



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES

April 30, 2014

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, Bill Kirkpatrick and Randy Williams. Also present were Chief Keeley, Assistant Chief Rivera, Brenda Holbrook, Nancy Lindsey, Joe Fox, Mike Lindsey, Rich Bohman, Kathleen Vandervoet, Dennis Eshleman, Deirdre Eshleman, Robert Reid, Mike Connelly and Ann Bovee
3. Approval of Minutes from March 19, 2014: Bill Kirkpatrick made a motion to approve the minutes and Dottie Bergmann seconded the motion; all were in favor, the motion passed.
4. Correspondence: Chief Keeley presented the Board with thank you cards and correspondence from some District Residents.
5. Approval of Financial Reports for the Month of March 2014: Herb Wisdom made a motion to approve the Financial Reports for the month of March and Randy Williams seconded the motion; all were in favor, the motion passed.
6. Operational Information Reports:
 - A. Ambulance Transport Collections: **March Collections**

For the Month Ending	\$ 20,388.47
YTD Collections	\$ 250,981.54
 - B. Fire District Operations:
 - 1) Monthly Activity Report
7. Presentation – Information From County Assessor’s Office: Chief Deputy Assessor Pablo Ramos from the Santa Cruz County Assessor’s Office informed the Board and the district residents in attendance that the property tax values for the Tubac Fire District will reflect a projected 6% decrease in the upcoming 2014-2015 tax year. He went on to say that this decrease when combined with the prior four year losses equals a 36% overall decrease for the District. His office feels confident that the County is seeing the bottom and that property values should be on the increase. He further explained, however, that a newly adopted Proposition 117 will limit the percentage of growth to 5% per year.

8. Budget Background Information: Chief Keeley explained to the Board that he would be presenting them with the preliminary 2014-2015 budget at the May meeting. He further explained that the District had remained steady for over 10 years at the \$2.64 tax rate and that it may be necessary to increase that rate in the upcoming fiscal year in order to cover increased expenditures as well as to consider raises for the district employees who have not seen an increase in over 4 years.
9. Discussion, Possible Action on Electronic Reporting and Billing Contacts: Chief Keeley explained to the Board that due to Federal and State mandates the District will be required to move forward with electronic patient care reporting (EPCR) which up until this point has been done manually. The District researched several software companies and selected a company called Image Trend. The benefit to the District will be in utilizing one platform for all the fire and medical reporting as well as for medical billing. The start-up cost that was not a budgeted expenditure will be \$16,000. Chief Keeley asked the Board to approve the \$16,000 utilizing contingency funds. Herb Wisdom made a motion to approve purchase of the EPCR software and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
10. Discussion, Possible Action on Purchase of Computers for Electronic Reporting: Chief Keeley asked the Board to approve purchase of 5 Toughbook computers that will be utilized for the EPCR billing at a cost of \$5,500. Bill Kirkpatrick made a motion to approve purchase of the computers and Dottie Bergmann seconded the motion; all were in favor, the motion passed.
11. Report on Cardiac Monitor Purchase Process: Chief Keeley explained to the Board that several staff members attended a vendor day this week in which three cardiac monitor vendors (Zoll, Physio Control and Phillips) presented and provided a demonstration of each of their units. The staff asked questions and took notes and will be compiling the results to determine the unit most likely to be selected. The next phase will consist of a RFP to determine the unit that will be most cost effective. Chief Keeley concluded by reminding the Board that the purchase of these monitors will be made with money that has already been allocated.
12. Report from Legal Counsel: None
13. Call to the Public: District resident Rich Bohman inquired as to when the 2014-2015 budget would be available for the public's review. Chief Keeley explained that the Board will be presented with the budget worksheet at the May meeting which will include an extensive overview. He further explained that the Public Hearing for the proposed budget will take place in the beginning of July.
14. Next Meeting: May 28, 2014 at 9:00 a.m. at Tubac Fire Station #1, 2227 E. Frontage Rd., Tubac.
15. Adjourn Meeting: Bill Kirkpatrick made a motion to adjourn the meeting 9:50 a.m., and Randy Williams 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.