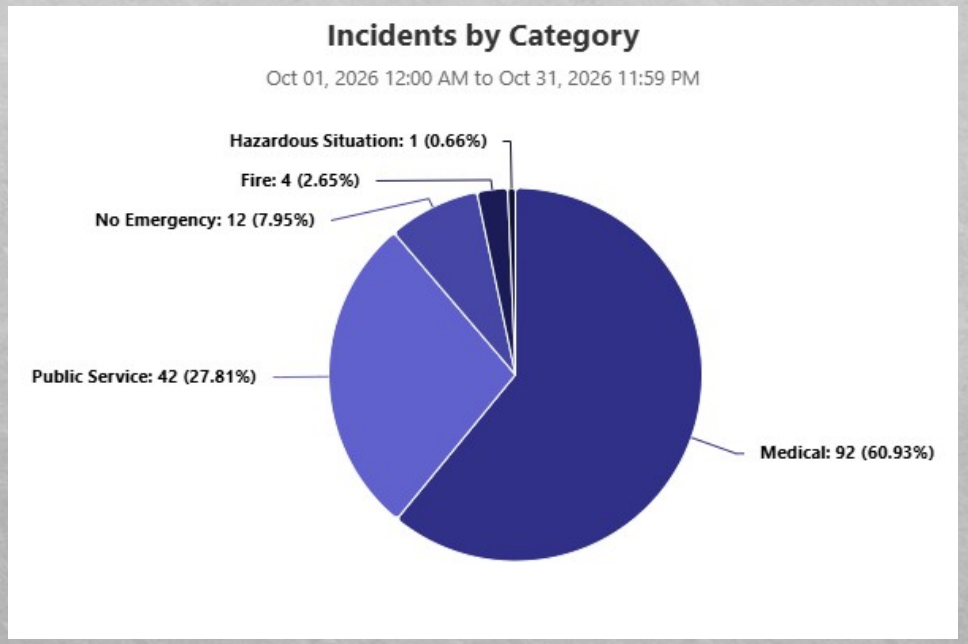
Staff Report
Tubac Fire Board
November 2026

Tubac Fire District is committed to the safety of our community through the delivery of fire suppression, medical services, and public education.

Responses By Call Type





EMS Calls : 94 (50 Transports, 2 transfers to air ambulance)
Fire : 17
Public Assist: 42
Total Calls: 153

