



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 December 20, 2023

1. Call to order and Pledge of Allegiance: The meeting was called to order at 1:30 p.m., by Mary Dahl. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Rich Bohman, Peter Benequista, Sandy Johnson, Herb Wisdom, and Mary Dahl were present at the Tubac Community Center. Also, in attendance at the Tubac Community Center, Fire Chief Ben Guerrero, Deputy Chief Hesly Guerrero, Captain John Conger, Captain Esai Tapia, Bianca Hamric, Adriana Olea, and Gabe Buldra from James Vincent Group. Members of the public in attendance were Jennifer Tougas, John Combo, Kathi Campana, Ron Campana, Mindy Maddock, Leslie Bangs, Michael Connolly, Kathleen Vandervoet, Paul Plett, Alfonzo Cortinas and Duane Bracken.
3. Recognition and Badge Pinning:
 - a. Danny Magana, Fire District recognition: Danny Magana is the owner of CrossFit Tutuli in Nogales, Arizona. Danny received a government grant in exchange for community service, and Tubac Fire District provided Danny with volunteer hours. Danny provided fitness training and helped firefighters with their fitness goals. Fire Chief Guerrero awarded Danny with a Tubac Fire District t-shirt to show his appreciation for his commitment and hard work to the men and women that serve the Fire District.
 - b. Henry Valdez, engineer badge pinning: Henry Valdez has been a full-time employee with Tubac Fire District since 2016. Henry has completed many firefighting courses including his driver operator training in 2019. He has experience in automotive mechanics and his new position as an engineer will benefit the Fire District.
 - c. Marc Cashera, engineer badge pinning: Marc Cashera began his career with Tubac Fire District as a wildland firefighter and has been full-time with the Fire District since 2019. Marc is grateful for his family and stated that their constant support has contributed to his success in the workplace.
 - d. Mario Bernal, engineer badge pinning: Maro Bernal is an experienced firefighter/EMT who earned his state firefighter certificate in June 2003. Mario has earned many certificates in his career including a certificate in fire apparatus, driver operator. Mario has been full-time with Tubac Fire District since May 2022.
 - e. Deputy Chief Rivera, recognition of retirement: Genaro Rivera is being recognized for his 38 years of dedicated service to the Tubac Fire District. Throughout his years of service, he has been a lead fire academy instructor, and has helped many students become firefighters. Genaro will be greatly missed.
4. Reading of public comments submitted via email: None.

5. Call to the Public: Kathleen Vandervoet commented on item #11 on the agenda. Kathleen Vandervoet stated that she is in support of a new fire station but requested that the Board discuss the budget of the new fire station. Mindy Maddock wanted to acknowledge an individual who helped to transition the Tubac Fire District from a volunteer fire district to a fire district that is funded by local government revenue, Loretta Lewis. Lorretta Lewis moved to Tubac in 1972 and worked tirelessly to make a difference in her community. Loretta loved Tubac and the Fire District. Loretta Lewis passed just before her 106th birthday on November 28, 2023.
6. Correspondence: None.
7. Board Members Reports: Rich Bohman commented on Rivera's retirement event at station #4 stating that it was a privilege to attend. Peter Benequista reported that met a Tubac resident who is a manager with Belmont Telecommunications Products, a company that builds towers. Mr. Benequista stated that should Tubac Fire have any questions regarding towers, the resident would be available for the District. Sandy Johnson commented on Genaro Rivera's retirement function stating that it was an enjoyable event. Mr. Johnson also commented on the importance of the tower for the District and its relocation being necessary before the new station is built. He encouraged and thanked the community for their continued support by attending the Board meetings at the Tubac Community Center. Herb Wisdom had nothing to report. Mary Dahl reported that she attended the event held to honor Genaro Rivera and congratulated him on his retirement. Mary Dahl wanted to express her gratitude at the last Board meeting of the year. She mentioned her gratitude for those who have contributed to the Fire District whether retired, current employees or those who have passed including Loretta Lewis. Board Chair Dahl commended the fire chief for his efforts to move the Fire District forward in many important ways this past year. She wished everyone a Merry Christmas and prosperous New Year.
8. Chief and Staff Report: Deputy Chief Hesly Guerrero, Captain John Conger and Fire Chief Ben Guerrero provided the following to the Board:
 - A. Operations update.

Tubac firefighter Charlie Alvarez expressed appreciation for those in the community who have donated to the toy drive and who have made it a success. Mr. Alvarez stated they will continue to receive donations at all stations.
 - B. Training.

