



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES November 28, 2018

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 Herb Wisdom, Candy Clancy and Mary Dahl. Mike Connelly was absent. Bill Kirkpatrick joined the meeting at 9:02 a.m. Also present were Chief Horvath, Nancy Lindsey, John Conger, Hesly Guerrero, Uriel Gonzalez, Bill Whittington, Al Kingsley, Patrick Talley, Dennis Eshleman, Kathleen Vandervoet, Melissa Tomlinson, and Ben Archer Clowes.
3. Report from Board Members: Herb Wisdom announced that the local fast pitch softball team traveled to Illinois, Missouri, Nevada and Texas and were successful in winning all of their tournaments. As a result of their success, Herb continued, two national and one world tournament will be held in Arizona next year. The hope is for at least one championship tournament to be held in Tubac and an estimate from an Architect to get the area ready came in at \$40,000. Herb explained that fundraisers are going to be planned to raise the money.
4. Call to the Public: None
5. Correspondence: None
6. Staff Report:
 - A. Chief Horvath explained to the Board that 80 applicants competed for 50 spots in the Pima College Paramedic program that will begin in January 2019 and that three of the six TFD employees who tested were successful in earning a spot.
 - B. Staff Report: Chief Horvath presented the report that detailed the call volume, call type and response times on EMS 911 calls for the month of October. The report also provided updates on wildland billings that reflect a total of \$470,198.93 earned in this fiscal year with a total of \$392,516.42 still being owed to the District as of the October 31, 2018 report, however, good news is that \$143,000 was received in November and this will be reflected on the next month's report. The final section of the report detailed current development projects under review by Assistant Chief Rivera.

7. Monthly Financial Report: Melissa Tomlinson from the James Vincent Group presented the monthly financial reports.

Key points:

- A. Santa Cruz County tax revenue for October was \$1,018,859 which was over budget by \$625,308. Melissa explained that there was no explanation as to why the amount received was so over budget but stated that it was a comparable trend seen with other agencies statewide in the month.
- B. Non-Levy revenue was over budget by \$46,776 attributed primarily to wildland revenue.
- C. Expenses for the month totaled \$250,062 which was under budget by \$18,959.
- D. Fiscal year revenues are over budget by \$900,316; fiscal year expenses are also over budget by \$35,461.

In discussing financial budgeted items, Candy Clancy asked if the District moves forward with purchasing new ambulances what the cash out timing would be. Chief Horvath replied that the December meeting will include an agenda item for the purchase of two new ambulances for Board approval and that it will likely occur in this fiscal year having been given an estimate of a 90-day build out and late spring for delivery.

8. Consent Agenda

- A. Approval of minutes from September 26, 2018 executive session
- B. Approval of minutes from October 31, 2018 regular board meeting
- C. Approval of minutes from October 31, 2018 executive session
- D. Approval of financial reports for the month of October 2018

Mary Dahl asked for any questions or comments from the Board. Hearing none, she asked for a motion to approve the minutes and financial reports. Herb Wisdom made a motion to approve the consent agenda and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.

9. Discussion and possible action regarding Resolution 2018-003, authorizing the use of William R. Whittington and the law firm of Boye, Pecharich, Cline, Whittington & Stallings, P.L.L.C.:

Chief Horvath explained that in moving forward and for many reasons it is a good idea to have a fresh set of legal eyes overseeing how the District does business. Mary noted for the record that Mr. Whittington's hourly rate is \$200, and Donna Aversa's was \$195 and stated that she supports this resolution regarding new legal representation of the District. Mr. Whittington provided the Board with a brief history of his firm and the services he provides and stated that between him and Donna Aversa, they represent almost all fire districts in the state. He recommended to the Board that signing the resolution to utilize his services should in no way prevent them from working with Donna Aversa in her areas of legal expertise as well. Candy Clancy made a motion to approve Resolution 2018-003 authorizing the use of William R. Whittington for legal representation to the Tubac Fire District and Herb Wisdom seconded the motion; all were in favor, the motion passed.

10. Discussion and information only regarding the 5-year Financial Outlook as presented by James Vincent Group:

Melissa Thomlinson explained that the only change from the report provided last month was an update from the county on the median home prices with 2019 coming in at \$118,000 and not \$339,000 as originally predicted. This change results in a significant savings to the taxpayer on their property tax bill and a reduction in the revenues the fire district will receive. Candy Clancy commented that the 5-year outlook shows the District overspending on capital expenses in fiscal year 2021-2022 and, with the rising costs associated with personnel, the District will be out of money by fiscal year 2023-2024. Melissa and Ben explained that the 5-year financial outlook helps to forecast the potential impacts the District may face and, given this tool, adjustments to spending along with the ability to adjust the tax rate are considerations the Board will need to make. Bill Kirkpatrick stated that the Board may need to look at increasing the tax rate and Mary Dahl added that a worksheet

reflecting how an increase in the tax rate would affect the District would be a valuable tool for the Board. Melissa stated that she will provide the Board with a worksheet at the next meeting that will reflect what a balanced tax rate budget would look like.

11. Discussion and information only regarding Limited Letter of Appointment (LOA) with the Office of the State Forester: Chief Horvath explained that the LOA with the Office of the State Forester declares that with the exception of public buildings, such as schools, the District has the authority to do plans review and inspections. Bill Whittington commented that most fire districts provide these services because the State Fire Marshal's Office is seriously understaffed and relies on the fire districts.
12. Discussion and possible action to approve employee bonuses in the amount of \$500: Herb Wisdom explained that it has been reported that several city, county and municipal agencies across the state have given their employees bonuses this year. He feels since no raises or bonuses have been given to the employees of the Tubac Fire District in several years he recommends the Board approve a \$500 bonus or maybe even a smaller amount for all full-time employees. Candy Clancy stated her concerns and opposition with the process of this being added to the agenda by a board member, no prior discussion in budget meetings and that it was not budgeted for this fiscal year. She asked Melissa from JVG what impact it would have on the budget. Melissa stated that it would cost the District approximately \$14,000. Bill Whittington stated that due to the wording of the agenda item, the request for bonuses in the amount of \$500 is what the Board must decide and whether or not the Chief is included. Mary Dahl commented that the request did not specify full or part-time staff. Chief Horvath requested that if the Board approves the bonuses, she not be included and that two reserves that do not have another job and fill in regularly be considered to receive one as well in a lesser amount. Bill Kirkpatrick made a motion to approve \$500 bonuses for full-time staff and a lesser amount for part-time staff and Herb Wisdom seconded the motion; the motion passed on a 3 to 1 vote with Candy Clancy opposed. As a closing comment, Mary Dahl added that in the future the Board should discuss the possibility of pay step increases or other year-end stipends during the budget process.
13. Executive Session: Pursuant to Arizona Revised Statute §38-431.03(A)(1)&(3), discussion and consultation with attorney for legal advice regarding employee benefit issues: Bill Kirkpatrick made a motion to go into Executive Session pursuant to Arizona Revised Statute §38-431.03(A)(1)&(3) for discussion and consultation with attorney for legal advice regarding employee benefit issue and Herb Wisdom seconded the motion; all were in favor, the motion passed.
14. Future Agenda items: None proposed.
15. Next Meeting: December 20, 2018 at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.
16. Adjourn Meeting: Herb Wisdom made a motion to adjourn the meeting at 10:55 a.m., and Candy Clancy seconded the motion; all were in favor, the motion passed.