



TUBAC FIRE DISTRICT

2227 EAST FRONTAGE ROAD
P.O. BOX 2881
TUBAC, ARIZONA 85646
TELEPHONE: (520) 398-2255

TUBAC FIRE DISTRICT BOARD MEETING MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
May 31, 2023

1. Call to order and Pledge of Allegiance: The meeting was called to order at 1:30 p.m., by Board Chair Mary Dahl. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Rich Bohman, Sandy Johnson, Herb Wisdom and Mary Dahl were present at Station #2. Pete Benequista, attended via zoom. Also, in attendance at Station #2, Fire Chief Ben Guerrero, Deputy Chief Genaro Rivera, Acting Deputy Chief Hesly Guerrero and Bianca Hamric. Gabe Buldra attended on behalf of James Vincent Group. Members of the public in attendance were Ron & Kathi Campana, Homero Lopez, Brenda Herrera (Emergency Management), Larry Marchbanks, Henry Valdez, and Alfonzo Cortinas.
3. Report from Board Members: Rich Bohman had an observation that many of the homes in the district have an entry gate, some with keypads, others with locks. His question to the fire district is “What is the procedure when people have an entry gate in the event of a fire?” Chief Guerrero informed Mr. Bohman that we have a Knox Box lock program and a spreadsheet with Pin Pad access for some residences. The homeowner will usually call for Knox Box information and setup or if the resident has a gate code, they will call to give us the information for emergency use.
4. Reading of public comments submitted via email: None.
5. Call to the Public: None.
6. Correspondence: None.
7. Chairs Report: None.
8. Chief and Staff Report: Acting Deputy Chief Hesly Guerrero, Deputy Chief Genaro Rivera and Fire Chief Ben Guerrero provided the monthly Staff Report for April.
 - a. Operations Update
 - b. Training
 - c. Wildland Update
 - d. Administration Update
9. Monthly Financial Report for April 2023: Gabe Buldra presented the financial reports for the month of April 2023. Gabe Buldra included in the presentation a capital report as requested by Sandy Johnson at the April Board Meeting. Mr. Johnson also requested that an expenditure report be included moving forward. Mr. Buldra stated he would provide an expenditure report to the board monthly.

10. Discussion and Possible action to tentatively approve the FY 2024 Budget: Gabe Buldra presented the budget for the fiscal year 2024 and requested for the board adopt the tentative budget for posting. Sandy Johnson questioned if the presentation would include the monies for the new fire truck. Mr. Buldra stated that the budget presented will include the monies for the new fire truck in the capital plan. Mr. Buldra proceeded to present to the board a detailed budget of fire district projected income and projected expenses. Sandy Johnson inquiries about the district credit rating. Gabe Buldra stated that he does not know exactly the credit rating but stated the district credit rating is highly rated due to the amount of cash reserves. Sandy Johnson made a motion to approve the tentative budget and Herb Wisdom seconded the motion; all were in favor, the motion passed.
11. Consent Agenda: Rich Bohman made a motion to approve the consent agenda items b. and c., Herb Wisdom seconded the motion; all were in favor, the motion passed.
 - b. Approval of monthly financial reports
 - c. Approval of an Emergency Services Contract for Parcel # 112-43-118, located at 24 Poorwill Canyon Ct., Rio Rico, AZ 85648.
- a. Approval of minutes from April 26, 2023 - Revisions needed to the April 26, board minutes. Pending the amended minutes, Rich Bohman moved to approve the April 26, 2023, minutes and Sandy Johnson seconded the motion; all were in favor, the motion passed.

