



# TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
November 30, 2022

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: Bill Kirkpatrick, Pete Benequista, Mary Dahl, Mike Connelly, and Herb Wisdom were present at Station #2. Also, in attendance at Station #2 were Chief Horvath, Deputy Chief Rivera Deputy Chief Guerrero, Captain Hesly Guerrero, Nancy Lindsey, Justyn Yocopicio, and Gabe Buldra. Brenda Tranchina attended via Zoom. Members of the public in attendance were Kayleen Gutierrez, Ron & Kathi Campana, Mike Pettypool, Joan Vandenbos, Lee Blackwell, Torry & Sandy Johnson, Tom & Mindy Maddock, and Henry Quihuis.
3. New employee badge pinning: Justyn Yocopicio was pinned as a newly hired Firefighter / EMT for Tubac Fire.
4. Report from Board Members: Pete Benequista reported that it is rumored that a possible communications tower might be erected on the church property.
5. Reading of public comments submitted via email: None
6. Call to the public: Kathi Campana and Mindy Maddock both expressed their support for the upgrade to the TFD pay scale. Mindy fervently expressed her displeasure with a couple of run ins with Chief Horvath.
7. Correspondence: None
8. Chair's Report: Mary Dahl congratulated Herb Wisdom for his bid for re-election to the Board and thanked outgoing Board Member Mike Connelly for his 8 years of dedication and service to the Fire District.
9. Chief and Staff Report: Deputy Chiefs' Ben Guerrero and Genaro Rivera and Chief Horvath provided the following to the Board:
  - An overview of the monthly staff report
  - Staff training
  - Wildland update
  - Administration update
10. Monthly Financial Report for October 2022: Gabe Buldra presented the financial reports for the month of October 2022.
11. Consent Agenda: Pete Benequista made a motion to approve the consent agenda and Herb Wisdom seconded the motion; all were in favor, the motion passed.

12. Discussion and possible action on fire code approval: Deputy Chief Rivera explained to the Board that in July of this year they had approved updates to the fire code and that when he submitted it to the State of Arizona Fire Marshal's Office, they did not approve the amendment as written due to a few subject lines that needed correction. Mike Connelly made a motion to approve changes as recommended by staff and authorize staff to resubmit Tubac Fire District Fire Code Amendments to the State of Arizona Fire Marshal for approval and Pete Benequista seconded the motion; all were in favor, the motion passed unanimously.
13. Discussion and possible action to approve an hourly stipend for two employees acting in program manager capacities: Chief Horvath explained to the Board that two full-time employees, the CPR/ Public Education Coordinator, and the Wildland Coordinator, are fulfilling the responsibilities for both programs as part of their daily duties. She further explained that the District does not have the budget capacity to fill these two programs with full-time staff and is requesting a stipend of \$.60 per position for a total annual impact of \$5,000. Brenda Tranchina commented that it is not uncommon for small districts who do not have the budget capacity to hire individuals for these positions to provide stipends. Bill Kirkpatrick made a motion to approve hourly stipends of \$.60 for the CPR/Public Education Coordinator and the Wildland Coordinator, to be implemented January 1, 2023, and Herb Wisdom seconded the motion; all were in favor, the motion passed unanimously.
14. Discussion and possible action regarding an update to the TFD pay scale: Chief Horvath explained that the Board was provided with the overview of the current and proposed options at the October meeting to increase staff wages to be comparable to the neighboring fire districts to help attract new firefighters and retain current staff. Brenda Tranchina explained that fire districts across the state are actively recruiting firefighters from other departments offering lateral transfers which entices staff to move to a larger department for higher wages and advancement potential. Smaller departments like Tubac Fire are finding it more difficult to compete in retaining and attracting qualified personnel. Chief Horvath explained that the anticipated 6-month cost of implementing the new pay plan beginning January 1, 2023, that reflects a 4.5% increase across the board for all employees is estimated to be \$38,000 with the full year impact that includes a second 4.5% increase beginning July 1, 2023, to be around \$80,000. Mike Connelly asked if the current step increases would be in addition to the 9% increase to which Chief Horvath replied that the 2.5% step increase that comes from completion of a successful annual performance evaluation would be in addition. Pete Benequista made a motion to approve the new pay plan and begin implementation January 1, 2023, and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed unanimously.
15. Discussion and possible action on personnel regarding employment status. 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") and A.R.S. § 38-431.03(A)(3) (allowing an executive session for the purpose of "discussion or consultation for legal advice with the attorney or attorneys of the public body."): Pete Benequista made a motion to convene to executive session at 2:45 p.m. and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed. Upon returning from executive session at 2:58 p.m., Mike Connelly made a motion that the Board directs the Fire Chief to exercise her discretion to deviate from policy in support of a district employee as per the execution session discussion and Pete Benequista seconded the motion; all were in favor, the motion passed unanimously.
16. Future Agenda Items: None
17. Next meeting: December 14, 2022
18. Adjourn meeting: Bill Kirkpatrick made a motion to adjourn the meeting at 3:00 and Mike Connelly seconded the motion; all were in favor, the motion passed.