



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
May 27, 2020

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 telephonically were Mike Connelly and Candy Clancy. In attendance at Station #2 were Mary Dahl, Herb Wisdom, and Bill Kirkpatrick. Also in attendance were Chief Horvath, Deputy Chief Rivera, Deputy Chief Guerrero, Nancy Lindsey, and Darrell Miller. Gabe Buldra, Sara Simonton, Rich Bohman, and Homero Lopez were in attendance telephonically.
3. Convene the Budget Workshop: Mary Dahl explained that the meeting would convene to the budget workshop.
4. Budget Workshop: Review and discuss budget goals and overview for FY 20/21: Gabe Buldra presented the FY 20/21 budget schedule, overview of revenues and expenses, tax rate and homeowner impact and brief summary of the overall budget. Mike Connelly asked if the District did not receive the anticipated grant income and if it had a bad wildfire season it would cause an operating deficit to which Gabe replied that no grant income would result in no grant expenses and the revenue anticipated from wildfire income would cause adjustments to be made to the capital purchase plan, but neither would cause an operating deficit. Candy Clancy asked if the stay at home measures during this time would result in a reduction in EMS revenues to which Gabe replied that the District has so far remained steady on the number of medical calls and transports. Mike Connelly asked Gabe to explain the proposed changes in personnel costs. Gabe explained that the decrease in overtime is attributed to the steps the Chief has made to the daily staffing model as well as the usage of more reserves to cover full-time positions. Candy Clancy asked what the percentage rate is for staff step increases, how many employees it included, and if there are any other pay increases included in the budget. Gabe replied that the proposed step increase is 2.75%; that all employees are eligible; that there is no COLA included; and that the only other pay increase would be promotion of three medics to a Medic 2 position. Mike Connelly asked if the proposed budget included Station #1 remodel or replacement to which Gabe replied that it was not part of the operational budget, but was included as part of the capital purchase plan. Gabe proceeded to provide an overview of the capital expenditure plan and timeline with the Board. Candy Clancy asked what the \$400,000 in 2021 for Station #1 replacement consisted of to which Gabe replied purchase of land/permits and other start-up costs. Candy Clancy asked the Chief if she has spoken to any contractors to which Chief Horvath explained that the projections included in the capital plan came from the architects. Chief reminded the Board that the capital purchase plan includes items we know are the future needs of the District and that the planning documents are provided so we don't lose sight of what the future needs are. Candy Clancy commented that she would like to see the capital needs prioritized.

5. Close the Budget Workshop: With no further questions or comments, Gabe concluded the Budget Workshop.
6. Convene the regular session immediately following the Budget Workshop: The Board convened to the regular session.
7. Report from Board Members: None
8. Reading of public comments submitted via email: None
9. Correspondence: None
10. Chair's Report: Nothing to report
11. Chief and Staff Report: Chief Horvath presented the staff report and also explained how staff is handling the COVID-19 pandemic.
12. Monthly Financial Report for April 2020: Gabe Buldra presented the financial reports for the month of April 2020.
Key points for the month:
 - A. Santa Cruz County revenue for April was \$550,876 which was \$29,844 over budget.
 - B. Non-Levy revenue was \$59,016 which was over budget by \$5,765.
 - C. Expenses for the month totaled \$234,260 which was under budget by \$35,537.
 - D. Fiscal year revenues are \$3,598,524 which is \$192,113 over budget.
 - E. Fiscal year expenses are \$2,871,207 which is \$29,935 over budget.

Mike Connelly requested that the monthly financial report breakdown the non-tax levy revenue into separate revenue categories.

13. Consent Agenda
 - A. Approval of minutes from April 29, 2020
 - B. Approval of monthly financial reports

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

14. Discussion and possible action to adopt preliminary Tubac Fire District FY 20/21 budget: Gabe Buldra explained that the Board adopting the tentative FY 20/21 budget would allow for the required 20-day posting. The tentative budget is \$4,028,226 with an unchanged tax rate of \$2.85. The budget, he emphasized does not include the capital plan which is included in the budget workshop as an informational document to be used by the Board for future planning purposes. Bill Kirkpatrick made a motion to approve adoption of the tentative FY 20/21 budget and Herb Wisdom seconded the motion; all were in favor, the motion passed.
15. Discussion and information only regarding the modular living unit to be installed at Station #1: Chief Horvath informed the Board that the potential date of delivery for the modular would be June 10th. She further explained that the crew has been at Station #1 from 8:00 a.m. to 8:00 p.m. at which time they move to Station #4 to stay overnight.
16. Discussion and possible action regarding the Fire Station #1 committee. As part of this discussion, the Board might receive a report and/or recommendation from the committee: Rich Bohman was designated as the spokesperson for the Station #1 committee chaired by Candy Clancy. Rich explained that due to the Covid-19 situation, the committee was unable to tour Station #1 as they had hoped, but felt that Candy Clancy did a great job with orchestrating the meetings. He encouraged the Board and staff to read the minutes from the meetings that included input from WSM Architects and the James Vincent Group. Rich concluded his comments by stating that the lack of the station tour and the limited scope and authority given the committee to explore more options that it is the recommendation of the

committee for updates/ renovations to be done to Station #1 rather than replacement. Mike Connelly thanked Rich and the committee for the work they put into their findings and recommendations. Mike Connelly made a motion to accept the report from the committee. Mary Dahl asked if this motion would conclude that this is the final report from the committee to which Mike stated he was unsure if it was and thus withdrew his motion.

17. Discussion and possible action regarding renewal of the Tubac Fire District Workers' Compensation policy: Chief Horvath explained that the Board had been presented with two possible options for Workers' Compensation for FY20/21. After discussion with Gabe Buldra and Drew from the Mahoney Group it was determined that the best option for the District was to stay with the current provider, 7710 Insurance Company. Mike Connelly made a motion to approve the annual renewal of Worker's Compensation insurance with 7710 Insurance Company in the amount of \$77,939 and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
18. Discussion and possible action on Chief Horvath's annual performance evaluation. The Board might convene into Executive Session regarding this item as allowed by A.R.S. § 38-431.03(A)(1) (allowing an executive session for the purpose of "discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a ... employee") and A.R.S. § 38-431.03(A)(3) (allowing an executive session for the purpose of "discussion or consultation for legal advice with the attorney or attorneys of the public body."): Mary Dahl announced that the Fire Chief's evaluation would be tabled until next month due to the inability to arrange for a separate and secure line for the Board to convene into executive session.
19. Future Agenda Items:
 - A. Update on cell tower
 - B. Fire Chief's evaluation
20. Next Meeting: June 24, 2020.
21. Adjourn Meeting: Bill Kirkpatrick made a motion to adjourn the meeting at 10:20 a.m. and Herb Wisdom seconded the motion; all were in favor, the motion passed.