



# TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
August 30, 2023

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: Rich Bohman, Peter Benequista, Sandy Johnson, Herb Wisdom, and Mary Dahl were present at Station #2. Also, in attendance at Station #2, Fire Chief Ben Guerrero, Deputy Chief Genaro Rivera, Deputy Chief Hesly Guerrero, Bianca Hamric and Adriana Olea. Members of the public in attendance were Kathi Campana, Ron Campana, Mike Pettypool, and Mike LaVallee.
3. Badge Pinning Ceremony: Firefighter/EMT Duane Bracken recited his oath of office and received his badge from Tubac Fire District. Duane Bracken is a graduate of Santa Cruz County Regional Firefighter Academy and accepted his offer of employment on July 25, 2023.
4. Report from Board Members: Rich Bohman reported that Santa Cruz County put out a Request for Proposal to build a 180 ft. communications tower at the Rio Rico Landfill. Peter Benequista reported that he continues to have issues getting into his tubacfire.org email.
5. Reading of public comments: None.
6. Call to the Public: None.
7. Correspondence: None.
8. Chairs Report: None.
9. Chief and Staff Report: Deputy Chief Hesly Guerrero, Deputy Chief Genaro Rivera and Fire Chief Ben Guerrero provided the following to the board:
  - a. Operations Update.
  - b. Training.
  - c. Wildland Update.
  - d. Administration Update.
10. Monthly Financial Report for July 2023: Gabe Buldra with James Vincent Group presented the financial reports for the month of July 2023. Gabe was pleased to report that the American Rescue Plan Act, a federal stimulus for the recovery of Covid-19 has been submitted and accepted and funds are anticipated. Gabe reported to the board that the Arizona Local Government Investment Pool account has been established and JVG is prepared to transfer 4.5 million dollars into the investment account.

11. Discussion and possible action to approve the Tubac Fire District PSPRS Pension Funding Policy 2023-2024.  
In 2018 the state legislature mandated that all state agencies that participate in the PSPRS adopt an annual funding policy. This is the same policy that was adopted by Tubac Fire District in 2018. Rich Bohman made a motion to approve the PSPRS Pension Funding Policy as presented to the board and Sandy Johnson seconded the motion, all were in favor, the motion passed.
12. Discussion and possible action re: Bond Sale Presentation by Stifel Public Finance. Mike LaVallee with Stifel gave a presentation to the board regarding district bond issues, district property tax rates and district assessed property values. Mike LaVallee has been appointed to serve as an underwriter to assist the district in purchasing securities for resale to investors in an arms-length commercial transaction for the building of the new Station #1. To enter into a contract with Stifel Public Finance, a board resolution and supporting documents must be submitted to the issuer. An agenda item and a preliminary official statement would be given to the board pending approval before final official documents are prepared. No board action was taken at this time.
13. Consent Agenda:
  - a. Approval of minutes from July 26, 2023.
  - B. Approval of monthly financial reports.Herb Wisdom made a motion to approve the consent agenda, Rich Bohman seconded the motion, Peter Benequista abstained; Mary Dahl and Sandy Johnson were in favor; the motion passed.
14. Discussion and possible action to rescind Covid-19 policy. Peter Benequista moved to rescind the Tubac Fire District Covid-19 policy of screening, testing and vaccination requirements. The motion to rescind the policy is due to the state of emergency that has ended; declared by the federal government. Sandy Johnson seconded the motion; all were in favor; the motion passed.
15. Discussion and possible action to approve quote from Lynch Construction for roof coating and maintenance for Tubac Fire Station #2 in the amount of 7,850.00. Captain John Conger reported to the board that it has been about 8 years since Station #2 had the roof recoated. Captain Conger recommended the district use Lynch Construction for the project from the 3 quotes received due to the cost and an appropriate time frame of 4 days to complete the project. Rich Bohman made a motion to approve the quote from Lynch Construction to recoat the roof at station #2 and Sandy Johnson seconded the motion, all were in favor; the motion passed.
16. Discussion and possible action to seek a letter of engagement with Walker and Armstrong for audit services in the amount of \$14,500. Tubac Fire District posted a request for proposal seeking audit services in July 2023. Fire Chief Benjamin Guerrero chose the accounting firm Walker and Armstrong to conduct this year's fiscal audit. Chief Guerrero stated that Walker and Armstrong are preferred, due to the firm's experience working with fire districts and an audit rate that is lower than Beach Fleischman, the accounting firm that has conducted the district audits for the past few years. Rich Bohman moved to seek a letter of engagement with Walker and Armstrong for audit services and Sandy Johnson seconded the motion, all were in favor; the motion passed.
17. Discussion and possible action to approve acceptance of Assistance to Firefighters Grant award in the amount of \$661,333.33. Fire Chief Benjamin Guerrero informed the board that the Assistance to Firefighters Grant was awarded to the Tubac Fire District to replace a 35-year-old fire truck. This fire truck is one of the districts primary fire trucks and the replacement of this engine is a priority. Tubac fire is responsible for \$33,000.00 of the engine cost. Sandy Johnson made a motion to approve the Assistance to Firefighters Grant award and Herb Wisdom seconded the motion, all were in favor; the motion passed.

18. Discussion and possible action to approve a \$0.60 stipend for 3 firefighters to perform the duties of an Engineer/Driver Operator. Chief Guerrero is requesting the board to approve a \$0.60 stipend to lower maintenance costs of the engines and reduce downtime. Engineer/Driver Operators would be responsible for inspections and some maintenance. The stipend requires the firefighter to have proper training and certifications. Rich Bohman made a motion to approve 3 firefighters receiving a \$0.60 stipend as an Engineer/Driver Operator and Peter Benequista seconded the motion, all were in favor; the motion passed.
19. Fire Station #1 Items:
  - a. Discussion only on USDA Rural application process.
  - b. Discussion only on USDA Rural project requirements.
  - c. Discussion and possible action on project delivery method. The USDA grant does not recommend a Design Bid Build process due to cost overrun and architect responsibility. The USDA is recommending the fire district use the Construction Management at Risk process.  
No action was approved on the project delivery method.
  - d. Review/Approval on request for proposal for architectural services. No approval needed. Tubac Fire District agreed to Request for Proposal for an architectural firm to manage the project of a new station #1.
20. Next meeting: September 27, 2023, at 1:30pm at the North County Building in Tubac.
21. Adjourn meeting: Peter Benequista moved to adjourn the meeting at 3:49 p.m. and Herb Wisdom seconded the motion; all were in favor; the motion passed.