



TUBAC FIRE DISTRICT

2227 EAST FRONTAGE ROAD
P.O. BOX 2881
TUBAC, ARIZONA 85646
TELEPHONE: (520) 398-2255

TUBAC FIRE DISTRICT BOARD MEETING MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
April 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 Bill Kirkpatrick, Herb Wisdom, Mike Connelly, Candy Clancy and Mary Dahl. Also present telephonically were Chief Horvath, Deputy Chief Rivera, Deputy Chief Guerrero, Nancy Lindsey, John Conger, Charlie Alvarez, Hesly Guerrero, Marcie Turnquist, Drew Newton, Richard Bohman, Ben Archer Clowes, Gabe Buldra, Attorney Scott Bennett, Brian Guthrie, Bill Adamson, Sara Simons and John Ashton.
3. Report from Board Members: None
4. Reading of public comments submitted via email: Charlie Alvarez read a letter to the Board on behalf of the Tubac Fire Local 4125 Union.
5. Correspondence: Notes of appreciation received from the public.
6. Chair's Report: Mary Dahl explained that Santa Cruz County is at 39% reporting for the 2020 Census and further commented on her participation along with a great group of volunteers in the produce give-a-way that provided much needed help for many families in the community.
7. Chief and Staff Report: Chief Horvath presented the staff report and also explained how staff is handling the COVID-19 pandemic and how amazing the community has been in providing donations and support to District personnel.
8. Monthly Financial Report for March 2020: Gabe Buldra presented the financial reports for the month of March 2020.
Key points for the month:
 - A. Santa Cruz County revenue for March was \$108,382 which was \$5,332 under budget.
 - B. Non-Levy revenue was \$79,169 which was over budget by \$25,918.
 - C. Expenses for the month totaled \$305,555 which was under budget by \$3,706.
 - D. Fiscal year revenues are \$2,988,633 which is \$156,504 over budget.
 - E. Fiscal year expenses are \$2,636,947 which is \$64,472 over budget.

9. Consent Agenda

- A. Approval of minutes from March 25, 2020
- B. Approval of monthly financial reports
- C. Approval of annual renewal of VFIS Property & Casualty Insurance in the amount of \$40,025

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

10. Discussion and information only regarding proposals for the District's Workers' Compensation Policies: Drew Newton from the Mahoney Group and Bill Adamson from 7710 presented the history of 7710 Insurance and provided the quote for the annual workers' compensation policy for the District for FY20/21. The current WC carrier for the District is 7710 Insurance with an annual premium of \$113,299 and the quote from 7710 for the upcoming year is estimated at \$77,939. Mary Dahl asked if the quote included the presumptive cancer legislation (SB1160) costs to which Bill Adamson said it did not as he further explained that the legislation has strong momentum in the state, however progress has been stalled due to the pandemic. Bill Adamson further informed the Board that both Green Valley and Drexel Heights Fire Districts have opted for 7710 Insurance for their workers' compensation coverage. John Ashton from Aston Tiffany presented the history and projected premium and capitalization costs for FY 20/21 of the Arizona Fire District Workers' Compensation Pool. Mr. Ashton explained how Fire Chiefs are frustrated with their current options for WC coverage and how the option of a pool could benefit Fire Districts. The annual premium for FY 20/21 is estimated at \$98,818 which does not include the pool capitalization agreement costs that would vary based on the term of the signed agreement. Mike Connelly asked how many Fire Districts were currently in the pool to which John replied that 16 have signed; 20 are presenting the option to their Boards and 25 are undecided. Candy Clancy commented that the quote from 7710 was based on history with the District to which John Ashton replied that it was fair to say the District's experience rating (EMOD) had gone down thus the reduction in the annual premium. Mary Dahl thanked the representatives from 7710 Insurance and Ashton Tiffany for their presentations and explained that this was informational with no action needing to be taken at this time.

11. Discussion and possible action to approve Resolution No. 2020-0001 appointing Chief Horvath as the District's designated agent for purposes of seeking funding for COVID-19 related expenditures: Chief Horvath explained that the resolution was a formality in order for the District to submit requests for reimbursements for any COVID-19 related expenses through FEMA. Mike Connelly made a motion to approve Resolution No. 2020-0001 and Herb Wisdom seconded the motion; all were in favor, the motion passed.

12. Discussion and possible action to approve updates to Tubac Fire District's Human Resource Policy Guidelines Manual: Chief Horvath explained the requested changes (updates) to the District Human Resource policies:

- Use of Telephones/Cellular Phones- to provide reimbursement to the Captains for the use of their cell phones for District-related response and requests and additional language to expand the restriction on cell phone camera use to apply to other video recording devices as well a couple of additions to the Use of Electronics Communications policy.
- Employee Assistance Program- there has been an update to state statute that requires the provider for treatment of different kinds of trauma, PTSD, etc. be a psychiatrist or psychologist who would have better background and training than a counselor.