2025/2026 Comparison

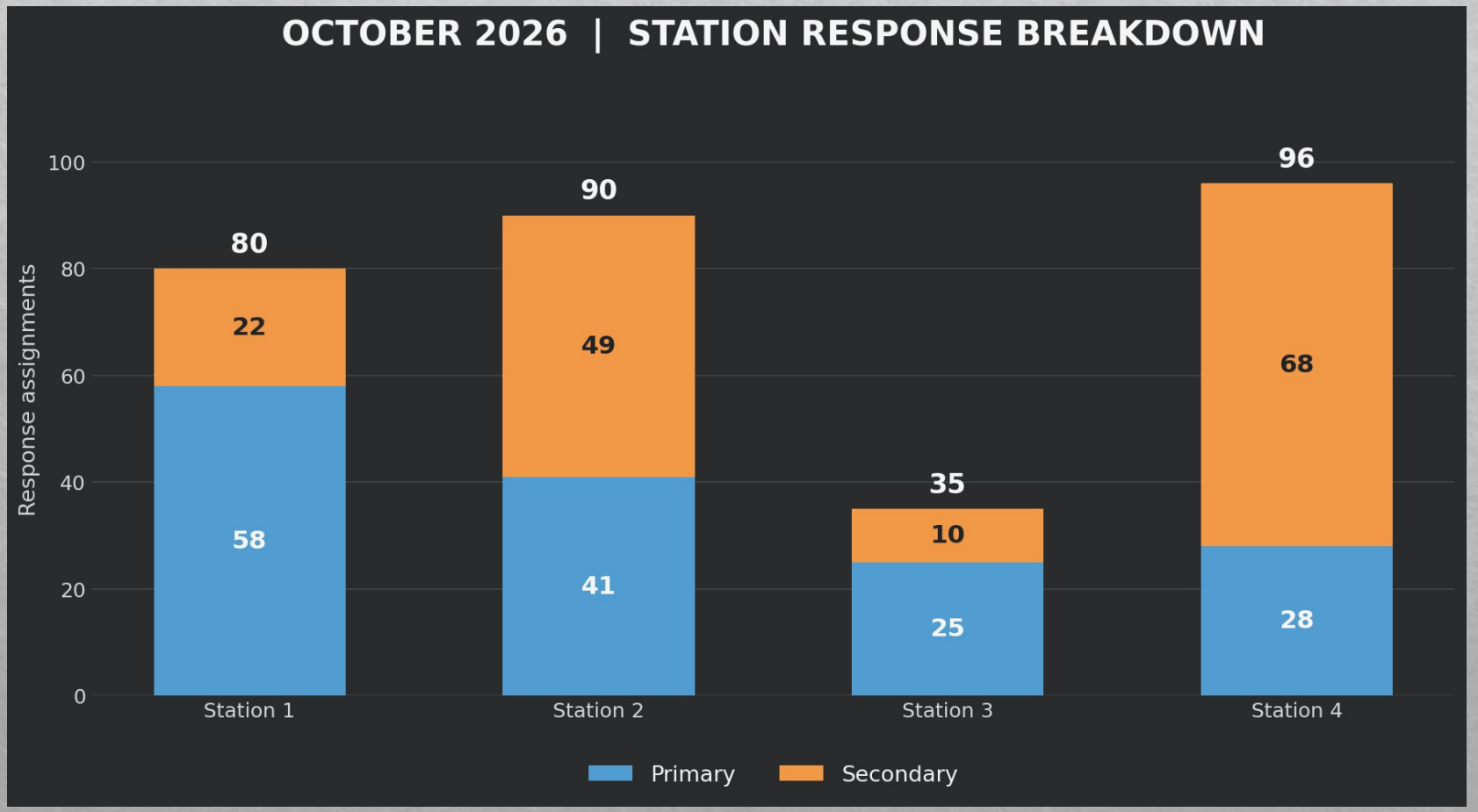
+18

Incidents by Category and Month
Jan 01, 2025 12:00 AM to Oct 31, 2026 11:59 PM

	2026										2026	
Incident Type Primary Category 1 (fIincident.03)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Grand Total - Current	% of Total Incidents - Current
fire	4	1	5	3	2	8	3	4	2	4	**36**	**2.00%**
hazardous situation	0	7	2	1	1	4	6	9	3	1	**34**	**2.00%**
medical	80	98	100	103	96	94	107	101	94	92	**965**	**64.00%**
no emergency	7	7	7	7	8	6	16	18	13	12	**101**	**7.00%**
public service	7	17	22	37	47	48	47	59	33	42	**359**	**24.00%**
rescue	1	0	0	1	0	0	1	0	0	0	**3**	**0.00%**
Grand Total	**99**	**130**	**136**	**152**	**154**	**160**	**180**	**191**	**145**	**151**	**1,498**	**100.00%**

