



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
May 26, 2021

1. Call to order and Pledge of Allegiance: The meeting was called to order at 1:30 p.m., by Mary Dahl. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Mary Dahl, Mike Connelly, Herb Wisdom, and Bill Kirkpatrick were present at Station #2. Pete Benequista joined the meeting by phone. Also, in attendance at Station #2 were Chief Horvath, Deputy Chief Rivera, Gabe Buldra, Ben Archer Clowes, and Nancy Lindsey.
3. Convene the Budget Workshop
4. Budget Workshop: Board reviewed and discussed budget goals and overview for FY 21/22. Gabe Buldra explained that the numbers had remained unchanged from the previous month. He further explained that if the board approves the proposed budget, it would be posted as required by state statutes.
5. Close the Budget Workshop: Mary Dahl closed the Budget Workshop.
6. Convene the regular session immediately following the Budget Workshop: None
7. Report from Board Members: None.
8. Reading of public comments submitted via email: None.
9. Correspondence: None
10. Chair's Report: Mary Dahl commented on the passing of Nogales Police Department Officer Jeremy Brinton.
11. Chief and Staff Report: Chief Horvath presented the staff report. Mike Connelly asked how calls are processed at the 911 Dispatch Center. Chief Horvath explained that the calls go to the Santa Cruz Sheriffs Office and are then routed to a fire response system and are required to ask several questions to gather the necessary information.
12. Monthly Financial Report for April 2021: Gabe Buldra presented the Monthly Financial report for April.
13. Consent Agenda: Bill Kirkpatrick made a motion to approve the consent agenda and Herb Wisdom seconded the motion; all were in favor, the motion passed.

14. Discussion and possible action to adopt preliminary Tubac Fire District FY 21/22 budget: Mike Connelly made a motion to adopt the preliminary Tubac Fire District FY 21/22 budget and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
15. Discussion and possible action to authorize staff to surplus two ambulances:

Deputy Chief Rivera recommended the surplus of two 2008 Chevy ambulances. These vehicles have been removed from service due to the end of service life and replaced with newer vehicles. The average miles for both vehicles are 225,000 miles. Surplus of these vehicles may be through a public auction company (Sierra Auction or Fire Trucks Unlimited) that we have used in the past and may include consignment fee. Mike Connelly made a motion to approve the authorization for staff to surplus two 2008 Chevy Ambulances, Shop #1031 and Shop #1032 and Herb Wisdom seconded the motion; all were in favor, the motion passed.
16. Discussion and possible action to approve an Emergency Services Contract for Parcel #112-38-140C, located at 21 via Suerte in Rio Rico: Chief Horvath explained the contract for Fire Protection and Emergency Medical Services between TFD and the property, is the 2nd contract Tubac Fire has received and will go into effect once the budget is approved. Mike Connelly asked 1) what is the proposed rate; 2) what the district gets out of it; and 3) where are the calculations coming from? Chief Horvath explained that the contract was negotiated with the homeowner for Emergency Services Agreement and that the calculations are run through Gabe Buldra's office. Bill Kirkpatrick made a motion to approve the Emergency Services Agreement and Mike Connelly seconded the motion; all were in favor, the motion passed.
17. Discussion and possible action to approve an Emergency Services Contract for Parcel #112-38-171 and 112-38-172, located at 79 camino Talavera in Rio Rico: Chief Horvath tabled item #17 and explained negotiations with the homeowner were still ongoing.
18. Discussion and possible action of Resolution 2021-001, Agreement with Securis Insurance Pool: Chief Horvath explained this is a follow-up from the April Board Meeting. The agreement was not available in the last meeting but still needed formal approval from the Board. Herb Wisdom made a motion to approve Resolution 2021-001, Agreement with Securis Insurance Pool and Mike Connelly seconded the motion; all were in favor, the motion passed.
19. Discussion and possible action on Chief Horvath's employment contract. The Board might convene into Executive Session regarding this item as allowed by A.R.S. § 38-431.03(A)(1) (allowing an executive session for the purpose of "discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a . . . employee") and A.R.S. § 38-431.03(A)(3) (allowing an executive session for the purpose of "discussion or consultation for legal advice with the attorney or attorneys of the public body."): Pete Benequista explained that the By-Laws state that TFD is required to conduct the Chief's performance evaluation. Mary Dahl requested that Section D of the By Laws be waived for the year 2021. Mike Connelly pointed out By Laws were put in place in 2017 with the help pf Mary Dahl. Pete Benequista further explained he believed that performance evaluations are the way the Chief receives feedback on her performance and that it is the Board's responsibility to the TFD to conduct performance reviews and ensure employees are doing their job. Pete Benequista also stated that performance evaluations should not be triggered by a request for a raise or promotion. He suggested the following process for conducting performance reviews:

 - A. 7 step process:
 - 1) Board establishes the method and parameters for the performance appraisal.
 - 2) Board notifies the Chief 30 days before the performance review.
 - 3) Board sits down with the Chief to review the appraisal form.
 - 4) Board approves the preliminary appraisal form within 3 days of the initial review.
 - 5) Chief responds to the preliminary assessment within 30 days.
 - 6) Board may consider updating the appraisal if necessary.
 - 7) **In public...?**

Bill Kirkpatrick made a motion to waive Section D of the By Laws requiring an annual Chief performance evaluation for 2021 and Herb Wisdom seconded the motion; Pete Benquista and Mike Connelly opposed, motion passed 3-2.

20. No reason to go into executive session.

21. Future Agenda Items:

- a. Final budget adoption.
- b. Badge pinning for Paramedic II's, new firefighters, and present retirement plaques for Pete Mendoza and Joe Fox.
- c. Station 1 plans and timeline review and discussion.

22. Next Meeting: June 30, 2021, 1:30PM.

23. Meeting adjourned: Herb Wisdom made a motion to end the meeting at 2:23PM and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.

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