



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES March 28, 2018

1. Call to order and Pledge of Allegiance: The meeting was called to order at 9:05 am by Mike Connelly. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Board Members present were Candy Clancy, Mary Dahl, Bill Kirkpatrick, Herb Wisdom and Mike Connelly. Also present were Chief Keeley, Asst. Chief Rivera, Brenda Holbrook, Nancy Lindsey, Al Kingsley, Mark South, Hesly Guerrero, Henry Valdez, Charlie Alvarez, Tim Slate, Lucy Slate, Tera Henson, Rolando Gomez, Martin Lujan, Pete Mendoza, Rudy Romero, Melissa Tomlinson, Ben Archer Clowes, Robert Clancy, Dotty Bergmann, Kathleen Vandervoet and Arielle Zions.
3. Approval of minutes from January 31, 2018 and February 28, 2018: Candy Clancy requested that the next month agenda include a line item for discussion on a purchase order policy. Mary Dahl made a motion to approve the corrected January 31, 2018 minutes and Candy Clancy seconded the motion; all were in favor, the motion passed. Candy Clancy made a motion to approve the February 28, 2018 minutes and Mary Dahl seconded the motion; all were in favor, the motion passed.
4. Correspondence: None
5. Approval of financial reports for February 2018: Melissa Tomlinson from the James Vincent Group provided a detailed presentation of the February financial reports emphasizing that the reports are now on the full accrual basis of accounting. Melissa explained that the 2018-2019 budget process would begin after today's meeting with Chief Keeley and Brenda and that preliminary budget numbers would be presented to the Board at the April meeting as well as discussion on the scheduling of future budget planning sessions. Candy Clancy made a motion to approve the February 2018 financial reports and Mary Dahl seconded the motion; all were in favor, the motion passed.
6. Operational Information Reports:
 - A. Ambulance Transport Collections:

	<u>February Collections</u>
For the Month Ending (Net of refunds)	\$ 34,736.00
YTD Collections (Net of refunds)	\$ 239,507.30
 - B. Fire District Operations:
 - 1) Monthly Activity Report

7. Discussion, Possible Action on Resolution to request increased amortization period on PSPRS: Melissa Tomlinson explained to the Board that the District currently amortizes the cost of funding the PSPRS on a 20-year basis and that legislation permitted members to increase their amortization period to 30 years. Melissa further explained that the District does not have to change from the 20-year period, but would need to sign the resolution to have the option to do so if necessary. Mary Dahl made a motion to approve signing the resolution to request increase of the amortization period if warranted and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
8. Discussion, Possible Action regarding FY2019 budget preparation process and timeline: Chief Keeley informed the Board that he, Brenda, A.C. Rivera and Nancy would be meeting with Melissa and Ben from the James Vincent Group after today's Board meeting. Melissa explained that her group has been working with the Chief and Brenda to gather budget information and that the plan will be to have the first budget work session prior to the April Board meeting with the second one in coming in May.
9. Update on health care benefits: Brenda explained to the Board that Mike Cano from the Mahoney Group was still waiting for bids from several insurance agencies for the District's health care benefits. Candy Clancy stated that she feels the Board may have to consider passing more of the cost of the insurance on to the employees. Melissa Tomlinson responded that she has not seen many fire districts increase the burden of the rising health care costs on to the employees.
10. Discussion, Possible Action on renewal of rental agreement with Air Methods: Chairman Connelly commented that this is the third month the renewal of this agreement has been on the agenda with no resolution. He further explained that the Board had received the proof of the District being listed as an additional insured and that the Board was satisfied that inspections of the area were being completed by the flight crew as stated in the agreement. Candy Clancy made a motion to approve signing of the rental agreement with Air Methods and Bill Kirkpatrick seconded the motion; on a 4 to 1 vote with Mary Dahl voting no, the motion passed.
11. Discussion, Possible Action on EMS restocking agreement with Banner Health: The Board was presented with the restocking agreement that Assistant Chief Rivera explained was the first step from the District's base hospital, Banner UAMC, in establishing new procedures for replenishing pharmaceutical and other medical supplies expended during EMS transports to their facility. In the agreement, Banner will provide restocking at the rate of Banner's cost of the drug plus 10%. The agreement term would be effective as of the signature date for one year with automatic renewal for successive terms of one year that may be terminated at any time with or without cause by either party providing thirty days written notice. Chairman Connelly stated his concerns of the agreement not containing any monetary amounts and recommended the agreement be given to legal for their opinion and that the item be tabled so more information can be gathered and presented at the new month's meeting.

12. Discussion, Possible Action regarding staff plans for resolving temporary Station #1 sleeping quarters' issue, including additional options available: Chief Keeley explained to the Board that money would need to be allocated for an architect to begin the process of remodeling Station #1. Chairman Connelly suggested the following options to remodeling:

- Relocate administrative staff to other stations
- Update admin trailer to accommodate on-duty crew for sleeping quarters
- Discuss option with crews for their opinions and input

Assistant Chief Rivera explained to the Board that he would contact the County to discuss the potential for utilizing the admin trailer for sleeping quarters. Chairman Connelly stated that no action would be taken now for an architect and directed Assistant Chief Rivera to discuss with the County the potential of dedicating the admin trailer as sleeping quarters with the approval of the on-duty crews.

13. Discussion, Possible Action to set the time, dates and location of Board meeting for the remainder of calendar year 2018 to include changing meeting time to 6:00 p.m. and authorize notice of same in accordance with Arizona Revised Statutes §38-431.02 et seq.: Chairman Connelly explained that after meeting with members of the Union it was suggested that the time of the regularly scheduled monthly Board meetings be changed to 6:00 p.m. to allow for more attendance and involvement from the community. Mary Dahl made a motion to change the meeting time to 6:00 p.m. for now with the consideration of the time frame not necessarily being expressly stated as for the remainder of the 2018 calendar year and with reasonable accommodations for holidays and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.

14. Discussion, Possible Action regarding filling Fire Chief Position including, but not limited to; a) conducting regional, statewide, and/or national search, b) procurement of recruitment firm, c) options for interim solutions, and d) other options to achieve desired outcome: Chairman Connelly explained that he had been speaking with various people in the fire industry and that no one is under consideration at this time as replacement for outgoing Fire Chief Keeley. Candy Clancy commented that the employees of the District should be included in the process of determining the desired qualifications for the new Fire Chief. She suggested that the employees voluntarily put in writing the three areas they would like to see changed within the District and these be given to the Board Chairman for review and discussion. Chief Keeley concluded the conversation by explaining to the Board the necessity of promoting a Captain to the position of Operational Battalion Chief to not only help in the transitional period as a new Fire Chief is pursued, but to assist the already overburdened Assistant Chief. Candy Clancy asked if the promotion would be temporary to which Chief Keeley responded that it has been long overdue to fill the position and by doing so would allow Assistant Chief Rivera to concentrate more on administrative duties and less on the daily operations. Chairman Connelly commented that no action would be taken at this meeting and further dialogue will take place at the April 25th meeting.

15. Report from Legal Counsel: None

16. Announcements / Community Events: Charlie Alvarez announced a golf tournament sponsored by the Union will take place in April.

17. Call to the Public: Mark South read a prepared statement pertaining to the “Circle of Trust” within the District. Kathleen Vandervoet expressed her concerns that the Board was vague in explaining their plans for replacing the Fire Chief and requested that more specific information be provided at the next meeting.
18. Next Meeting: April 25, 2018 at 6:00 p.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 10:33 a.m., and Candy Clancy seconded the motion; all were in favor, the motion passed.