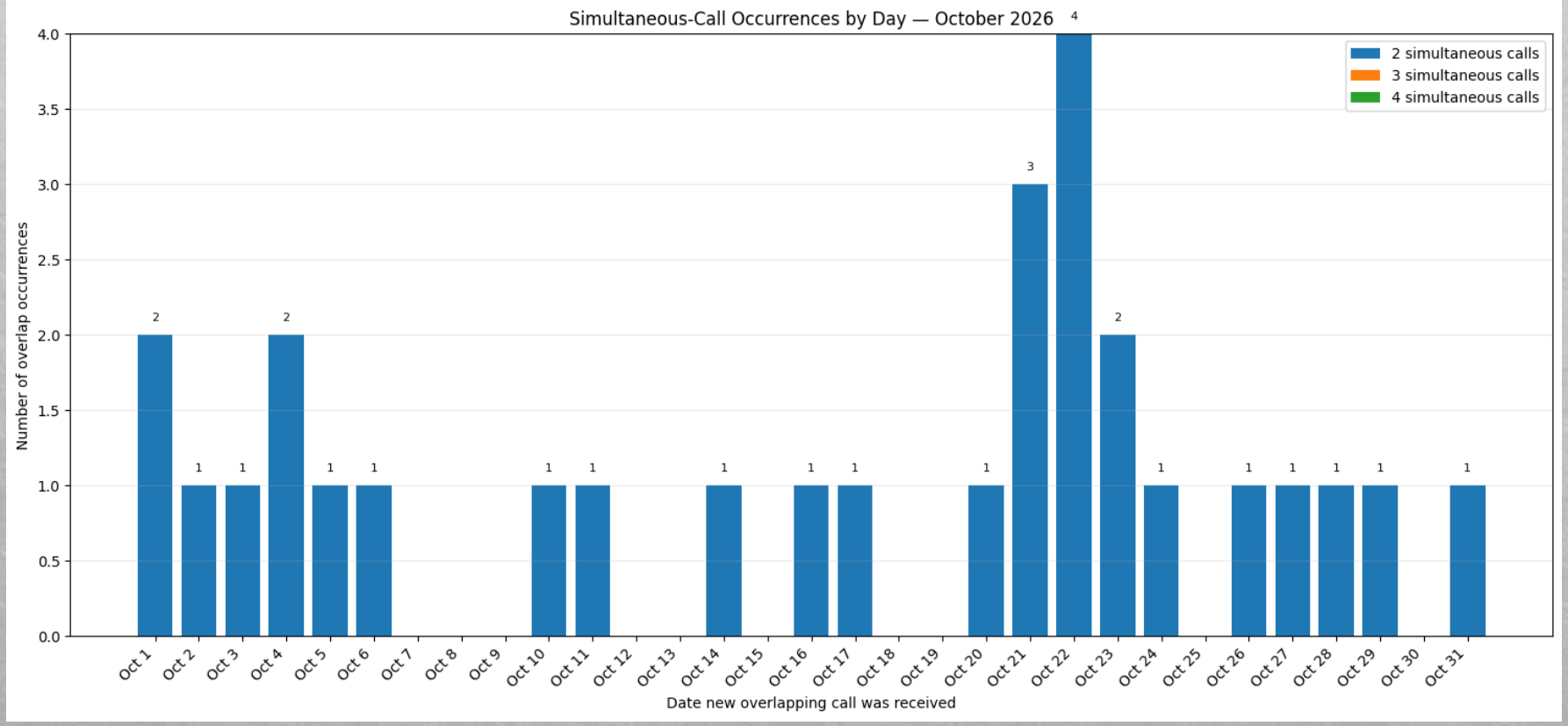
	2025											
Incident Type Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 - Fire	4	8	7	4	1	5	5	5	4	4	4	1
3 - Rescue & Emergency Medical Service Incident	110	114	75	104	102	88	90	100	99	88	95	115
4 - Hazardous Condition (No Fire)	1	2	3	0	4	4	4	0	2	2	0	1
5 - Service Call	16	6	13	20	29	42	45	62	47	29	35	11
6 - Good Intent Call	5	6	8	11	21	9	13	12	9	8	7	4
7 - False Alarm & False Call	8	9	10	8	6	1	5	5	4	3	7	6
8 - Severe Weather & Natural Disaster	0	0	0	0	0	0	0	1	0	1	0	0
9 - Special Incident Type	0	1	2	0	1	0	0	0	0	0	0	0
Grand Total	144	146	118	147	164	149	162	185	165	135	148	138

