



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
December 18, 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, Candy Clancy, Mike Connelly and Mary Dahl. Attorney Scott Bennett was present telephonically. Also present were Chief Horvath, Deputy Chief Rivera, Deputy Chief Guerrero, Nancy Lindsey, Melissa Tomlinson, Ben Archer Clowes, Tim Zamora, Alex Sanchez, Hesly Guerrero, John Conger, Maria Blanco, Martin Lujan, Andres Egurrola, Uriel Gonzalez, Reyver Fontes, William L. Sanchez, Ethan Sanchez, Bella Sanchez, Maggie Zamora, Paul Michelberg, Gary Brasher, Lea Anne Rehan, Keith Barth, Anthony Scheid, Maggie Steffen, Bob Maurer, Kathleen Vandervoet, Judy McNally, Joaan Corrigan, Dennis Eshleman, Eric Maneval, Christy Sizer, William E. Sanchez, and Omero Lopez.
3. Nomination and appointment of new Board Officers: Herb Wisdom made a motion to retain Mary Dahl as Board Chairman; Mike Connelly as Board Clerk; Candy Clancy as Board Treasurer; Bill Kirkpatrick and himself as Board Directors and Mike Connelly seconded the motion; all were in favor, the motion passed.
4. Report from Board Members: None
5. Presentation: Promotion of newly graduated Paramedics: Chief Horvath recognized Tim Zamora and Maria "Alex" Sanchez as the two newly graduated Paramedics for Tubac Fire District.
6. Call to the Public: John Conger asked the Board on behalf of the employees of the Fire District to continue to consider the need for a new Station #1 for not only the safety but also the well-being of the employees who work out of this aging and run down facility. Keith Barth spoke to the Board as a candidate for Santa Cruz County Sheriff who would be willing to work on coming up with solutions for the dysfunctional dispatch system and also as a proponent for a new Station #1.
7. Correspondence: Thank you notes.
8. Chair's Report: No report
9. Chief and Staff Report: Chief Horvath presented the monthly activity report to the Board. Chief Horvath informed the Board that the hiring process for 5 new FF/EMT reserves had been completed and continued by explaining that the set-up of the temporary Modular living quarters for Station #1 would hopefully begin mid-January.

10. Monthly Financial Report for November 2019: Melissa Tomlinson presented the financial reports for the month of November.

Key points for the month:

- A. Santa Cruz County tax revenue for November was \$659,993 which was over budget by \$347,662.
- B. Non-Levy revenue was \$94,636 which was over budget by \$41,386.
- C. Expenses for the month totaled \$285,858 which was over budget by \$41,761.
- D. Fiscal year revenues at \$1,789,234 are over budget by \$542,323 and expenses at \$1,487,707 are over budget by \$71,852.

11. Consent Agenda

- A. Approval of minutes from November 20, 2019 regular board meeting
- B. Approval of monthly financial reports

Mike Connelly made a motion to approve the consent agenda and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.

Presentation of FYE June 30, 2019 audit by Beach Fleischman: Eric Maneval explained to the Board that Beach Fleischman had fulfilled their responsibilities as set out in the terms of the audit engagement letter dated May 28, 2019, including their responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. Christy Sizer explained that the audit results as contained in the Statement of Net Position reflects current assets trending upward along with overall net position being very positive in all categories. At FYE June 30, 2019, the audit results as presented on the full accrual basis of accounting shows an increase in net position of \$156,000 with ending cash as shown on the Cash Flow Summary of \$2,376,000. In closing, Eric explained the final findings pertaining to the Internal Controls of the District which are designed to safeguard assets and prevent or detect losses.

Segregation of Duties – a fundamental concept in internal controls, involves having multiple individuals involved in a process

- The size of the District limits segregation of duties
- Oversight role of the Governing Board is a key component of the District’s internal controls in fulfilling the Board’s fiduciary responsibility

Payroll

- It was noted that one employee (seasonal wildland employee) hired on 7/30/2018 did not have adequate documentation in the personnel file. Further, this employee was terminated in FY 2019 and there was no documentation of the termination in the personnel file.

Board minutes

- It was noted that in January 2019 the Board approved the purchase of two ambulances “for a total price not to exceed \$293,196.” However, the actual cost was \$311,016 due to customization, and the approved amount did not include necessary state sales tax.

12. Discussion and possible action to approve FYE June 30, 2019 audit: Mike Connelly made a motion to approve the FYE June 30, 2019 audit and Herb Wisdom seconded the motion; all were in favor, the motion passed.

13. Discussion and possible action to approve the purchase of extrication equipment: Chief Horvath reminded the Board of the \$30,000 grant the District was awarded through the AZ Governor’s Office of Highway Safety for the purchase of auto extrication equipment to be used for motor vehicle accidents requiring rescue. Staff is requesting approval to purchase two Genesis Combi-Tools and related equipment from MES for \$21,196.34 and purchase of pneumatic struts and cribbing from LN Curtis in the amount of \$5,824.48. Mike Connelly made a motion to approve purchase of the Combi-Tools, struts and cribbing as recommended by staff and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.

14. Discussion and information only on plans for Station #1 – presentation by WSM Architects: Paul Mickelberg presented a “Needs Assessment Study” prepared for the District by his firm WSM Architects that outlined the inadequacies of the current Station #1 along with a conceptual site and floor plan for a new station. Mike Connelly asked Mr.

Mickelberg for an estimated cost of the conceptual station to which he replied approximately \$3.25 - \$3.75 per sq. ft., equating to a cost of between \$4.5 - \$5.5 million dollars not including the land. Mary Dahl commented that the Board needs to be considerate of the safety needs of the staff as well as meeting NFPA standards.

15. Executive Session: The Board may vote to go into Executive Session pursuant to A.R.S. Sec. 38-431.03(A)(7) for discussion or consultation with designated representatives of the District in order to consider the District's position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property – a potential new site for Fire Station No. 1, and the District's cell tower site.
 - a. Note: Executive Sessions are CONFIDENTIAL pursuant to A.R.S. Sec 38-431.03(C): Mary Dahl asked for a motion to go into Executive Session pursuant to A.R.S. Sec. 38-431.03(A)(7) for discussion or consultation with designated representatives of the District in order to consider the District's position and instruct its representatives regarding negotiation for the purchase, sale or lease of real property – a potential new site for Fire Station No.1, and the District's cell tower site. Bill Kirkpatrick made a motion to go into executive session and Herb Wisdom seconded the motion; all were in favor, the motion passed.
16. Discussion and possible action to approve an engagement letter with Thomas Waniewski, consultant with Capital Telecom, for the purposes of negotiating a potential transaction with American Tower: Mary Dahl stated that the item would be removed from the agenda and would no longer be considered.
17. Future Agenda Items: None
18. Call to the Public: None
19. Next Meeting: January 22, 2020, at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.
20. Adjourn Meeting: Bill Kirkpatrick made a motion to adjourn the meeting at 11:45 a.m., and Herb Wisdom seconded the motion; all were in favor, the motion passed.