



# TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
April 24, 2024

1. Call to order and Pledge of Allegiance: The meeting was called to order at 1:34 p.m., by Sandy Johnson. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Sandy Johnson, Herb Wisdom, Mary Dahl, and Rich Bohman were present at the Tubac Community Center. Board Treasurer Peter Benequista attended via Zoom. Also, in attendance at the Tubac Community Center, Fire Chief Ben Guerrero, Deputy Chief Hesly Guerrero, Captain John Conger, Captain Esai Tapia and Bianca Hamric. Gabe Buldra attended on behalf of James Vincent Group. Klindt Breckenridge, Carlos DeAlva and Cortney Tilley attended on behalf of Breckenridge Architects and Planners. Members of the public in attendance were Ron & Kathi Campana, John Combo, Kathleen Vandervoet, Dennis Eshleman and Genaro Rivera.
3. Reading of public comments submitted via email. None.
4. Correspondence:
  - a) Tubac Health Care Foundation Board of Directors is pleased to fund Tubac Fire District with \$8,100 dollars for paramedic class tuition for one firefighter. Tubac Health Care Foundation requests that Tubac Fire District give the foundation a summary of the program no later than April 2025. The summary should include a description of the program objectives, the progress of each objective, and a statement of the amount of Tubac Health Care Foundation funds expended. Tubac Health Care Foundation requests that any notices and advertisements the Tubac Fire District post regarding the program, acknowledge the foundation as the sponsor.
  - b) Skyy McNair donated to the Tubac Fire District Firefighters. She would like to thank TFD staff for their hard work and service.
5. Call to the Public: None.
6. Report from Board Members: Chairman Sandy Johnson reported that he would be speaking to the Tubac Rotary Club on April 26, 2024. He said anyone would like for him to deliver any Fire District subject matter to Rotary, let him know.
7. Chief and Staff Report: Fire Chief Ben Guerrero, Deputy Chief Hesly Guerrero, Captain John Conger and Captain Esai Tapia provided the monthly Staff Report for April.
  - a. Operations Update.
  - b. Training.
  - c. Administration Update.
8. Monthly Financial Report for March 2024: Gabe Buldra presented the financial reports for the month of March 2024. Total Revenue for the month of March is \$232,332. Tax Levy Revenue is \$142,574. Non-Tax Levy Revenue is \$89,758. Total Expenses for the month of March are \$298,095 which is under budget by \$3,632. Expenses are under budget in the following categories: Buildings and Land, Vehicles and Equipment, Communication and IT,

Travel and Training and Managerial. Personnel Expenses came in at \$242,081, which is over budget by \$9,710 for the month of March 2024.

Year to Date total revenue is at \$3,684,811, which is over budget by \$62,355. Year to Date total expenses is at \$3,116,878, which is under budget by \$104,896.

9. Consent Agenda: Mary Dahl made a motion to approve the consent agenda and Rich Bohman seconded the motion; all were in favor, the motion passed.
10. Discussion and information only regarding the Tubac Fire District FY 24/25 budget: Gabe Buldra presented the 2024-2025 fiscal year budget. Gabe discussed the budget adoption and included a timeline of dates.
  - May 29, 2024, Fire Board Budget Workshop.
  - June 26, 2024, Public Hearing, and the Final Adoption of the Budget.
11. Discussion and possible action to authorize the Fire Chief and JVG to work with Stifel to sell the bonds. Gabe Buldra announced to the Board the time to prepare for the sale of the bonds has arrived, as discussed in the Station #1 construction timeline. Gabe is requesting the Board approve JVG to move forward with the necessary procedures to initiate the sale of the bonds which could take 30 to 60 days to complete. Measures needed to initiate the sale of the bonds are to secure the District's credit rating, and for JVG to do their due diligence with their attorneys. Rich Bohman made a motion to authorize the Fire Chief and JVG to work with Stifel in the sale of the bonds. Mary Dahl seconded the motion. All were in favor; the motion passed unanimously.
12. Discussion and possible action to change the sick leave policy. Fire Chief Guerrero discussed with the Board his observation on the utilization of sick leave. Chief Guerrero stated that because sick leave hours are included in the calculation of overtime, it is significantly impacting day to day operations. Fire Chief Guerrero also stated that this will help to manage the District's budget allotted for overtime hours worked. Rich Bohman moved to approve a change to the sick leave policy guideline. The new guideline will state; "Sick leave hours shall not be counted as hours worked for the purpose of calculation overtime." Mary Dahl seconded the motion. All were in favor; the motion passed unanimously.
13. Discussion and possible action on employee benefits.
  - a. Medical Coverage Benefits: Fire Chief Guerrero presented to the Board the employee health insurance benefit package for the new fiscal year. Chief Guerrero stated that the health benefit package currently offered to employees has increased in cost through the provider EMI/Blue Cross Blue Shield of Arizona. He is requesting the Board approve Banner Aetna Alternate Benefit Package #3 and #4 as presented in the chart. The recommended provider is lower in cost with the same coverage, making this option more favorable for the District and the employees. Fire Chief stated the employee vision and dental insurance are not included in the packages listed as those benefit rates were locked in for two years with the EMI provider. Mary Dahl made a motion to approve the employee health benefit package Alternate option #3 and #4 for the 2024-2025 fiscal year. Herb Wisdom seconded the motion. All were in favor; the motion passed.
  - b. Securis Workers Compensation: Fire Chief Guerrero presented the Board with the Securis Workers Compensation Agreement. He requested the Board adopt the new agreement that would go into effect July 1, 2024. Mary Dahl made a motion to approve Securis Insurance Pool as the Fire District's workers compensation insurance. Rich Bohman seconded the motion. All were in favor; the motion passed.
  - c. Volunteer Firemen's Insurance Services Inc. (VFIS) and Cyber Security: Fire Chief Guerrero presented to the Board the VFIS Liability Insurance and Cyber Security Insurance. Chief Guerrero requested the Board adopt the new agreement for the 2024-2025 fiscal year that would go into effect July 1, 2024. Mary Dahl made a