Primary/Secondary Unit Response





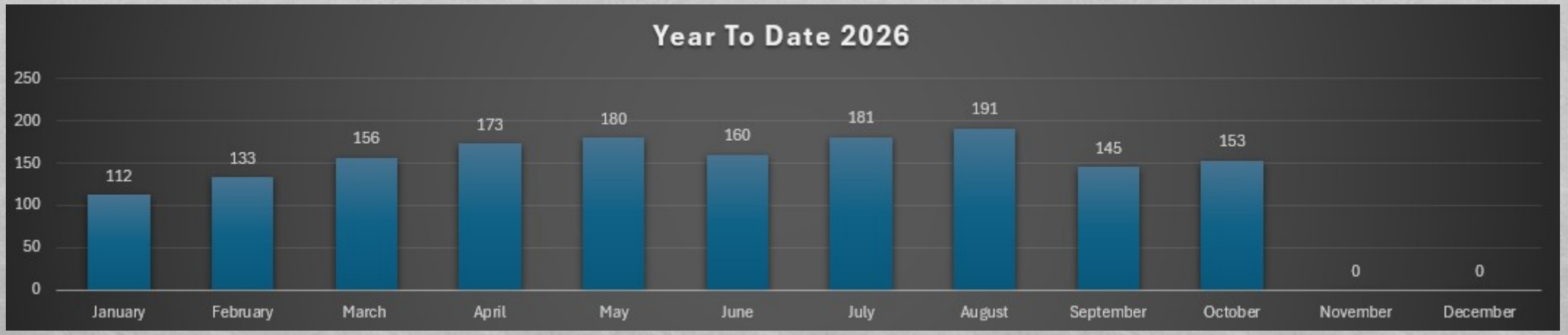
Overlapping Calls by Date



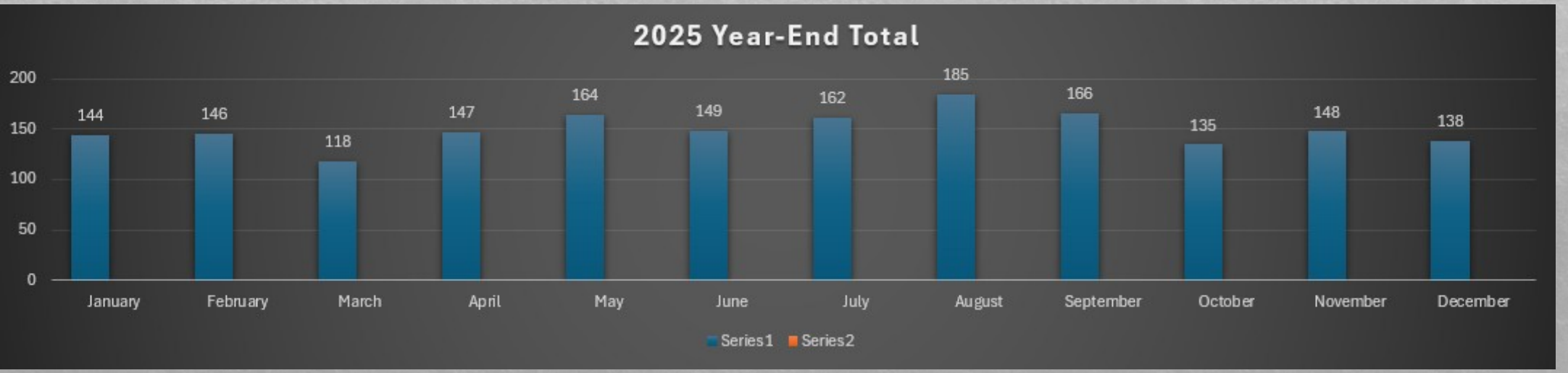


The report contains **153 total calls** and shows **29 overlap occurrences**:
29 occurrences with **2 simultaneous calls**
0 occurrences with 3 simultaneous calls
0 occurrences with 4 simultaneous calls
Maximum concurrency: 2 calls
Busiest day: October 22 with **4 overlap occurrences**

