



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
July 29, 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. Board Members 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, and Darrell Miller. Sara Simonton, Gabe Buldra, Sam Coppersmith, Keith Walters, Steve Bitner, Homero Lopez, Captain Conger and Charlie Alvarez were in attendance telephonically.
3. Report from Board Members: None
4. Reading of public comments submitted via email: None

Board Chairman Mary Dahl exercised the Board's decision to convene to executive session to discuss the following agenda items:

14. Discussion and possible action regard modification of existing lease agreement with Simply Bits, which covers Simply Bits' use of the Peck Canyon cell tower as well as Stations 1-4.
15. Discussion and possible action regarding an agreement for an easement that would allow access to property adjacent to the Peck Canyon cell tower site.
16. Discussion and possible action regarding the potential sale of the District's Peck Canyon cell tower site.
17. Discussion and possible action regarding Chief Horvath's annual performance evaluation.

Herb Wisdom made a motion to convene to executive session and Candy Clancy seconded the motion; all were in favor, the motion passed.

5. Correspondence: Thank you notes received.

6. Chair's Report: Mary Dahl reminded everyone to complete the census online as census workers will begin going door to door in August. Santa Cruz County, she explained was at 53% counted which is way below what is expected for the area.
7. Chief and Staff Report: Chief Horvath presented the staff report. She explained to the Board that the modular unit is awaiting a final inspection before staff can utilize it. She further informed the Board of the challenges with the fleet of ambulances as maintenance costs continue to rise and four units have high mileage. She explained that the District is hoping to be awarded a grant that includes two new ambulances and a type 3 engine. The FEMA grants, she believes, will begin to be awarded in August. In closing, Chief Horvath thanked the staff for remaining steadfast as they continue to respond to COVID calls. Mary Dahl also thanked the staff for remaining diligent during these tough times.
8. Monthly Financial Report for June 2020: Sara Simonton presented the financial reports for the month of June 2020. Key points for the month:
 - A. Santa Cruz County revenue for June was \$127,523 which was \$27,456 under budget.
 - B. Non-Levy revenue was \$235,902 which was over budget by \$81,402.
 - C. Expenses for the month totaled \$250,429 which was under budget by \$116,475.
 - D. Fiscal year revenues are \$4,301,025 which is \$154,755 over budget.
 - E. Fiscal year expenses are \$3,350,058 which is \$129,006 under budget.
9. Consent Agenda
 - A. Approval of June 24, 2020 meeting minutes
 - B. Approval of monthly financial reports

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

10. Discussion and possible action to approve purchase of three sets of PPE turnouts at a cost of \$7,084.03: Chief Horvath explained that it was included in the budget to purchase turnouts for the three newest employees who have up to this point been utilizing used gear. Herb Wisdom asked how long it takes to receive the new PPE to which Chief Horvath replied 90-120 days. Herb Wisdom made a motion to approve purchase of three sets of PPE from United Fire at a not to exceed cost of \$7,500 and Mike Connelly seconded the motion; all were in favor, the motion passed.
11. Discussion and possible action to approve a letter of engagement with Beach Fleischman to complete the Tubac Fire District financial audit for the 2019-2020 fiscal year: Chief Horvath explained that the cost for the audit increased by \$250 from last year and further explained that she discussed with the James Vincent Group the Board's desire from last year to go out for RFP for auditing services and they agreed that due to the COVID-19 situation, the District should stay with Beach Fleischman for one more year. Candy Clancy commented that the District now being in a better financial condition with the help of the James Vincent Group that it should not be necessary to pay \$13,000 to Beach Fleischman for the audit, she suggested seeking the services of a smaller, less expensive firm. Gabe Buldra explained to the Board that this year's audit would be done differently as it will be done telephonically (not in person) and that starting with a new agency with no history or documents from the District would be probably more expensive. Candy asked if we tried to negotiate the cost with Beach Fleischman to which Gabe replied we did, and they claimed it was their best price. Mary Dahl asked if this was the 3rd or 4th year that the District utilized Beach Fleischman to which Gabe replied that it is the 4th year. Mike Connelly made a motion to approve the letter of engagement with Beach Fleischman for FYE June 30, 2020 audit services and Herb Wisdom seconded the motion; Mary Dahl and Billi Kirkpatrick were in favor and Candy Clancy was opposed, the motion passed 4:1.

12. Discussion and possible action to approve a letter of engagement with Human Resource Strategies for human resource consulting services for fiscal year 2020/2021: Chief Horvath explained to the Board that Brenda Tranchina has been a valuable resource in keeping the District current on relevant matters pertaining to personnel policy and on-going human resource management. Mike Connelly asked what the District paid her last year and if it is necessary to have her on retainer for \$6,000 per year or to utilize her services on an hourly as-needed basis to which Chief Horvath replied that she believed she was paid close to \$7,000 for assisting with the Deputy Chief process and further commented that Brenda has helped with several other issues throughout the year without charging the District for her time. Candy Clancy commented that Brenda Tranchina is a good sounding board for the District and has proven to be a valuable resource and feels that \$6,000 per year is very reasonable for her services. Mike Connelly made a motion to authorize staff to enter into an engagement with Human Resource Strategies for human resource consulting for the monthly amount of \$500 and Candy Clancy seconded the motion; all were in favor, the motion passed.
13. Discussion and possible action to change the dates for the monthly Board meetings: Chief Horvath explained to the Board that she received a request from the finance team at the James Vincent Group to seek Board approval in considering changing the day or time of the monthly meetings to help avoid conflicts with their attendance at neighboring Fire District meetings. Gabe Buldra explained that his desire is to continue to attend the District's meetings, but he has a conflict with Green Valley Fire District meeting being at the same time as Tubac's at 9:00 am. Mike Connelly suggested a possible change in the time of the meeting from 9:00 am to 1:30 pm to which Gabe agreed would work great for him and all Board members agreed would work for them as well. Mike Connelly made a motion to approve keeping the board meetings on the last Wednesday of every month, but to change the meeting time to 1:30 pm and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
14. Discussion and possible action regard modification of existing lease agreement with Simply Bits, which covers Simply Bits' use of the Peck Canyon cell tower as well as Stations 1-4: No action taken.
15. Discussion and possible action regarding an agreement for an easement that would allow access to property adjacent to the Peck Canyon cell tower site: No action taken.
16. Discussion and possible action regarding the potential sale of the District's Peck Canyon cell tower site: No action taken.
17. Discussion and possible action regarding Chief Horvath's annual performance evaluation: No action taken; tabled until August 26th meeting.
18. Future Agenda Items: None
19. Next Meeting: August 26, 2020 at 1:30 pm
20. Adjourn Meeting: Herb Wisdom made a motion to adjourn the meeting at 10:20 a.m. and Mike Connelly seconded the motion; all were in favor, the motion passed.