These requested changes, Chief Horvath explained, have been reviewed by our HR consultant, Brenda Tranchina. Herb Wisdom made a motion to approve the amended changes to the TFD Human Resource Policy Guidelines Manual, including the Use of Telephones/Cellular Phones Policy, the Use of Electronic Communication Technology Policy, and the Employee Assistance Programs Policy and Mike Connelly seconded the motion; all were in favor, the motion passed.

13. Discussion and possible action to approve Tubac Fire District Facility Use Agreement: Chief Horvath explained that with guidance from Attorney Scott Bennett the District has developed a formal facility use agreement and fee schedule that outlines use of the station meeting rooms. Mary Dahl asked if the District had a means in which to secure a weapon in the event a user carried a concealed weapon onto the premises to which Chief Horvath replied that we do not have the means to lock up a firearm. Mary further asked if staff would make sure the users did not exceed maximum capacity to which Chief Horvath replied that the rooms would have posted the maximum capacity allowed. Mike Connelly made a motion to approve the Tubac Fire District Facility Use Agreement and Herb Wisdom seconded the motion; all were in favor, the motion passed.
14. Discussion and possible action to approve the Tubac Fire District FY 20/21 Fee Schedule: Chief Horvath explained that in March 2019 staff had presented to the Board a list of fees to be implemented in FY 19/20 for plan review services and that as part of the budget preparation for the upcoming fiscal year, staff updated the fee schedule to include fees for community education classes, facility fee rental, out of district emergency response and plan review. Mike Connelly made a motion to approve the Tubac Fire District FY20/21 fee schedule as proposed by staff and Herb Wisdom seconded the motion; all were in favor, the motion passed.
15. Discussion and information only regarding the Tubac Fire District FY 20/21 budget: 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. Candy Clancy asked if the tax rate would increase in FY 20/21 and if he feels the assessed value will hold steady as well as collection of property taxes to which Gabe replied the draft budget keeps the tax rate at \$2.85 and further explained that working with many Fire Districts across the state and working with economists to see if any indications can be made on property tax collections, the consensus has been that property tax collections should remain steady. Mike Connelly commented that the draft budget is not balanced by \$82,000. Candy Clancy stated that the tentative draft budget shows revenues increasing by 4.65% and personnel costs by 7% and feels that the District should reconsider step pay increases every year. Candy further commented that the District needs to go beyond making up the \$82k deficit as the increases reflected on the tentative budget are substantial. Candy asked Gabe how the District plans to reconcile the increases to which Gabe replied that changing needs / operational needs are sometimes costs outside the organizations control. Mike Connelly asked if there would another budget workshop before the May meeting to which Chief Horvath replied that the next budget workshop would go along with the May 27th meeting. Candy commented that a separate working session that would not run along with the regular meeting would be helpful for her and would in fact like to see another meeting scheduled in May for the budget. Mike Connelly asked if the budget workshop would precede the May 27th meeting to which Mary Dahl replied the workshop would be at 8:00 a.m. with a separate agenda. Mike Connelly agreed that separating the budget session from the regular meeting would be acceptable and does not feel an additional May meeting is necessary. Mike Connelly commented that eliminating the transfer of revenue to the capital fund would be a way of correcting the \$82K deficit to which Gabe replied that the transfer of money to the capital fund is contingent upon a profitable wildland season and if that does not materialize there may not be a budget shortfall.
16. Discussion and possible action regarding the Fire Station #1 committee: Candy Clancy explained that the budget committee had met telephonically on April 16th. She proceeded to read the by-laws of the Tubac Fire District regarding the “Authority of the Committee –A committee is authorized to perform only such acts as are within the reasonable scope of the object of the committee. Expenses incurred by the committee must receive prior approval of the Board and must be reasonable in scope.”
 - A. Discussion and possible action on request by the Committee to explore the remodeling of Station One to authorize work by WSM and/or Vincent Group to develop cost estimates on tasks associated with potential remodel of Station One. Candy explained that the committee needs additional information and in order to get critical information from the architectural firm of WSM and/or The James Vincent Group, we need Board approval for any expenses incurred by the interaction and exchange of information from these groups. Candy made a motion to approve the request by the Committee to explore the remodeling of Station One to authorize