Captain Conger stated that the 2024 Schedule for CPR/AED/First Aid Classes are posted on the website for the public to receive certification.
 - C. Wildland update.
 - D. Administration update.
9. Monthly Financial Report for November 2023: Gabe Buldra from James Vincent Group presented the financial report for the month. Gabe reported to the Board the total revenue for the month of November is \$493,170 and is under budget by \$93,011 due to the delay in tax collection. Gabe reported the LGIP State investment account has earned interest and is at \$18,809.67. Total expenses for the month of November are \$392,312. This is under budget by \$23,429 mostly driven by the management of personnel costs and staffing. Vehicles and equipment were over by \$1,723 related to the purchase of turnouts. Communications and IT overage costs are \$4,248. This was driven by equipment costs needed for ambulance tracking that is required to be compliant with the Arizona Department of Health Services. Year to date, the total revenue is \$2,322,101 which is above budget projections by \$7,455. Property tax year to date is \$1,870,931 which is \$15,843 over budget. Nontax levy revenue year to date is at \$451,170 and is under budget by \$8,388. Total expenditures year to date is at \$1,826,603 and which is under budget by \$50,978. The decrease in this expense stems from personnel costs. Year to date expenditures for buildings and land are over by \$10,546 and vehicles and equipment are over budget by \$16,359.

10. Consent Agenda:

- a. Approval of the minutes from December 20, 2023.
- b. Approval of monthly financial reports.

Sandy Johnson made a motion to approve the consent agenda. Rich Bohman seconded the motion; all were in favor, the motion passed.

11. Consideration and possible adoption of a resolution providing for all matters relating to the sale and issuance of general obligation bonds of the district including delegation to the Fire Chief of the District to determine certain matters related thereto. Gabe Buldra from James Vincent Group and Mike LaVallee from Stifel presented legal documents to the Board for bond authorization. This authorization allows Stifel to initiate the due diligence and credit rating process necessary for the bond sale. Gabe explained to the Board of the preparation needed for the sale of bonds is time consuming and imperative for funds to be received in a timely manner. In addition, the resolution authorizes a bond sale at the Board full statutory debt capacity. The actual bond sale will only be for the amount sanctioned by the Board when the final budget is determined. Sandy Johnson asked Mike LaVallee about fees related to the sale of bonds. Mr. LaVallee explained that some fees are fixed, and some are variable fees based on the size of the loan, maturity of the loan, and the District's credit rating. Mr. LaVallee informed the Board that the resolution offers flexibility for the Board to offer bond sale to the public or for private placement based on the market. Mr. Bohman asked Gabe Buldra about the District's existing funds, the grant funding, and the solicitation of bond will be allocated to fund the project. Gabe explained that having healthy reserves benefits the District's capital, and lowering the bond amount may affect reserves. Gabe also explained that District must fund the project before the grant funding is released. Rich Bohman made a motion to adopt a resolution to provide bond funding not to exceed \$4.42 million dollars. Sandy Johnson seconded the motion; all in favor; the motion passed.

12. Fire Station #1 Items

a. Discussion and possible action on Fire Station #1 project:

Chief Benjamin Guerrero reported that Leisa Curtis from the USDA Rural Development Grant, informed him that the Letter of Obligation has been delayed to the end of January or beginning of February. Chief Guerrero spoke about the pre-submittal meeting for the Construction Manager At Risk Services held 12/11/2023 at station #1 with two construction firms. Fire Chief stated that this meeting allowed construction firms to ask questions and take pictures of station #1. No action was taken.

b. Discussion and possible action on Fire Station #1 tower:

Chief Guerrero stated that he received preliminary quotes on the relocation of the tower and the cost was more than what he estimated ranging from \$ 200,000 to \$700,000 for the project. The Chief reported that he met with representatives of Santa Cruz County as they are moving forward to build a tower at the Rio Rico landfill. The Fire Chief mentioned the benefits of having a cooperative agreement with the county to build the tower versus the District building a tower. Sandy Johnson voiced concern about not having control of the tower as an asset and being tied to contracts.

13. Nomination and election of new Board officers:

Peter Benequista nominated himself to retain his seat as the Treasurer for the Tubac Fire District. All in favor; the motion passed. Herb Wisdom nominated Sandy Johnson to become the new Board Chair for the District. All in favor; the motion passed. Sandy Johnson nominated Mary Dahl to serve as the District Clerk. All in favor; the motion passed.

14. Future agenda Items: Discussion of Fire Station 1 project, Fire Station 1 Tower, CMAR.
15. Next meeting: January 31, 2024, at 1:30pm
16. Adjourn meeting: Sandy Johnson moved to adjourn the meeting at 2:30p.m., Herb Wisdom seconded the motion; all in favor; the motion passed.