



# TUBAC FIRE DISTRICT

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## TUBAC FIRE DISTRICT BOARD MEETING MINUTES

August 29, 2018

1. Call to order and Pledge of Allegiance: The meeting was called to order at 6:00 p.m. by Mike Connelly. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Board Members present were Herb Wisdom, Mike Connelly, Mary Dahl and Candy Clancy. Bill Kirkpatrick was absent. Also present were Chief Horvath, Asst. Chief Rivera, Brenda Holbrook, Nancy Lindsey, Carmen Hernandez, Pete Mendoza, Ben Guerrero, Hesly Guerrero, Uriel Gonzalez, Esai Tapia, Chuck Mills, Dottie Bergmann, Melissa Tomlinson, and Kathleen Vandervoet.
3. Report from Board Members: Herb Wisdom mentioned the fundraiser that will take place at the ballfield at St. Ann's Park on Sunday, September 16<sup>th</sup> beginning at 4:00 pm with the proceeds going to purchase uniforms for the Tubac Local 4125 Honor Guard. He challenged the other board members to commit to purchasing a table that would sit 10 for \$200. Mary Dahl thanked the Chief and staff for helping with setting up Station #2 as a polling place for the primary election.
4. Presentation: Tubac Fire District Fire Community Risk Reduction Plan for FY 18/19: Carmen Hernandez presented a report that outlined the programs and services to be offered as part of the District's community risk reduction program.
5. Call to the Public: Carmen Hernandez thanked Herb Wisdom for his support in doing the fundraiser that will provide the money to purchase uniforms for the Tubac Local 4125 Honor Guard.
6. Approval of minutes from July 25, 2018: Mary Dahl made a motion to approve the July 25, 2018 minutes and Herb Wisdom seconded the motion; all were in favor, the motion passed.
7. Correspondence: Thank you letter from the Rio Rico girls' basketball team for Tubac Fire's participation in "Monsoon Madness 2018."
8. Approval of financial reports for the month of July 2018: Melissa Tomlinson from the James Vincent Group presented the monthly financial reports.  
Key points:
  - A. Santa Cruz County tax revenue for July under budget by \$7,566
  - B. Other monthly revenues over budget by \$49, 148 due primarily to wildland revenue
  - C. Expenses for the month under budget by \$501

Herb Wisdom made a motion to approve the financial reports for July 2018 and Mary Dahl seconded the motion; all were in favor, the motion passed.

9. Chief's Report:

A. Ambulance Transport Collections: collections report reflected \$25,460.15 received for the month of July net of any refunds.

B. Staff Report: Chief Horvath presented a report that details the call volume and categories for the month of July with comparisons to 2017. The report also provided updates on wildland billings and staff currently out assisting on wildfires. The final section of the report detailed current development projects under review by Assistant Chief Rivera. The Board commended the Chief on the report. Candy Clancy requested that next month's report reflect the calls broken down by station.

10. Discussion, possible action to schedule the monthly fire board meeting for 9:00 am on the last Wednesday of the month: Mary Dahl made a motion to change the time of the monthly board meetings from 6:00 pm to 9:00 am continuing to be on the last Wednesday of every month. Candy Clancy seconded the motion; all were in favor, the motion passed.

11. Discussion, possible action to approve the assignment of Tubac Fire District email addresses for all fire board members: Chief Horvath explained that it is considered best practice for Fire District Board members to utilize a District email address as it allows the District to control the distribution of emails through the District's server and fulfills public records requests and any records retention issues. She further explained that the cost to the District for the five board members would be \$325 annually. Mike Connelly made a motion to approve assignment of Tubac Fire District email addresses for the board members and Candy seconded the motion; all were in favor, the motion passed.

12. Discussion only regarding the status of the Santa Cruz County Sheriff's Department Dispatch Services: Chief Horvath provided the Board with an overview of the history and challenges the District faces with the dispatch services at the SCC Sheriff's Department. Members of the Board asked Chief Horvath if she has met with the County Supervisors to which she replied she has met with all of them and discussed the dispatching issues with them. Chief Horvath further explained that she has been discussing the dispatch difficulties with the Chiefs' from Rio Rico, Nogales Suburban and Sonoita to investigate the possibility of presenting a joint letter to the Sheriff on behalf of all the Santa Cruz County fire agencies affected by dispatch delays and other inadequacies. Mary Dahl suggested joint fire board meetings and Candy Clancy suggested letters to the Editor at the Nogales International as possible methods to address the dispatch issues. Chief Horvath will keep the Board informed in upcoming meetings of any performance improvements and benchmarks.

13. Discussion, possible action to transfer funds from the Operations Account to Capital Reserve Account: Melissa Thomlinson explained to the Board that at the end of fiscal year 17/18 it was determined that \$150,000 would be transferred from operations to the capital reserve account. Due to some unexpected expenditures at year end, her recommendation to the Board is to approve transfer of \$125,000 to the capital reserve account. Mary Dahl made a motion to approve transfer of \$125,000 from the operations account into the capital reserve account and Candy Clancy seconded the motion; all were in favor, the motion passed.

14. Executive Session: The Board may vote to go into Executive Session pursuant to A.R.S. Sec 38-431.03(A)(3) for discussion or consultation for legal advice with the attorney for the District regarding potential transaction with American Tower regarding tower location: Mary Dahl made a motion to go into executive session pursuant to A.R.S. Sec 38-431.03(A)(3) and Candy Clancy seconded the motion; all were in favor, the motion passed.
  - A. NOTE: Executive Session are CONFIDENTIAL pursuant to A.R.S. Sec. 38-431.03(C).
  
15. Discussion and possible action regarding potential transaction with American Tower regarding tower location: Mary Dahl made a motion to direct Chief Horvath to gather additional information and do additional analysis regarding this offer and report back to the Board as warranted with that information by the next meeting or sooner if possible and Candy Clancy seconded the motion; all were in favor, the motion passed.
  
16. Future Agenda items: The following future agenda items were proposed:
  - A. Update on tower offer
  - B. District fire hydrant locations and water supply
  - C. County GIS and license usage
  
17. Next Meeting: September 26, 2018 at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.
  
18. Adjourn Meeting: Candy Clancy made a motion to adjourn the meeting at 7:40 p.m., and Mary Dahl seconded the motion; all were in favor, the motion passed.