work by WSM and/or Vincent Group to develop cost estimates on tasks associated with potential remodel of Station One and Mike Connelly seconded the motion. Mike Connelly commented that the committee is in place and the Board should approve to support them. Herb Wisdom asked if a limit should be put on the committee's request for funding to which Candy agreed and station that she believes \$1,500 would cover the costs. Candy Clancy made a motion to amend her original motion to approve the request by the Committee to explore the remodeling of Station One to authorize work by WSM and/or Vincent Group to develop cost estimates on tasks associated with potential remodel of Station One at a cost not to exceed \$1,500 and Mike Connelly seconded the amendment to the motion. Mary Dahl commented that the committee requesting funding was not anticipated and feels that the documents already on hand and reviewed by the Board should have been adequate information for the committee and stated that she does not support the request. Candy stated that the committee has reviewed the documents and has a list of 8 additional items that the architect did not address that could further provide necessary information in this committee's recommendation to the Board. Mike Connelly stated that the Board should move forward with this decision and approve the motion. Candy Clancy, Mike Connelly and Herb Wisdom were in favor of the motion with Mary Dahl and Bill Kirkpatrick opposed; the motion passed 3:2.

- B. Discussion and possible action regarding potential expansion of the objectives, scope, and authority of the Committee to explore the remodeling of Station One, to allow the Committee to examine the benefits, needs and expenses of building a new station versus remodeling the existing station. Candy Clancy gave the background of the committee. In February 2020 the Tubac Fire District Board approve "the formation of a committee to explore the remodeling of Station One." This strict and narrow focus prevented the committee from exploring anything other than the remodeling of Station One, including the possibility of building a new Station One. In order to properly examine the pros and cons of building a new station versus the remodeling of Station One, the committee to explore the remodeling of Station One needs to have the ability to compare the benefits, needs and expenses of building a new station against the benefits, needs and expenses of remodeling the existing station. Candy made a motion to approve the request regarding potential expansion of the objectives, scope, and authority of the Committee to explore the remodeling of Station One and to allow the Committee to examine the benefits, needs and expenses of building a new station versus remodeling the existing station and Mike Connelly seconded the motion. Mike Connelly commented that the committee is in place and the Board needs to allow them to work on this important issue. Mary stated that the purpose of the committee is strict and narrow and was formed to examine remodel of Station One only and that any further objective, scope or authority is the responsibility of the Board and thus does not support this request. Mary further commented that it appears to be a request from Candy and not the committee. Candy explained that the committee has had round table discussions with no motions and also independent conversations and understands that the final decision lies with the Board and further understands that its role is to make recommendations to the Board, but feels its scope needs to be expanded. Mary is concerned that there may be open meeting violations. Candy stated that the committee has had no motions and no votes. Herb Wisdom said that he wants to see what the \$1,500 gets then move on. Mary Dahl re-read the motion and asked for a vote. Candy Clancy and Mike Connelly were in favor of the motion to expand the objectives, scope and authority of the Committee to explore remodeling Station One and Mary Dahl, Bill Kirkpatrick and Herb Wisdom opposed; the motion did not pass 2:3.
- C. Discussion and possible action to modify the Capital Asset Expenditure Budget for the years 2020-2025, to move the projected \$3 million line item for "New Station Replacement: from the year 2022 to the year 2025. Candy Clancy explained that there has been discussion and proposals in prior board meeting about the building of a new fire station to replace Station One. The Capital Asset Expenditures Budget for years 2019-2024 includes three million dollars to be spent in 2022 to replace Station One. The recent draconian effects of the Corona Virus Pandemic on our community will have negative impact on the County, Fire District, households and on our local business finances. The duration and extent of the effects are unknown at this time. Candy made a motion to approve modification of the Capital Asset Expenditure Budget for the years 2020-2025, to move the projected \$3 million line item for "New Station Replacement" from the year 2022 to the year 2025 and Mike Connelly

seconded the motion. Mike Connelly explained that we are at a time where legislatures are saying states are going bankrupt and we need to keep our money and be prudent in waiting to see what happens. Mary Dahl stated that this request is premature and that the capital asset plan is part of the budget process and is used as a planning document to help the Board and the community understand the capital needs of the District now and in the future and does not support this motion. Candy explained that we need to look around and see that people have been laid off, counties in Arizona are postponing collection of property taxes and feels that the Board needs to send a clear message to the community and district residents that the Board is looking out for their best interests. Mary Dahl re-read the motion and asked for a vote. Candy Clancy and Mike Connelly were in favor of the motion to move the projected \$3 million line item for new station replacement from the year 2022 to the year 2025 and Mary Dahl, Bill Kirkpatrick and Herb Wisdom were opposed; the motion did not pass 2:3.

17. Future Agenda Items:

- A. Update on modular for Station #1
- B. Update on cell phone tower
- C. Discussion on Fire Chief's evaluation
- D. Discussion on worker's compensation provider

18. Next Meeting: May 27, 2020.

19. Adjourn Meeting: Mary Dahl adjourned the meeting at 11:50 a.m.