Year to Date Call Volume



1584
Total

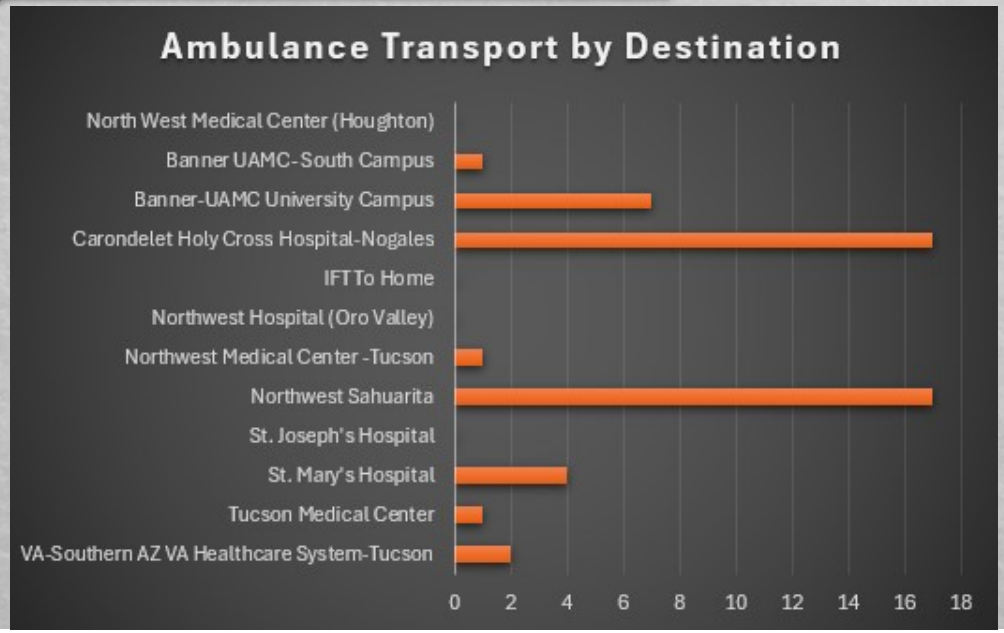


1802
Total

Ambulance Transports by Destination







Transports by Destination Summary

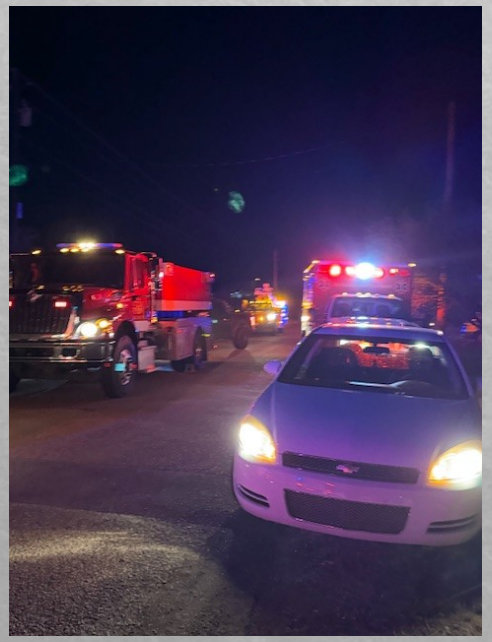
Oct 01, 2026 to Oct 31, 2026

Hospital		Transports		Transport Time		Patient Arrival to Transfer of Care		Patient Arrival to Transfer of Care Signature		Patient Arrival to Unit Back in Service	
Name	ID	Total	% of Total	Median	90th Percentile	Median	90th Percentile	Median	90th Percentile	Median	90th Percentile
Banner University Medical Center - North Campus	MED0091	1	2.00%	51:52	51:52	13:05	13:05	13:05	13:05	81:42	81:42
Banner University Medical Center - South Campus	MED2863	1	2.00%	55:12	55:12	14:32	14:32	15:57	15:57	61:21	61:21
Banner University Medical Center - Tucson Campus	MED0257	7	14.00%	57:01	61:18	09:41	18:30	12:52	20:31	55:57	85:28
Carondelet Holy Cross Hospital - Nogales	MED0343	17	34.00%	19:40	28:29	09:00	11:53	07:12	14:44	25:06	50:00
Carondelet St. Mary's Hospital - Tucson	MED0254	4	8.00%	55:16	56:37	13:32	15:27	13:29	15:10	47:49	85:34
Northwest Medical Center Sahuarita	MED8984	17	34.00%	37:13	41:55	09:00	21:44	11:22	21:34	27:58	60:16
Tucson Medical Center	MED0256	1	2.00%	58:56	58:56	17:23	17:23	17:23	17:23	47:39	47:39
VA-Southern AZ VA Healthcare System-Tucson	UNK0015	2	4.00%	57:53	61:16	14:11	14:34	07:14	07:47	15:44	17:18
Overall		**50**	**100.00%**	**36:31**	**57:11**	**09:49**	**17:41**	**10:43**	**20:22**	**27:55**	**66:51**

