



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
September 30, 2020

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: All Board members were present; Mary Dahl and Herb Wisdom at Station #2 and Mike Connelly, Candy Clancy, and Bill Kirkpatrick telephonically. Also, in attendance at Station #2 were Chief Horvath, Deputy Chief Rivera, Deputy Chief Guerrero, Nancy Lindsey, Peter Benequista, and Gabe Buldra.
3. Report from Board Members: None
4. Reading of public comments submitted via email: None
5. Correspondence: Letter from Government Finance Officers Association notifying the District that our CAFR for the fiscal year ended June 30, 2019 has met the requirements to be awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting.
6. Chair's Report : Mary Dahl provided an update on the 2020 Census.
7. Chief and Staff Report: Chief Horvath presented the staff report and updated the Board on District-wide activities including wildland activity, scheduling of CPR classes, the controlled burn at Wholesum Farms and an informational annexation meeting scheduled on November 14th at 10:00 a.m. at Tubac Station #3.
8. Monthly Financial Report for August 2020: Gabe Buldra presented the financial reports for the month of August 2020.
Key points for the month:
 - A. Santa Cruz County revenue for August was \$10,071 which was \$3,577 over budget.
 - B. Non-Levy revenue was \$77,572 which was under budget by \$63,603.
 - C. Expenses for the month totaled \$277,948 which was under budget by \$12,427.
 - D. Year-to-date Santa Cruz revenue is \$25,175 which is \$4,323 over budget.
 - E. Year-to-date Non-levy revenue is \$164,401 which is \$117,949 under budget.
 - F. Year-to-date expense is \$741,760 which is \$27,885 over budget

9. Consent Agenda

- A. Approval of minutes from August 26, 2020 regular meeting
- B. Approval of monthly financial reports

Bill Kirkpatrick made a motion to approve the consent agenda and Candy Clancy seconded the motion; all were in favor, the motion passed.

10. Discussion and possible action to approve the lease agreement with Air Methods Corporation: Chief Horvath explained that the term of the agreement is for three years and includes a 5% annual increase at the anniversary of the effective date. She further stated that Attorney Bennett has reviewed and updated it and is comfortable with the terms of the agreement. Gabe Buldra stated that the 5% escalator was in line with lease agreements of this type. Candy Clancy commented that she would prefer a two-year lease agreement. Mary Dahl stated that a 3-year agreement is acceptable. Bill Kirkpatrick made a motion to approve the lease agreement with Air Methods and Herb Wisdom seconded the motion; Board Members Bill Kirkpatrick, Herb Wisdom, Mary Dahl and Mike Connelly were in favor and Candy Clancy was opposed; the motion passed 4:1.

11. Discussion and possible action to approve modification of Section 4.7 of Chief Horvath's employment contract to provide for 11.38 hours of bi-weekly paid time off effective beginning July 1, 2020: Mary Dahl explained that with the conclusion of Chief Horvath's annual performance evaluation the Chief asked the Board to consider increasing her PTO accrual rate from 9.23 hours bi-weekly to 11.38 hours. She continued by explaining that in both public and private sectors, requests for increases in paid time off accrual are generally viewed as an easy decision by management simply because there is no additional financial burden. Candy Clancy and Mike Connelly both inquired as to how many leave days this increase would relate to and how many hours the Chief currently has on the books to which Chief Horvath stated that the increase would be 2.38 hours per pay period or 7 days a year and that she currently has 21 days of leave time on the books. Candy commented that if her figures were correct, 37 leave days per year was excessive and could impose a financial burden on the District. Mike questioned why the Board was considering increasing the leave accruals for the Chief and was concerned about the financial cost to the District and what the payout policy is. Mary stated that the District follows a payout policy consistent with other Districts and organizations. Bill Kirkpatrick made a motion to approve Chief Horvath's employment contract section 4.7 to be revised to provide for 11.38 hours bi-weekly accrual of paid time off effective July 1, 2020 and Herb Wisdom seconded the motion; Board Members Bill Kirkpatrick, Herb Wisdom and Mary Dahl were in favor and Mike Connelly and Candy Clancy were opposed; the motion passed 3:2

12. Future Agenda Items:

- A. Potential ambulance purchase or refurbishment
- B. Dispatch agreement
- C. Tower update
- D. Ambulance transport rate increase
- E. Discussion on overtime

13. Next Meeting: October 28, 2020 at 1:30 pm

14. Adjourn Meeting: Herb Wisdom made a motion to adjourn the meeting at 2:20 p.m. and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.