



# TUBAC FIRE DISTRICT

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

## TUBAC FIRE DISTRICT BOARD MEETING MINUTES September 26, 2018

1. Call to order and Pledge of Allegiance: The meeting was called to order at 9:00 a.m. by Mike Connelly. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Board Members present were Bill Kirkpatrick, Herb Wisdom, Mike Connelly, Mary Dahl and Candy Clancy. Also present were Chief Horvath, Asst. Chief Rivera, Brenda Holbrook, Nancy Lindsey, Carmen Hernandez, Ben Guerrero, Esai Tapia, Charlie Alvarez, Henry Valdez, Tera Henson, Maria Sanchez, Al Kingsley, Tim Slate, John Conger, Patrick Talley, Dottie Bergmann, Heather Alvarez, Sandra DeCrapio, Melissa Tomlinson, and Ben Archer Clowes.
3. Report from Board Members: Herb Wisdom commented that the fundraiser to help raise money to purchase uniforms for the Tubac Local 4125 Honor Guard was very successful.
4. Presentation: Years of Service Recognition: Chief Horvath presented Tim Slate, Charlie Alvarez and Nancy Lindsey with 10-year service pins and a 20-year service pin was presented to Brenda Holbrook.
5. Call to the Public: Charlie Alvarez thanked Herb Wisdom for his support in promoting and organizing the fundraiser that raised \$3,000 that will go towards purchasing uniforms for the Tubac Local 4125 Honor Guard.
6. Approval of minutes from August 29, 2018: Mary Dahl made a motion to approve the August 29, 2018 minutes with a correction to the spelling of St. Ann's Park. Candy Clancy seconded the motion; all were in favor, the motion passed.
7. Correspondence: None
8. Approval of financial reports for the month of August 2018: Melissa Tomlinson from the James Vincent Group presented the monthly financial reports.  
Key points:
  - A. Santa Cruz County tax revenue for August was \$56,476 which was over budget by \$49,338
  - B. Non-Levy revenue was over budget by \$109,218 attributed primarily to wildland revenue
  - C. Expenses for the month were over budget by \$87,139 of which \$84,267 was personnel expenses driven primarily by wildland salaries

Herb Wisdom made a motion to approve the financial reports for the month of August 2018 and Candy Clancy seconded the motion; all were in favor, the motion passed.

9. Chief's Report:
  - A. Ambulance Transport Collections: collections report reflected \$21,526.26 received for the month of August net of any refunds.
  - B. Staff Report: Chief Horvath presented the report that details the call volume, call type and response times on EMS 911 calls for the month of August. The report also provided updates on wildland billings that reflects a total of \$359,940 owed to the District at the end of August. The final section of the report detailed current development projects under review by Assistant Chief Rivera.
10. Discussion only regarding the District's water supply and hydrant system: Assistant Chief Rivera presented the Board with a detailed report and explanation of the numbers of hydrants, water company providers and the challenges experienced districtwide with waterflow (fire flow) and other maintenance issues in and around the Tubac Fire District.
11. Discussion, possible action to approve a letter of support for the "Nogales Wastewater Fairness Act": A letter was drafted in support of Friends of the Santa Cruz River (FOSCR) to call upon all local, state and federal agencies to prevent raw sewage from contaminating the drinking water supply. Mary Dahl made a motion to approve the letter as drafted and Candy Clancy seconded the motion; all were in favor, the motion passed.
12. Discussion, possible action to enter into a lease agreement with Enterprise Fleet Services for three (3) Ford F-150 pickup trucks: Chief Horvath presented the Board with a plan to replace three staff vehicles by means of a 5-year lease agreement with Enterprise Fleet Services. The total cost to lease three vehicles (2019 Ford F-150 super crew cab pickups) this year would be \$20,771.55 (including down payment) with total annual cost thereafter of \$30,531.72. She further explained that the replacement of District vehicles was not a budgeted item in FY18/19, however, sale of two surplus vehicles for total unbudgeted revenue exceeding \$49,000 would more than cover the cost of leasing the three vehicles this year. Mary Dahl made a motion to approve the agreement with Enterprise Fleet Services to lease three Ford F150 trucks beginning in February 2019. Herb Wisdom seconded the motion; all were in favor, the motion passed.
13. Discussion, possible action to approve a wage scale range for the position of Battalion Chief/Deputy Chief: Chief Horvath explained to the Board that the recently posted job announcement for the position of Battalion Chief only yielded five applicants, but there were not enough qualified applicants to justify conducting an assessment process. The District's HR consultant, who conducted a wage study that showed the salary ranges for a qualified candidate to be \$69,689.43 to \$93,517.21, believes the underlying reason as to why there were so few applicants was the issue of the salary. The Chief is asking the Board to approve a salary range of \$70,000 to \$81,000 to recruit a broader pool of applicants. Mary Dahl made a motion to approve a wage scale for Battalion Chief/Deputy Chief of \$70,000 to \$81,000 and Herb Wisdom seconded the motion. Under discussion, Candy Clancy questioned the high end of the range. Mary Dahl called for a vote and the motion passed 4 to 1 with Candy Clancy voting no.
14. Discussion, possible action to establish capital and operations Local Government Investment Pool accounts with the Santa Cruz County Treasurer's Office: Chief Horvath explained that she and Melissa Tomlinson met with the County Treasurer to discuss leaving tax revenue with the County to be invested in the state pool with funds only being transferred to operations on an as needed basis. Mary Dahl made a motion to approve establishing LGIP accounts with Santa Cruz County Treasurer's Office and Herb Wisdom seconded the motion; all were in favor, the motion passed.

15. Executive Session: The Board may vote to go into Executive Session pursuant to A.R.S. Sec 38-431.03(A)(3) for discussion or consultation for legal advice with the attorney for the District regarding potential transaction with American Tower regarding tower location:
  - A. NOTE: Executive Session are CONFIDENTIAL pursuant to A.R.S. Sec. 38-431.03(C). Mary Dahl made a motion to go into executive session pursuant to A.R.S. Sec 38-431.03(A)(3) and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
16. Discussion and possible action to approve an engagement letter with Lake & Cobb PLC for the purposes of negotiating a potential transaction with American Tower: Mary Dahl made a motion to table approval of the engagement letter with Lake & Cobb PLC to a future date and Candy Clancy seconded the motion; all were in favor, the motion passed.
17. Future Agenda items: The following future agenda items were proposed:
  - A. Regional grant MOU that will need approval
  - B. 5-year financial outlook
18. Next Meeting: October 31, 2018 at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.
19. Adjourn Meeting: Mary Dahl made a motion to adjourn the meeting at 11:10 a.m., and Herb Wisdom seconded the motion; all were in favor, the motion passed.