Significant Calls and Wildland Deployments

Wildland Deployments

- No Wildland Deployments



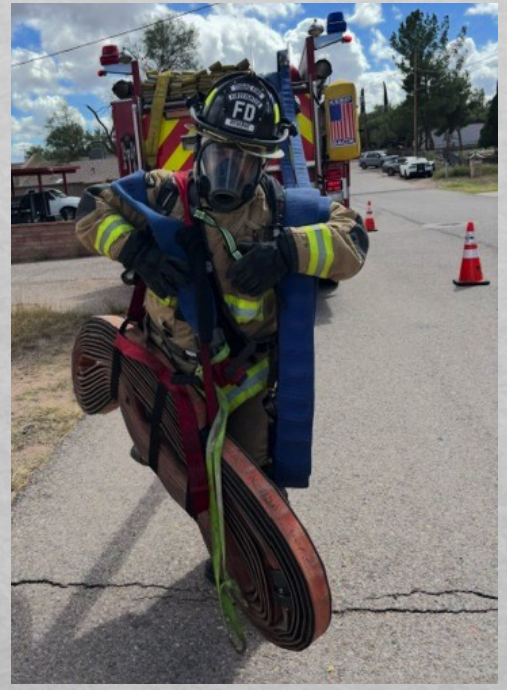
- Responded to a patient experiencing stroke like symptoms. The patient was transported to a local Tucson Hospital by Lifenet 6
- Responded to a residential home on fire. Prior to our arrival, the homeowners contained the fire to their water heater room. Crews checked for extension. The home was cleared and the investigation was turned over to Fire Marshal Conger
- Responded to an MVA. The patient complained of back pain and due to MOI, they were flown to a level one trauma hospital in Tucson.



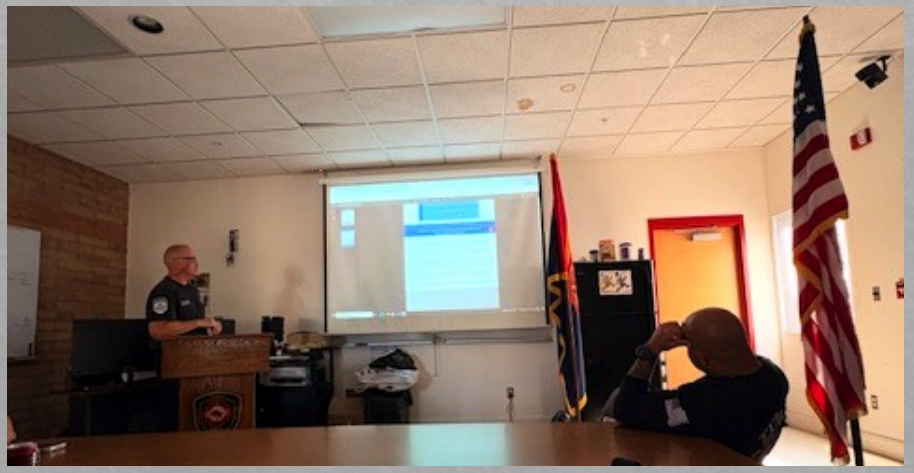


Training

- Horizontal Standpipe deployment
- Emergency Breathing Safety System (EBSS)
- Search and Rescue
- Staging For Emergency Operations
- Firefighting Foam Application
- VFIS Emergency Vehicle Driving