motion to approve the Liability and Cyber Security Insurance with VFIS. Herb Wisdom seconded the motion. All were in favor; the motion passed.

14. Update on Fire Incident Management System Grant.

Captain Esai Tapia informed the Board of the Fire Incident Management System Grant the District was awarded. Captain Tapia stated that the grant is funding for equipment used to track firefighters on scene in urban and wildland environments. The equipment also has technology to record firefighter activity for post incident review. The grant for the Fire Incident Management System includes a 3-year subscription to the tracking platform hosted by 3AM.

15. Discussion and possible action to approve the lease between Mariposa Community Health Clinic and Tubac Fire District for Temporary Crew Quarters.

Fire Chief Guerrero presented the Board with a lease agreement proposed between the Mariposa Community Health Center (Landlord) and the Tubac Fire District (tenant). The premises is the building located at 2239 E. Frontage Rd. Tubac, AZ 85646. The lease term is for twelve (12) months and will commence on August 1, 2024, through July 31, 2025, and continue in full force and effect for the number of months specified or until the lease is terminated. The tenant shall pay to the landlord a total monthly rent payment of \$2,200, inclusive of any applicable taxes and payable thirty (30) days after the invoice. Mary Dahl made a motion to approve the lease between Mariposa Community Health Clinic and the Tubac Fire District for Temporary Crew Quarters. Herb Wisdom seconded the motion. All were in favor; the motion passed unanimously.

16. Discussion and possible action approve alterations needed to the Mariposa Community Health Clinic building at a cost not to exceed \$15,000.

The Fire Chief discussed with the Board the necessary alterations needed for the building to function as a firehouse. Alterations needed are electrical and plumbing to accommodate a kitchen, shower, washer, and dryer. Mary Dahl made a motion to approve the alterations needed to the Mariposa Community Health Clinic building for Tubac Fire District crew quarters at a cost not to exceed \$15,000. Herb Wisdom seconded the motion. All were in favor; the motion passed unanimously.

17. Discussion and informational only of Fire Station #1:

- a) USDA Rural Update: Fire Chief Guerrero updated the Board on the Letter of Obligation from the USDA and that it continues to be in pending approval status.
- b) Fire Station #1 Presentation by Klindt Breckenridge: Klindt Breckenridge, Carlos DeAlva and Cortney Tilly presented the Conceptual Design- Site Plan for Fire Station #1.

18. Discussion and informational only of Fire Station #1 tower:

Fire Chief Guerrero updated the Board on the preparation and the relocation of the existing tower equipment, stating it is currently under contract with the county and work should begin by June.

19. Discussion only on simplification of the Fire Chief's job description and evaluation process.

Chairman Sandy Johnson requested that this agenda item be tabled for a later date.

20. Discussion and possible action on Chief Guerrero's performance evaluation. The Board may convene into Executive Session regarding this item as allowed by A.R.S § 38-431.03.

Mary Dahl made a motion to move into executive session to discuss Fire Chief Guerrero's performance evaluation. Rich Bohman seconded the motion. All were in favor; the motion passed unanimously.

21. Discussion and possible action to approve the Fire Chief's contract.

Rich Bohman made a motion to approve a two-year term for Fire Chief Guerrero and to increase his salary to \$130,000 for the next fiscal year.

Mary Dahl seconded the motion. All were in favor; the motion passed unanimously.

22. Future Agenda Items: Station #1 project.

23. Next meeting: May 29, 2024, at 1:30 p.m.

24. Adjourn meeting: Mary Dahl made a motion to adjourn the meeting at 4:12 p.m. Rich Bohman seconded the motion; all were in favor, the motion passed.