



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
May 29, 2024

1. Call to order and Pledge of Allegiance: The meeting was called to order at 1:30 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. Members of the public in attendance were Ron & Kathi Campana, John Combo, Kathleen Vandervoet, Reid Penland and Genaro Rivera.
3. Reading of public comments submitted via email. None.
4. Correspondence: None.
5. Call to the Public: Kathi Campana commented on technical challenges in the meeting room and urged the Board to reconsider including a meeting room at the new station #1 building.
6. Report from Board Members: Chairman Sandy Johnson announced to the public agenda item #9 will be open to public discussion limited to the proposed FY 2024-2025 tentative budget. Public comments will be subject to the provisions noted in agenda item #4. Gabe Buldra clarified to the Board Chair that public comments will be also solicited at the July 26, 2024, Board meeting and only the adoption of tentative budget is being requested for Board approval today.
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 April 2024: Gabe Buldra presented the financial reports for the month of April 2024. Total Revenue for the month of April is \$488,784. Tax Levy Revenue is \$384,090. Non-Tax Levy Revenue is \$104,693. Total Expenses for the month of April are \$351,350 which is under budget by \$37,286. Expenses are under budget in the following categories: Personnel Expenses, Vehicles and Equipment, Travel and Training, and Managerial Expenses. Buildings and Land Expenses came in at \$21,428, which is over budget by \$2,075, Communications and IT Expenses came in at \$10,303, which is over budget by \$1,638.

Year to Date total revenue is at \$4,173,594, which is under budget by \$86,147. Year to Date total expenses is at \$3,472,885, which is under budget by \$137,525.

9. Discussion and possible action for approval of the FY 2024-2025 tentative budget. Gabe Buldra presented the 2024-2025 fiscal year tentative budget. Gabe stated it would be the final presentation before the Board is requested to adopt the final budget. The presentation included the District budget schedule, the overview of District revenues, the overview of District expenses and the District capital plan. Gabe Buldra clarified to the Board Chair that public comments will be held at the July 26, 2024, Board meeting and only the adoption of the tentative budget is being requested for Board approval today. He also stated that the tentative budget if approved today will be posted for 20 days for the public to comment at the next Board meeting. Concluding the presentation Chair Johnson stated he was pleased with Gabe's presentation and with 2024-2025 fiscal year's budget. Mary Dahl stated that this plan is conservatively predicting revenues and is a good solid plan. Rich Bohman moved to approve the tentative budget for 2024-2025 fiscal year. Mary Dahl seconded the motion. All were in favor; the motion passed unanimously.
10. Consent Agenda: Mary Dahl made a motion to approve the consent agenda and Herb Wisdom seconded the motion; all were in favor, the motion passed unanimously.
11. Discussion and update regarding the sale of the General Obligation Bonds. Gabe Buldra informed the Board that JVG discussed the District's financial and economic standing with the Stifel Group (underwriters) and answered compliance questions for lending approval. Gabe also stated that the process with S&P to receive the District's credit rating has occurred. He anticipates a very good credit rating due to the District's healthy financial position. Gabe stated that he will know of the District's credit rating before the next Board meeting and would like to confirm the price to sell \$4.4 million dollars in bonds. Gabe asked the Board if they have any objection about moving forward with the sale of the bonds or if the Board would like to conduct a special meeting to discuss this matter further. No objection was made regarding the General Obligation Bonds and JVG will proceed.
12. Discussion and possible action to purchase a staff vehicle in an amount not to exceed \$67,000 to replace Unit #1038. Fire Chief Guerrero requested Board approval the purchase of a 2024 Chevrolet Tahoe. The Chief stated that the purchase of a vehicle is in the capital plan for 2023-2024 budget. The District is replacing Unit #1038, a 2009 Chevrolet 2500 with high mileage, with the Fire Chief's staff vehicle Unit #1051, a Ford F-150. The Chief stated that due to the nature of his tasks an SUV would be more useful and allow him to shuttle personnel and other equipment as needed. Mary Dahl moved to approve the purchase of a 2024 Chevrolet Tahoe from O'Reilly in an amount not to exceed \$66,001.94. Herb Wisdom seconded the motion. All were in favor; the motion passed unanimously.
13. Discussion and possible action to approve the needed repairs for Unit #1044 (Type 1 Engine) in the amount not to exceed \$5,436.35. Captain John Conger requested Board approval of repairs on Unit #1044. Captain Conger stated that Unit #1044 needs the pump system repaired along with other engine-related items. The Unit was diagnosed by repair technicians at Velocity Truck Center in Tucson and several issues were found. Staff is recommending approval to repair this unit. Rich Bohman made a moved to approve the cost to repair Unit #1044 Type 1 engine in the amount not to exceed \$ 5,436.35. Mary Dahl seconded the motion. All were in favor; the motion passed unanimously.
14. Fire Station #1 and Tower Items:
 - a. USDA Rual Update

Fire Chief Guerrero stated that he received the letter from USDA obligating the funding and is currently in the process of finalizing the grant award. Chief stated that one of the final items is to have a resident project representative appointed for the project to report the process. Fire Chief Guerrero stated that he has requested that Retired Deputy Fire Chief Genaro Rivera assist the District with this task. Mary Dahl congratulated the Fire Chief for all his efforts with the Station #1 project.
 - b. Station Update

Chief Guerrero informed the Board that he attended the Station Design Conference in Glendale, AZ. Chief stated that he received good information about the phases of building a fire station and became aware of

that the national average cost to build a fire station is between \$800-\$1,200 a square foot. He stated that the District is standing good at about \$600 a square foot compared to the national average. The Chief also informed the Board of that the new temporary crew quarters in Tubac is in the permit process and is hopeful that the crew will start moving into the building in mid-July.

c. Tower Update

Chief Guerrero reported that the excavation for the new tower foundation has begun and that we are meeting the timeline to have the new tower completed and the equipment relocated.

15. Future Agenda Items: FY 2024-2025 Public Hearing on Budget and Final Adoption.

16. Next meeting: June 26, 2024

17. Adjourn meeting: Mary Dahl made a motion to adjourn the meeting at 3:04 p.m. Rich Bohman seconded the motion; all were in favor, the motion passed.