



# TUBAC FIRE DISTRICT

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## TUBAC FIRE DISTRICT BOARD MEETING MINUTES REGULAR MEETING OF THE BOARD OF DIRECTORS March 25, 2026

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, Gary Brasher, Rich Bohman, Mary Dahl and Herb Wisdom were present at Tubac Community Center. Also, in attendance at Tubac Community Center, Fire Chief Guerrero, Deputy Chief Hesly Guerrero, Fire Marshal John Conger, Captain Esai Tapia, and Bianca Hamric. Sara Simonton attended via Zoom on behalf of James Vincent Group. Eric Frey attended on behalf of DL Norton General Contracting. Members of the public in attendance were Ron Campana, Kathi Campana, Kathleen Vandervoet, Steve Tremper, Amy Tremper and Jennifer Tougas.
3. Reading of Public Comments Submitted Via Email: None.
4. Call to the Public: Kathleen Vandervoet brought to the Board an article published in the Nogales International regarding female firefighter Stephanie Lopez and the lawsuit that she has pending with the Nogales Fire Department for sexual misconduct. Kathleen is curious to know how many female firefighters are employed with Tubac Fire District. The Fire Chief stated that Tubac Fire District currently employs 3 full-time female firefighters and 3 part-time reserve female firefighters.
5. Correspondence: None.
6. Report from Board Members: None.

The Chairman moved to Item 14 on the agenda.

14. Discussion and possible action to ratify prior action taken by the District on February 27, 2026: Pilar Mendoza, District legal counsel, presented information about the Notice of Claim (Tubac Fire District adv. The State of Arizona, Ex rel. The Arizona Auditor General) submitted by the District on February 27<sup>th</sup>. Given recent court decisions regarding potential open meeting law violations in other jurisdictions, Ms. Mendoza is recommending that the Board formally ratify action on the Notice of Claim in a public session.

Rich Bohman asked for and received clarification from Ms. Mendoza on the deadlines for certain actions by the Board.

Gary Brasher made a motion to approve and ratify the action taken by the District on February 27<sup>th</sup> wherein it filed a Notice of Claim with the State of Arizona Attorney General and Auditor General in the matter of the Gutfahr embezzlement. Mary Dahl seconded the motion. All were in favor and the motion passed unanimously.

15. Executive Session pursuant to A.R.S. §38-431.03(A)(3) and (4): Mary Dahl moved to go into executive session; Gary Brasher seconded the motion. All were in favor, the motion passed.

Executive session commenced at 2:15 p.m. The Board reconvened in regular session at 2:52 p.m.

16. Action to approve the direction (if any) given to the Governing Board's attorney(s) during the executive session identified as Agenda Item 15 above: No action taken.
17. Action to authorize the Board's attorney(s) to send a settlement offer to Santa Cruz County and the State of Arizona in connection with the Gutfahr / County Treasurer theft matters. Mary Dahl moved to prepare the settlement offer to Santa Cruz County and the State of Arizona in connection with the Gutfahr/County Treasurer theft matters in accordance with the direction given in Executive Session. Gary Brasher seconded the motion; all were in favor; the motion passed unanimously.
7. Chief and Staff Report: Fire Chief Ben Guerrero, Deputy Chief Hesly Guerrero, Fire Marshal John Conger and Captain Esai Tapia presented the monthly Staff Report for March 2026:
  - Operations Update.
  - Training.
  - Administration Update.
  - Wildland Update.
8. Monthly Financial Report for March 2026: Sara Simonton attended via Zoom from James Vincent Group to present the financial reports for the month of February 2026. (Please refer to [www.tubacfiredistrict.org](http://www.tubacfiredistrict.org) under the Tubac Fire Board tab to review the report.)
9. Discussion only: Fiscal Year 2026/2027 Budget: Sara Simonton from James Vincent Group presented the FY 2026/2027 Budget Workshop. (Please refer to [www.facebook.com/tubacfiredistrict](https://www.facebook.com/tubacfiredistrict), Facebook livestream dated 3/25/2026 to view the presentation.)
10. Consent Agenda: Mary Dahl made a motion to approve the items listed on the consent agenda. Rich Bohman seconded the motion; all were in favor, the motion passed unanimously.
11. Tower Update and Fire Station #1 Update:
  - a. Communication Tower Update: Fire Chief Guerrero stated that there is no update at this time regarding the communication tower.
  - b. Fire Station #1 Update:
    - Chief Guerrero discussed that DL Norton has been working on the station pad and that it was completed at the end of February.
    - The stem wall is up for the apparatus bay.
    - The electrical work has been finalized.
    - The plumbing should be finalized in one week.
    - Gary Brasher discussed the retaining wall and when it will be completed. Eric Frey stated that the building is priority and that the retaining wall has some revisions before it can be finalized.
    - Chief Guerrero presented to the Board the funding analysis outlining Station #1 expenses, USDA funding received, and remaining USDA funds available.
12. Discussion and Possible Action to Approve the Surplus of Unit #1023 (2004 Ford Type 6 Engine). John Conger discussed staff recommendation for the Board to approve Unit #1023 as surplus. This recommendation is based on the high cost of repairs required to maintain the unit. The surplus of Unit #1023 would help to fund the purchase of an enclosed trailer to be used for transporting the District's technical rescue equipment. Gary Brasher made a motion to approve the surplus and authorization of sale of Unit #1023, with the proceeds be used for the purchase an enclosed trailer in accordance with District policy. Rich Bohman seconded the motion; all

were in favor, the motion passed unanimously.

13. Discussion and Possible Action to approve IT contract with Fireline IT services. Deputy Chief Hesly Guerrero discussed the staff recommendation that the District does not renew IT services with the current provider, IT Solutions, and to contract with Fireline IT for the IT services needed. Mary Dahl made a motion to approve the transition from IT solutions to Fireline IT for IT services and to authorize the Fire Chief to execute all necessary actions required to complete the transition. Gary Brasher seconded the motion; all were in favor, the motion passed unanimously.

18. Future Agenda Items:

- Discussion based on attorney Pilar Mendoza's findings in connection with the Gutfahr/County Treasurer theft matters.
- FY 2026/2027 Budget.
- Quotes for the Districts general liability insurance and employee healthcare insurance.

19. Next Meeting: April 29, 2026, at 1:30 p.m. to be held at the Tubac Community Center.

20. Adjourn Meeting: Herb Wisdom moved to adjourn the meeting at 3:32 p.m., Rich Bohman seconded the motion; all were in favor, the motion passed unanimously.