



# TUBAC FIRE DISTRICT

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## TUBAC FIRE DISTRICT BOARD MEETING MINUTES May 30, 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 Candy Clancy, Mary Dahl, and Mike Connelly. Bill Kirkpatrick and Herb Wisdom were absent. Also present were Chief Keeley, Asst. Chief Rivera, Brenda Holbrook, Nancy Lindsey, Mark South, Pete Mendoza, Henry Valdez, Charlie Alvarez, Kathy Cathey, Bob Barnes, Nancy Woodham, Melissa Tomlinson, Ben Archer Clowes, Gabe Buldra, and Arielle Zions.
3. Approval of minutes from April 19, 25 (2 sets), April 30 (2 sets), and May 8 (2 sets), 2018: Mary Dahl made a motion to approve the April 19<sup>th</sup>, April 25<sup>th</sup> and May 8<sup>th</sup>, 2018 minutes with minor changes to the executive meeting minutes of April 30<sup>th</sup> and May 8<sup>th</sup> and Candy Clancy seconded the motion; all were in favor, the motion passed.
4. Correspondence: Chief Keeley presented the Board with a letter received from Ventura County Fire Department.
5. Approval of financial reports for the month of April 2018: Melissa Tomlinson from the James Vincent Group provided a detailed presentation of the March financial reports. Mary Dahl made a motion to approve the March 2018 financial reports and Candy Clancy seconded the motion; all were in favor, the motion passed.
6. Operational Information Reports:
  - A. Ambulance Transport Collections: Brenda Holbrook provided the collections report that reflected \$43,724.44 received for the month of April and \$319,057.40 year-to-date both amounts net of any refunds.
  - B. Fire District Operations: Assistant Chief Rivera provided the monthly and year-to-date call data per station and summarized the calls both medical and fire overall Districtwide.
7. Discussion on 2018-2019 budget: Candy Clancy shared with the public in attendance that a highlight from the proposed budget reflects year-end 6/30/2019 income of \$90,022 being added to the capital reserve account.

8. Discussion, Possible Action on purchase order process: Chief Keeley suggested that the following adjustments be considered by the Board prior to approving the proposed purchase order system policy:

- Recommended that the requirement of a second signature by a board member on all checks be reconsidered and changed to read “All checks \$2,500 or greater require a board member signature.”
- Phone, credit and internet charges must be documented using the proper form. Will such a form be provided to the District? Melissa replied that one will be provided for use by the District.
- Any purchases over the \$500 threshold require a purchase order and the request will need to be submitted to an email group named [PO@tubacfire.org](mailto:PO@tubacfire.org). Is this an email that needs to be set up and who does the group consist of? Melissa explained that the email would need to be set up and that the group would consist of the Chief, Asst. Chief and finance.

Mary Dahl asked Melissa if the current \$2,500 one signature threshold for the Chief was acceptable to which Melissa replied it was reasonable. Candy Clancy made a motion to approve the purchase order policy with the wording changed to checks \$2,500 or greater require a board member signature and Mary Dahl seconded the motion; all were in favor, the motion passed.

9. Discussion, Possible Action of revised pay scales: Melissa explained that the changes to the wage scale resulted in an increase of 1.8% to the employee’s hourly rate of pay. Candy Clancy made a motion to approve the revised pay scale and Mary Dahl seconded the motion; all were in favor, the motion passed.

10. Discussion, Possible Action on comparison and renewal of workers’ compensation insurance: Chief Keeley explained that the comparison between CopperPoint, who the District currently contracts with, and their competitor Benchmark (7710), reflects an annual premium savings of \$20,000 to the District and recommended that the District change insurers. Gabe Buldra commented that many of their clients are changing to 7710 and recommended to the Board that they consider it as well. Candy Clancy made a motion for the District to change workers’ compensation carriers from CopperPoint to Benchmark 7710 and Mary Dahl seconded the motion; all were in favor, the motion passed.

11. Discussion, Possible Action regarding options for resolving temporary Station #1 sleeping quarters: Assistant Chief Rivera explained to the Board that he had applied for the necessary permit and that he was given a verbal approval from the SCC Building Department. He further explained that the changes to be made would include a larger window in one room, addition of a doorbell, and door hardware for a total estimated cost of \$1,000. The Board determined that no motion was necessary to proceed.

12. Discussion, Possible Action on approval of Fire Chief Contract and authorization for Board Chairman to sign: Candy Clancy commented that she was concerned about the language contained in Item #4 of the proposed Chief’s salary considerations. Chairman Connelly stated that the contract negotiations were concluded and that Candy’s concern over the wording in Section 4 is noted. Mary Dahl made a motion to approve the contract as presented and to allow the Chairman to sign on behalf of the Board to which Candy Clancy seconded the motion; all were in favor, the motion passed.

13. Report from Legal Counsel: None

14. Announcements / Community Events: None

15. Call to the Public: Kathy Cathey expressed her concern as a District resident that the Board approved the new Fire Chief's Contract and that it is unknown what the contract contains. She further stated concern to the fact that no other candidates have been discussed or appear to have even be considered. Chairman Connelly explained that the contract would be public record and Candy Clancy explained that no other "qualified candidates" had applied for the position.
16. Next Meeting: June 27, 2018 at 6:00 p.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.
17. Adjourn Meeting: Mary Dahl made a motion to adjourn the meeting at 6:40 p.m., and Candy Clancy seconded the motion; all were in favor, the motion passed.