



TUBAC FIRE DISTRICT

2227 EAST FRONTAGE ROAD
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TUBAC, ARIZONA 85646
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TUBAC FIRE DISTRICT BOARD MEETING MINUTES October 30, 2013

1. Call to Order and Pledge of Allegiance: The meeting was called to order at 9:00 am by Richard Lockwood. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Board Members present were Richard Lockwood, Dottie Bergmann, Herb Wisdom, Randy Williams and Bill Kirkpatrick. Also present were Chief Kevin Keeley, Asst. Chief Genaro Rivera, Brenda Holbrook, Nancy Lindsey, Megan Sanchez, Hesly Guerrero, Gene Schafer and Andres Egurrola.
3. Approval of Minutes from September 25, 2013: Herb Wisdom made a motion to approve the minutes and Dottie Bergmann seconded the motion; all were in favor, the motion passed.
4. Correspondence: None
5. Reports:
 - A. Financial Reports: Chief Keeley explained to the Board that due to the new financial reporting laws in the State of Arizona they would each be given a packet containing additional and more in depth reports at each Board Meeting. He further explained that the more than 50 pages could be e-mailed to them prior to each meeting if they preferred. Randy Williams made a motion to accept the receiving of the reports in hard copy at the beginning of each meeting and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
 - 1) County Treasurer Report
 - 2) Financial Report
Budget vs. Actual
 - 3) Charge for Service: **September Collections**

Tubac	\$ 16,329.64
YTD	\$ 64,275.39
 - B. Fire District Operations:
 - 1) Monthly Activity Report
6. Consideration, Possible Action on Financial Internal Control Policy: Chief Keeley explained to the Board that the intent of the Internal Control Policy is to provide specific guidelines for District personnel to follow in order to provide reasonable assurance that District resources and property are being tracked and used in a way that benefits the tax payers of the District and prevents misuse or misappropriation of District resources. Dottie Bergmann made a

motion to accept the Tubac Internal Control Policy and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.

7. Update on Golf Tournament: Chief Keeley reported that the golf tournament was a success. He concluded by thanking the Board Chairman for his continued support of this tournament.
8. Report on Employee Meetings: Chief Keeley explained to the Board that he informed the entire staff of the financial position of the District at two mandatory employee meetings on October 21st and 22nd. In the meetings he reinforced to the staff that although they would not be receiving raises due to the budget shortfalls there would be no layoffs and that he would continue to work for the best interests of both the District and his staff.
9. Report from Legal Counsel: None
10. Call to the Public: None
11. Next Meeting: November 20, 2013, at 9:00 a.m. at Tubac Fire Station #1, 2227 E. Frontage Rd., Tubac.
12. Adjourn Meeting: Bill Kirkpatrick made a motion to adjourn the meeting at 9:45 a.m. and Herb Wisdom seconded the motion; all were in favor, the motion passed.

Note: The Tubac Fire District Board may vote to go into an Executive Session on any agenda Item, pursuant to A.R.S. 38-431.03 (A) (1) (3) for discussion and consultation for advice with the district's attorney on the matters as set forth therein.