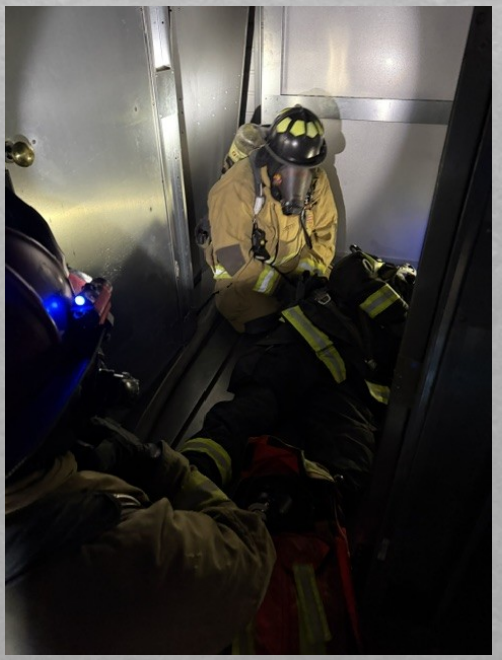












Public Education/Fire Prevention and Events

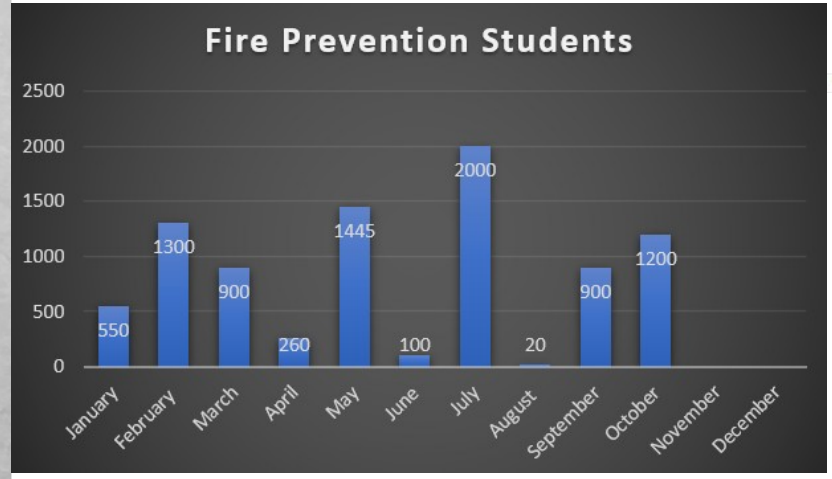
- Tubac Fire participated in Fire Prevention week. The focus was Lithium Battery Safety. Our crews presented to all the schools within the fire district.
- Participated in Rio Rico Fire's Safety Day and pancake breakfast
- Participated in Several Trunk or Treat events at Amado Youth Center, Knickls Diner Carshow, and Rio Rico Community Center.
- Swear in of our two new Reserve Firefighters.
- Assisted with clean up for the Nogales Bike Classic



