



# TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
June 24, 2020

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 telephonically were Mike Connelly, Bill Kirkpatrick, and Candy Clancy. In attendance at Station #2 were Mary Dahl, and Herb Wisdom. Also, in attendance at Station #2 were Chief Horvath, Deputy Chief Rivera, Deputy Chief Guerrero, Nancy Lindsey, Gabe Buldra, and Captain Lujan. Sara Simonton and Homero Lopez were in attendance telephonically.
3. Convene the Budget Workshop: Herb Wisdom made a motion to convene to the budget workshop and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
4. Budget Workshop: Review and discuss budget goals and overview for FY 20/21: Gabe Buldra presented the FY 20/21 budget schedule, overview of revenues and expenses, tax rate and homeowner impact and brief summary of the overall budget. Mike Connelly asked what median home price is used for the assessed valuation and if it is common to use the median to arrive at the estimated assessed valuation of the Tubac Fire District to which Gabe replied the median is \$129,000. To arrive at the median, he explained, the county takes the total assessed valuation divided by the total number of parcels. The assessed value he reminded is not the same as the market value. Mike Connelly asked, if the District did not receive the anticipated grant income, would grant expenses still show up under expenses? Gabe replied that no grant income would result in no grant expenses and further explained the same applied to anticipated revenue from wildfire income: If none is received, adjustments would be made to the capital purchase plan, but would not affect the operations budget.
5. Close the Budget Workshop: With no further questions or comments, Herb Wisdom made a motion to close the budget workshop and Mike Connelly seconded the motion; all were in favor, the motion passed.
6. Convene the regular session immediately following the Budget Workshop: The Board convened to the regular session.
7. Report from Board Members: None
8. Reading of public comments submitted via email: None
9. Correspondence: None
10. Chair's Report : Nothing to report

11. Chief and Staff Report: Chief Horvath presented the staff report. She further informed the Board that the modular living quarters had arrived at Station #1 and should be ready for the crews to move in once the utilities have been hooked up and permitting has been completed. Candy Clancy asked if the monthly incident / activity report was on a calendar or fiscal year to which Chief Horvath replied calendar.

12. Monthly Financial Report for May 2020: Gabe Buldra presented the financial reports for the month of May 2020.

Key points for the month:

- A. Santa Cruz County revenue for May was \$196,366 which was \$79,512 under budget.
- B. Non-Levy revenue was \$441,470 which was over budget by \$286,970.
- C. Expenses for the month totaled \$241,769 which was under budget by \$28,119.
- D. Fiscal year revenues are \$4,221,963 which is \$385,172 over budget.
- E. Fiscal year expenses are \$3,099,629 which is \$12,531 under budget.

13. Consent Agenda

- A. Approval of regular and special meeting minutes:
  - 1) May 12, 2020
  - 2) May 18, 2020
  - 3) May 27, 2020
- B. Approval of executive session meeting minutes:
  - 1) February 26, 2020
  - 2) May 12, 2020
  - 3) May 18, 2020
- C. Approval of monthly financial reports

Herb Wisdom made a motion to approve the consent agenda and Mike Connelly seconded the motion; all were in favor, the motion passed.

14. Discussion and possible action to adopt the Tubac Fire District FY 20/21 budget: Mike Connelly made a motion to approve adoption of the Tubac Fire District FY 20/21 budget and Herb Wisdom seconded the motion; all were in favor, the motion passed.

15. Discussion and information only on Insurance Services Office (ISO) review: Chief Horvath explained that the District recently completed the Insurance Services Office survey and the District has been moved to a higher classification, 4/4X. The upgraded rating may positively impact homeowner's insurance rates, however that is determined independently by the insurance carriers. The improved rating is reflective of our organization's desire for continuous improvement of our services to the residents of our fire district.

16. Discussion and possible action to approve Tubac Fire District PSPRS funding policy: Gabe Buldra explained to the Board that last year a law was passed that requires Public Safety Agencies in PSPRS to approve the pension funding policy of its District and its members. Based on the actions of the Fire Board, the District plans to achieve its goal of 100% funding by June 30, 2046, in accordance with the amortization timeline set forth by the PSPRS June 30, 2019 Actuarial Valuation. Herb Wisdom made a motion to approve the Tubac Fire District PSPRS funding policy and Mike Connelly seconded the motion; all were in favor, the motion passed.

17. Discussion and possible action to approve a two-year generator maintenance agreement with empire Power Systems: Deputy Chief Rivera explained that there were limited vendors to provide maintenance quotes to the District and further explained that the agreement included maintenance to the station generators twice a year. Mike Connelly asked what new generators would cost the District and Chief Rivera replied approximately \$17,000 each plus installation. Mike Connelly made a motion to approve the quote from Empire Power Systems in the amount of

\$11,280 per year for generator maintenance for FY 20/21 and FY 21/22 and Herb Wisdom seconded the motion; all were in favor, the motion passed.

18. Discussion and possible action to approve furniture purchase for all Tubac Fire District Stations: Deputy Chief Rivera explained that an assessment done on the condition of the recliners at all of the stations shows most of them to be at the end of their useful life with some having already been discarded. Research was conducted with quotes being received from several vendors. Staff is recommending purchase of 8 recliners from Dream Seat due to pricing, durability and the ability to be easily cleaned/disinfected for a quoted price of \$6,426 plus tax and freight adjustment. Mike Connelly commented that this is a “trust me” needed purchase and asked if the District needs to replace the recliners to which D.C. Rivera replied it is time for replacement. Mike Connelly made a motion to approve purchase of 8 recliners from Dream Seat in the amount of \$6,426 plus tax and a freight adjustment and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.

19. Executive Session:

- a. 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”) – Chief Horvath’s annual performance evaluation.

- b. NOTE: Executive Sessions are CONFIDENTIAL pursuant to A.R.S. § 38-431.03(C).

The Board convened to Executive Session.

20. Discussion and possible action regarding or as a result of the annual performance review of Chief Horvath: Bill Kirkpatrick made a motion to approve the Chief position performance evaluation process to include a 12-point employee survey of the Chief’s management team, to be non-mandatory and for full-time employees only, and the Board’s annual performance review form similar to the one used last year and Herb Wisdom seconded the motion; Mary Dahl and Mike Connelly were in favor and Candy Clancy was opposed, the motion passed 4:1.

21. Future Agenda Items:

- A. Update on cell tower
- B. 12-point survey from employees of the Chief (separate from Board’s evaluation of Chief Horvath)

22. Next Meeting: July 29, 2020.

23. Adjourn Meeting: Mike Connelly made a motion to adjourn the meeting at 11:20 a.m. and Herb Wisdom seconded the motion; all were in favor, the motion passed.