



# TUBAC FIRE DISTRICT

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## TUBAC FIRE DISTRICT BOARD MEETING MINUTES February 27, 2019

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 were Bill Kirkpatrick, Herb Wisdom, Mike Connelly, Candy Clancy, and Mary Dahl. Also present were Chief Horvath, Asst. Chief Rivera, Captain Guerrero, Captain Lujan, Nancy Lindsey, John Conger, Henry Valdez, Brenda Tranchina, Dennis Eshleman, Gabe Buldra, Melissa Tomlinson, Bill Whittington, Michael Carlson, and Mike LaVallee.
3. Report from Board Members: None
4. Call to the Public: None
5. Correspondence: Chief Horvath referred the Board to their monthly reports which included letters of appreciation to the Fire District and confirmation from Arizona Dept. of Forestry and Fire Management of an approved grant.
6. Chair's Report: Mary Dahl commented of the success of the Tubac Festival of the Arts.
7. Chief and Staff Report:
  - A. Operations Update: Chief Horvath presented the report that detailed the call volume, call type and response times on EMS 911 calls for the month of January. She further informed the Board of upcoming on-site employee physicals, performance evaluation training for district officers with the assistance of HRStrategies consultant Brenda Tranchina and an extension for accepting applications to fill vacant positions within the District.
  - B. Training: Operations staff continues to participate in Target Solutions completing 86 modules in January.
  - C. Wildland Update: The District received a payment from State Forestry in the amount of \$72,000.
  - D. Administration Update: A total of 29 Plan/Review Projects are in the works or have been completed in this FY 18/19.

Candy Clancy requested that future Plan/Review Prevention report include more specific project information. Mr. Connelly asked if a fee schedule has been adopted, to which Chief Horvath stated that staff is working on it.

8. Monthly Financial Report for January 2019: Melissa Tomlinson presented the financial reports for the month of January.  
Key points for the month:
  - A. Santa Cruz County tax revenue for January was \$190,933 which was over budget by \$72,871.
  - B. Non-Levy revenue was \$24,794 which was under budget by \$26,383. – Ambulance revenue continues to be under budget due to the transition to an outside billing company.
  - C. Expenses for the month totaled \$374,551 which was over budget by \$14,419.
  - D. Fiscal year revenues are over budget by \$300,063; fiscal year expenses are also over budget by \$70,060.
  
9. Consent Agenda
  - A. Approval of minutes from January 30, 2019, regular board meeting
  - B. Approval of financial reports for the month of January 2019Mary Dahl asked for any questions or comments from the Board. Hearing none, she asked for a motion to approve the minutes and financial reports. 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 possible action regarding possible approval of a Waiver of Conflict of Interest and Consent to Representation relating to representation of the District Governing Board and the Local PSPRS Governing Board by William R. Whittington and the law firm of BPCWS: Attorney William Whittington explained to the Board that the Waiver of Conflict of Interest and Consent to Representation permits him to represent the Tubac Fire District Board as well as the Tubac Fire District PSPRS Local Board. Mike Connelly made a motion to approve the Waiver of Conflict of Interest and Consent to Representation for William R. Whittington and the law firm of BPCWS to represent both Boards and Herb Wisdom seconded the motion; all were in favor, the motion passed.
  
11. Discussion and possible action regarding restructuring the Tubac Fire District General Obligation Bond: Mike LaVallee from Stifel, Nicolaus & Company, Inc., provided the Board with a detailed report that outlined the potential savings to the Tubac Fire District if considering refinancing of its General Obligation (GO) Bonds.
  
12. Discussion and possible action regarding lease purchase of new copiers for Station 1 & 2: The Board tabled the item until next month's meeting.
  
13. Discussion and possible regarding revised Tubac Fire District Human Resource Policy Guidelines Manual: Brenda Tranchina of HRStrategies explained to the Board that the District's policy manual had been created 10 years ago and was in need of updates due to some statutory changes as well as some best practice revisions. Candy Clancy commented that after reviewing the manual she has many questions that would entail more time and discussion before approval. Chief Horvath and Chairman Dahl suggested to Candy that a meeting be scheduled with Brenda Tranchina and labor representatives to discuss her questions and concerns before coming back to the Board for possible approval at the March meeting to which Candy agreed.

14. Discussion and possible action regarding pension board appointment: Mary Dahl explained that Randy Williams declined continued participation on the pension board and requested approval of the appointment of Steve Gastellum to the pension board. Hearing no objections, Mary Dahl made a motion to appoint Steve Gastellum to the PSPRS Local Pension Board and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
15. Executive Session pursuant to Arizona Revised Statutes §38-431.03.A.1 for the purpose of discussion and consideration of employment contract and status of Chief Cheryl Horvath: Mary Dahl requested a motion to go into executive session pursuant to Arizona Revised Statutes §38-431.03.A.1. Mike Connelly made a motion to go into executive session and Candy Clancy seconded the motion; all were in favor, the motion passed.
16. Future Agenda items: Candy Clancy requested the following:
  - A. Discussion on changing the order of agenda items so call to the public will come towards the end of the meeting.
  - B. Discussion on American Tower to include information received in a past meeting.
  - C. Date in which insurance broker will present health insurance options to the Board.
17. Next Meeting: March 27, 2019 at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.
18. Adjourn Meeting: Mike Connelly made a motion to adjourn the meeting at 11:10 a.m., and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.