



## TUBAC FIRE DISTRICT

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### TUBAC FIRE DISTRICT BOARD MEETING MINUTES January 31, 2018

1. Call to order and Pledge of Allegiance: The meeting was called to order at 9:00 am by Mike Connelly. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Board Members present were Bill Kirkpatrick, Herb Wisdom, Mary Dahl, Candy Clancy and Mike Connelly. Also present were Chief Keeley, Asst. Chief Rivera, Brenda Holbrook, Nancy Lindsey, Thomas Beckel, John Conger, Charlie Alvarez, Hesly Guerrero, Freddy Figueroa, Captain Mendoza, Jerry Lopez, Robert Maurer, Robert Clancy, Mark South, Kathleen Vandervoet, Eric Maneval, Lydia Hunter, Lucy Slate, Melissa Tomlinson, Ben Archer Clowes, Esai Tapia, Jake Merry, Uriel Gonzalez, Dottie Bergmann and Dennis Eshleman.
3. Approval of minutes from December 20, 2017: Mary Dahl made a motion to approve the December 20, 2017 minutes and Herb Wisdom seconded the motion; all were in favor, the motion passed.
4. Correspondence: Chief Keeley presented the Board with thank-you cards and notes received.
5. Discussion, Possible Action on audit approval: The Board was presented with a draft copy of the audit report. Lydia Hunter and Eric Maneval from Beach Fleischman presented the audited financial reports of the District for fiscal year-end June 30, 2017. The following recommendations were made by Beach Fleischman for internal controls:
  - That all personnel files contain hourly pay rate documentation signed by the Fire Chief for non-exempt employees; that the files contain documentation that the employee is considered non-exempt; that the payroll be processed based on the approved hourly rates, rather than predetermined annual amounts.
  - Separation of duties – implement procedure in which bank reconciliations be prepared by someone not involved in the recording of disbursements in the general ledger or the preparation of checks.
  - That the District review its current purchase order policy and determine any necessary changes so that purchase orders function as a pre-approval process.

Upon completion of the presentation, Herb Wisdom made a motion to accept the year-ended June 30, 2017 audited financial reports and Candy Clancy seconded the motion; all were in favor, the motion passed.

6. Presentation by James Vincent Group and possible action to hire them as financial advisors: Melissa Tomlinson and Ben Archer Clowes from the James Vincent Group presented the scope of work their office could provide to the District monthly along with a five-year projection. The cost to the District for monthly financial preparation and presentation would be \$1,900 for an initial period of 6 months, renewing automatically thereafter with cancellation by either party with a 30-day written notification after the initial 6 months. Preparation of a five-year projection would be at a rate not to exceed \$6,000 with 50% billed at contract signing and 50% at completion of the project.

Candy Clancy made a motion to approve hiring the James Vincent Group to prepare monthly financial reports at a cost of \$1,900 per month and a five-year financial projection report to not exceed \$6,000 to which Herb Wisdom seconded the motion; all were in favor, the motion passed.

7. Approval of financial reports for December 20, 2017: Bill Kirkpatrick made a motion to approve the December 2017 financial reports and Herb Wisdom seconded the motion; all were in favor, the motion passed.

8. Operational Information Reports:

A. Ambulance Transport Collections:	<b><u>December 2017 Collections</u></b>
For the Month Ending (Net of refunds)	\$ 29,257.43
YTD Collections (Net of refunds)	\$ 177,568.07
B. Fire District Operations:	
1) Monthly Activity Report	

9. Overview of January AFDA Conference by Assistant Chief Rivera: Assistant Chief Rivera outlined the hi-lights of the Arizona Ambulance and AFDA Conference held January 10-13, 2018 in Laughlin.

10. Update on sleeping quarters at Station #1: Chief Keeley informed the Board that the bunk rooms at Station #1 had been removed and that the station had been restored to its previous condition with the day room was now being utilized as living quarters for the on-duty suppression staff. He further explained that he will come back to the Board at a future meeting to discuss potential options for updating the sleeping quarters and addressing the non-compliance issues. Candy Clancy asked for a total of the costs for erecting and removing the sleeping quarters to which Chief Keeley replied that Brenda would provide her with the totals. Chairman Connelly commented that further discussion would take place at a future meeting.

