Melissa replied that preliminary budget discussions would begin with the March meeting. Candy asked when the employee health insurance is up for renewal to which Brenda replied in May and further explained that Mike Cano from the Mahoney Group was going out to bid for competitive rates and coverage for the District employees. Candy further requested that the Mahoney Group be contacted to attend and present options to the Board for budget consideration possibly at the March meeting. Candy Clancy made a motion to approve the January 31, 2018 financial reports and Mary Dahl seconded the motion; all were in favor, the motion passed.
6. Operational Information Reports:
 - A. Ambulance Transport Collections:

	<u>January Collections</u>
For the Month Ending (Net of refunds)	\$ 27,203.23
YTD Collections (Net of refunds)	\$ 204,771.30
 - B. Fire District Operations:
 - 1) Monthly Activity Report

7. Report on Tubac Festival of the Arts: Chief Keeley explained to the Board that the weather was very favorable all five days of the festival resulting in good attendance. Thursday, he explained, was the busiest day in which two transports to the hospital were required.
8. Discussion, Possible Action on renewal of rental agreement with Air Methods: Chairman Connelly commented that the renewal of this agreement was tabled from the January meeting and opened discussion from the Board. Candy Clancy commented on the contract renewal being for a period of 3 years to which Chief Keeley replied that the agreement was cancelable by either party with a 90-day written notice. Mary Dahl commented on the following components of the original lease agreement and asked Chief Keeley and Assistant Chief Rivera for explanation:
 - A. Renewal of the agreement could include an increase of the security deposit that was originally \$2,000. Chief explained that it has been a benefit to the District having the Life Net crew based at the station and felt there was no reason to increase the security deposit.
 - B. The lease referenced tenant repairs and maintenance to include inspections of the helipad and surrounding area at least weekly. Are the inspections being conducted and documented? Assistant Chief Rivera responded that an inspection was done at the start of the lease, but he is unaware if the Life Net crew is documenting weekly inspections. He will discuss this with the crew and will report back to the Board.
 - C. The original lease has an insurance rider that has an expiration date of July 1, 2015 that does not have Tubac Fire District listed as an additional insured. Assistant Chief Rivera explained that he would be meeting with Air Methods and would ask for an updated insurance rider.Mary Dahl requested that the discussion and approval be tabled once again until the March 28, 2018 meeting.
9. Discussion, Possible Action to adopt policy on Earned Paid Sick Time: The Board was provided with a newly revised copy of the Earned Paid Sick Time Policy. Mary Dahl stated that the changes were acceptable and made a motion to approve the Earned Paid Sick Time Policy to which Candy Clancy seconded the motion; all were in favor, the motion passed.
10. Report from Legal Counsel: None
11. Announcements / Community Events: The Montessori School will be participating in a Santa Cruz River clean up event on March 8th.
12. Call to the Public: Beth Castro expressed her disappointment to the Board on their decision to not renew the Chief's contract and asked that they reconsider their decision. Elizabeth Palmer asked the Board if any comments or conversation will be taking place on the plans for a gas station on the West Frontage Road to which Chairman Connelly replied that the Board does not get involved in staff level administrative and technical review of new development projects.
13. Next Meeting: March 28, 2018 at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.

14. Adjourn Meeting: Herb Wisdom made a motion to adjourn the meeting at 10:13 a.m., and Mary Dahl seconded the motion; all were in favor, the motion passed.