



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES (PUBLIC HEARING AND REGULAR MEETING OF THE BOARD OF DIRECTORS)

July 31, 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, Mike Connelly, and Mary Dahl. Candy Clancy attended telephonically. Also present were Chief Horvath, Asst. Chief Rivera, Captain Guerrero, Nancy Lindsey, Carmen Hernandez, Esai Tapia, Joe Fox, Uriel Gonzalez, Charlie Alvarez, Dottie Bergmann and Lynn Carey. Gabe Buldra from The James Vincent Group attended telephonically.
3. Report from Board Members: None
4. Call to the Public: Lynn Carey commented that the recent mass shootings that have been taking place across the country has precipitated the need for the public to be taught a general basic first aid / CPR to help in case of such an emergency.
5. Correspondence: Thank you notes received.
6. Chair's Report: None
7. Chief and Staff Report: Chief Horvath presented the monthly activity report to the Board.
8. Monthly Financial Report for June 2019: Gabe Buldra presented the financial reports for the month of June.
Key points for the month:
 - A. Santa Cruz County tax revenue for June was \$123,123 which was under budget by \$27,017.
 - B. Non-Levy revenue was \$96,680 which was under budget by \$42,872.
 - C. Expenses for the month totaled \$330,873 which was over budget by \$33,348.
 - D. Fiscal year revenues are over budget by \$122,899; fiscal year expenses are under budget by \$10,994.
9. Consent Agenda
 - A. Approval of minutes from June 26, 2019, public hearing and regular board meeting
 - B. Approval of monthly financial reportsMary Dahl asked for any questions or comments from the Board. Bill Kirkpatrick made a motion to approve the consent agenda and Herb Wisdom seconded the motion; all were in favor, the motion passed.
10. Discussion and possible action on Board's generic process for conducting a performance evaluation for the Fire Chief: Mary Dahl explained that while Chief Horvath's contract references a performance review process, it does not spell out how that process should unfold for this or for any Chief. In working with the District's attorney to prepare agenda

items on the employment performance matter, he pointed out that the process used to review this, or any Chief is a matter of Board policy and, therefore, should not be discussed or determined except in public session. Mary Dahl continued by outlining the process to be used to evaluate the Fire Chief which included giving the Fire Chief notice in accordance with ARS §38-431.03(A)(1) the opportunity to have the Board's performance review conducted in a public session to which Chief Horvath agreed. Candy Clancy asked if the Board would agree to postpone until next month conducting Chief Horvath's performance evaluation to allow Board members more time to review the evaluation form and process to which Mary Dahl explained that further discussion and explanation could take place in executive session. The Board agreed to convene to executive session to complete, compile and review the performance evaluations for Chief Horvath. Bill Kirkpatrick made a motion to approve the generic process for conducting a performance evaluation for the Fire Chief and Mike Connelly seconded the motion; Board members Mary Dahl and Herb Wisdom were in favor and Candy Clancy was opposed, the motion passed.

11. Discussion and possible action to convene into an executive session pursuant to A.R.S. §38-431.03(A)(1) for purposes of annual performance review for Chief Horvath: Mary Dahl asked for a motion pursuant to A.R.S. §38-431-03(A)(1) to convene to executive session for purposes of annual performance review for Chief Horvath. Herb Wisdom made a motion to convene to executive session and Mike Connelly seconded the motion; all were in favor, the motion passed.
12. Discussion and possible action regarding or as a result of the annual performance review of Chief Horvath: Mary Dahl asked for a motion regarding or as a result of the annual performance review of Chief Horvath. Candy Clancy made a motion to approve the annual performance review of Chief Horvath and Mike Connelly seconded the motion; all were in favor, the motion passed.
13. Discussion on Board packet availability prior to meeting day: Candy Clancy explained that receiving the Board packet with only a day or two in advance of the meeting is cumbersome and asks that the packets be ready and available on the Friday prior to Board meeting week. Mary Dahl commented that in discussing this with the Chief, the goal is to have the packet to the Board as early as possible.
14. Future Agenda Items:
 - A. Update on cell tower
 - B. Take home vehicle for Chief
 - C. Draft MOU from firefighters
 - D. Staff request for change in office hours
15. Call to the Public: Herb Wisdom suggested to the Honor Guard that they consider contacting Chamber of Commerce to buy and sell tickets for the Dennis Quaid concert as a fundraiser.
16. Next Meeting: August 28, 2019, at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.
17. Adjourn Meeting: Bill Kirkpatrick made a motion to adjourn the meeting at 10:20 a.m., and Herb Wisdom seconded the motion; all were in favor, the motion passed.