Items:

3. Report from Board Members: Rich Bohman reported that real estate broker Gary Brasher, who spoke with the Harrison Real estate Group regarding the adjacent property south of fire station #1, is not for sale at this time.
6. Correction of the spelling of resident Clem Shute.
10. Financial Report for the month of March 2023.
14. Rich Bohman moved to approve the purchase of a 2023 Medix Type 1 ambulance in the amount not to exceed 233,830.82. Sandy Johnson seconded the motion.
12. Discussion and possible action to seek a letter of engagement with Goldsmith & Mendoza. Fire Chief Ben Guerrero proposed engagement with law firm Goldsmith and Mendoza based on expertise, experience, and cost. Fire Chief Guerrero stated that the law firm has offices in Tucson and in Nogales. He stated that the proposed letter of engagement will be reviewed by the board before moving forward. Sandy Johnson made a motion to authorize a letter of engagement with Goldsmith and Mendoza, Herb Wisdom seconded the motion; all were in favor, the motion passed.
13. Discussion and possible action to approve the purchase of firefighting protective equipment. Captain Martin Lujan gave a presentation of firefighter turnout ensembles and how the equipment provides fire protection. The fire district requested the approval of four new ensembles from United Fire to replace one set that is past NFPA 1971 10-year service life, and three sets of ensembles to meet the initial needs of new suppression employees, at a cost not to exceed \$16,471.11. Herb Wisdom made a motion to approve the purchase of protective turnout equipment from United Fire, Rich Bohman seconded the motion; all were in favor, the motion passed.
14. Discussion and possible action to finalize authorized signatures on the fire district's Bank of America checking and savings accounts. Mary Dahl requested a motion to remove all signers from the District's Bank of America checking and savings accounts and adding only Chief Ben Guerrero, Peter Benequista, Hesly Guerrero and Bianca Hamric, as account administrative contact. Rich Bohman moved to approve the motion and Sandy Johnson seconded the motion; all were in favor, the motion passed.

Discussion of Fire Station 1 Items:

- a. Discussion and possible action to finalize Station 1 conceptual drawings.
- b. Discussion only on USDA Rural application status
- c. Discussion only Environmental Phase I
- d. Discussion only Preliminary Architectural Feasibility Report

Chief Guerrero updated the board that due to the environmental report and the preliminary architectural feasibility report that are pending submittal, the USDA grant application is at a standstill. Chief Guerrero reported that the environmental report was conducted by Coffman and Associates.

John Price, representing architectural firm WSM, presented new conceptual site plans. He presented to the board a new design that is reduced in size, scale, and square footage. His goal for the new design is to reduce the size of the building but maintain the same design plans from the last board meeting. Sandy Johnson confirmed with John Price that the NFPA standards with this new design have not been changed or compromised.

Reviewing the new conceptual drawings, Rich Bohman suggested changes to the lobby restroom to reduce square footage. Sandy Johnson stated that the fire station continues to be too big at 10,610 SF. and would like to see the square footage come down to 8,000 SF. John Price stated that the only square footage he addressed, was the square footage of the lobby and by removing the community center. Sandy Johnson requested that John Price decrease the size of the building even more than what was presented. The board discussed the needs assessment that took place in 2019 and potential growth of the community.

Mary Dahl is satisfied with the new conceptual drawings and would like to use the drawings for submittal to the USDA so that funds can be released for the project. Mary Dahl reminds the board; the USDA is only interested in the planning process of the new fire station and that adjustments can be made moving forward.

Pete Benequista stated that the building is 2,000 SF. too big, and he will not approve the new plans. He stated that the lobby is hospital sized and pointed out that most restrooms in hospitals are unisex. Mr. Benequista stated that he would like to see fewer dorms in the new building. Mr. Benequista stated that he supports Sandy Johnsons comment for reduced square footage of the building. Rich Bohman suggested that John Price present a new conceptual drawing with even less square footage than what is presented. He suggested that the district have a special meeting session to approve a new design with reduced square footage.

Mary Dahl made a motion to submit the presented conceptual design plan phase 1, for submittal only, for the preliminary architectural feasibility report to the USDA. Herb Wisdom seconded the motion. Peter Benequista and Sandy Johnson opposed; Rich Johnson abstained.

Mary Dahl made a second motion to have WSM architects reduce the footprint of the building and present plans for submittal for the USDA grant as quickly as possible. A special meeting be held for the approval. Rich Bohman seconded the motion; all in favor, the motion passed.

15. Future Agenda Items: none.

16. Next meeting: June 28, 2023, at 1:30 p.m.

17. Adjourn meeting: Sandy Johnson made a motion to adjourn the meeting at 4:43 and Rich Bohman seconded the motion; all were in favor, the motion passed.