11. Discussion, Possible Action to amend signors on Bank of America savings account: Candy Clancy explained that she met with Marco Torres at Bank of America to begin the process of setting up a reserve account as was approved at the December 20, 2017 meeting. Mr. Torres informed Candy that some of Tubac Fire District's bank accounts are non-compliant with IRS and Arizona Corporation Commission reporting requirements; therefore, a new reserve

account could not be opened. Chief Keeley suggested to the Board that a way to simplify the process would be for the Board to make a motion to restrict any transfers from the savings account without Board approval. Chairman Connelly replied that approval to establish the account had already been done and would proceed. Candy Clancy made a motion to have all signors, except for Chairman Mike Connelly and Treasurer Candy Clancy, removed from the Tubac Fire District savings account at Bank of America and Mary Dahl seconded the motion; all were in favor, the motion passed. Candy Clancy made a second motion that allows for Chairman Mike Connelly and Treasurer Candy Clancy to be the only signors on a new signature card with Bank of America on the Tubac Fire District savings account if it is required by Bank of America to which Mary Dahl seconded the motion; all were in favor, the motion passed.

12. Discussion, Possible Action on renewal of rental agreement with Air Methods: Chief Keeley explained to the Board that the rental agreement with Air Methods had expired on November 1, 2017 and that an amendment to the lease had been prepared reflecting an increase of the monthly rent from \$2,000 to \$2,500 per month for a three-year agreement ending on October 31, 2020. Chief Keeley further explained that Air Methods had increased the amount paid to the District to \$2,500 beginning with the November 1, 2017 payment. All Board members were not provided with a copy of the lease agreement for review prior to the meeting, thus Mary Dahl requested that the discussion and approval be tabled until the February 28, 2018 meeting.
13. Discussion, Possible Action to adopt policy on Earned Paid Sick Time: Mary Dahl requested that changes be made to the policy for clarification and that discussion and approval be postponed until the next regularly scheduled meeting.
14. Discussion on PSPRS projected rates: The Board was presented with a Pension Contribution Projection report that reflects the estimated contribution rate and amount the District will be contributing through June 30, 2029. Brenda Holbrook explained that the District is currently utilizing the credits issued by PSPRS from the Hall Parker lawsuits, but once the credits have been exhausted the contribution rate is 25.77%.
15. Discussion on Tubac Festival of the Arts 2018 (February 7-11): Chief Keeley explained to the Board that set up for the Festival will begin on the 6<sup>th</sup> with briefings being done each morning and after action reviews each afternoon beginning the 7<sup>th</sup> and ending on the 11<sup>th</sup>.
16. Discussion, Possible Action regarding options for Fire Chief's employment after the expirations of his employment contract on June 30, 2018, including but not limited to: a) allowing contract to expire as per Section 5 of the contract, b) pursuing contract renewal, c) pursuing new contract, d) changing status to at-will employee: The Board asked Chief Keeley what he would like them to consider as his contract expires on June 30, 2018 to which Chief Keeley responded that he would like a two-year extension to his contract to give the District ample time to find a replacement and to begin the process of working more closely with Rio Rico Fire District. Chief Keeley also stated that he would be acceptable to becoming an employee-at-will. Mary Dahl commented that the District's employment-at-will policy applies to all employees of the District, with the exception of the Fire Chief.

Candy Clancy made a motion to accept item a) allowing contract to expire as per Section 5 of the contract to which Mary Dahl seconded the motion; Chairman Connelly was in favor with Herb Wisdom and Bill Kirkpatrick opposing the motion; the motion passed.

17. Report from Legal Counsel: None

18. Announcements / Community Events: None

19. Call to the Public: Mark South voiced his opposition and frustration of the Board for not renewing Chief Keeley's contract for the two years he requested and for the lack of trust he feels the Board shows toward the Chief and the staff. Charlie Alvarez expressed his thanks to Chief Keeley for all the support and leadership he has provided to the staff of the District for the past 19 years. Robert Clancy commented that the Board be thanked for the time and effort put forth in fulfilling their duties for the betterment of the employees and the taxpayers of the District.

20. Next meeting: February 28, 2018 at 9:00 a.m. at Tubac Fire Station #4, 149 Ruta Camaron, Rio Rico.

21. Adjourn Meeting: Herb Wisdom made a motion to adjourn the meeting at 11:10 a.m., and Mary Dahl seconded the motion; all were in favor, the motion passed.