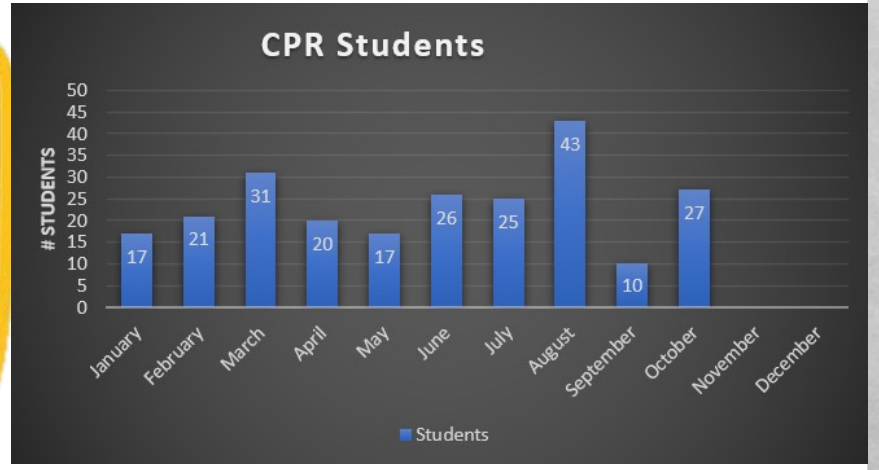






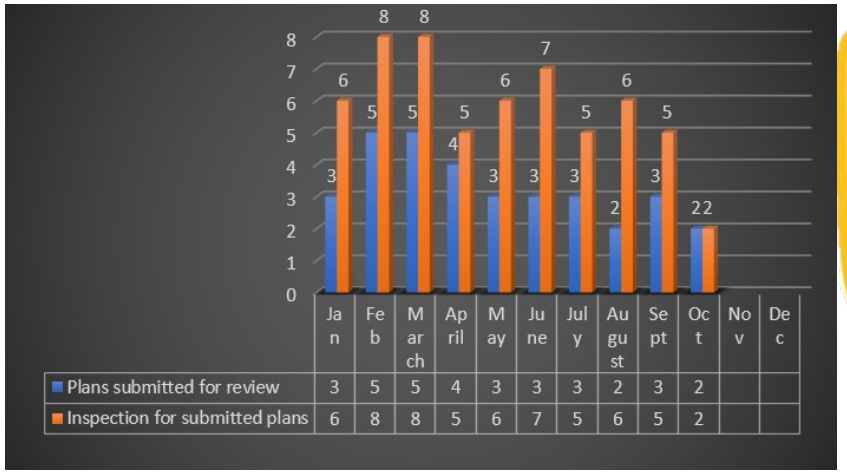




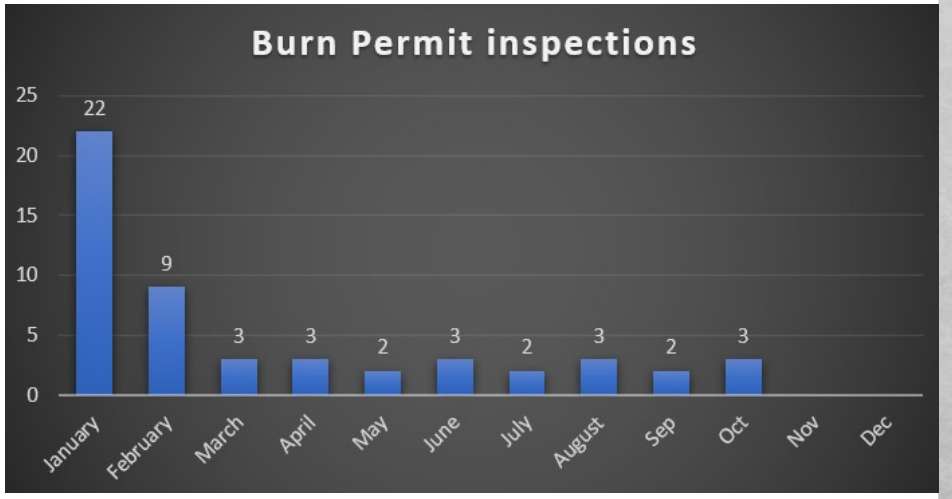


Fire Prevention Students: 1200

CPR Students:27



Plans Review Submittals:2
Plan Inspections Completed:2

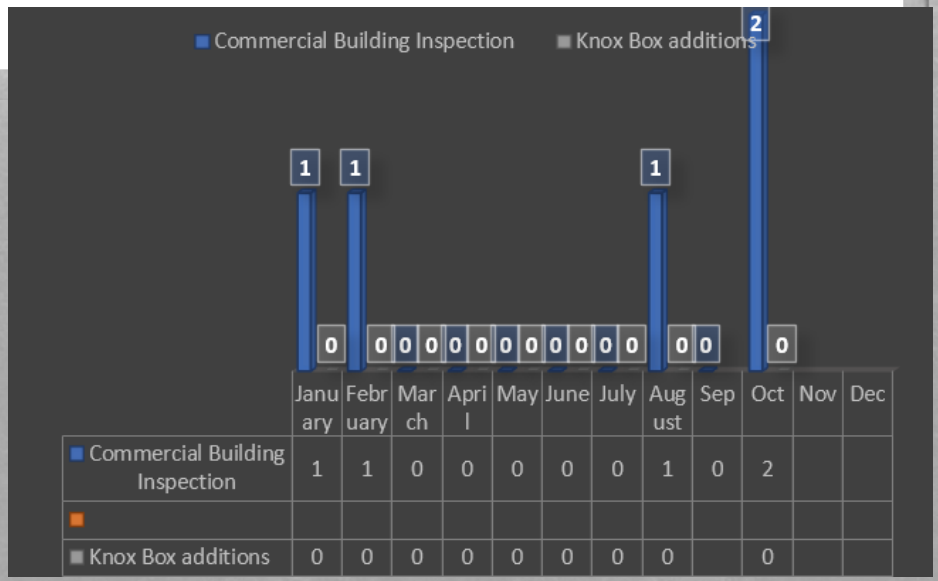


Burn Permit Inspections:3

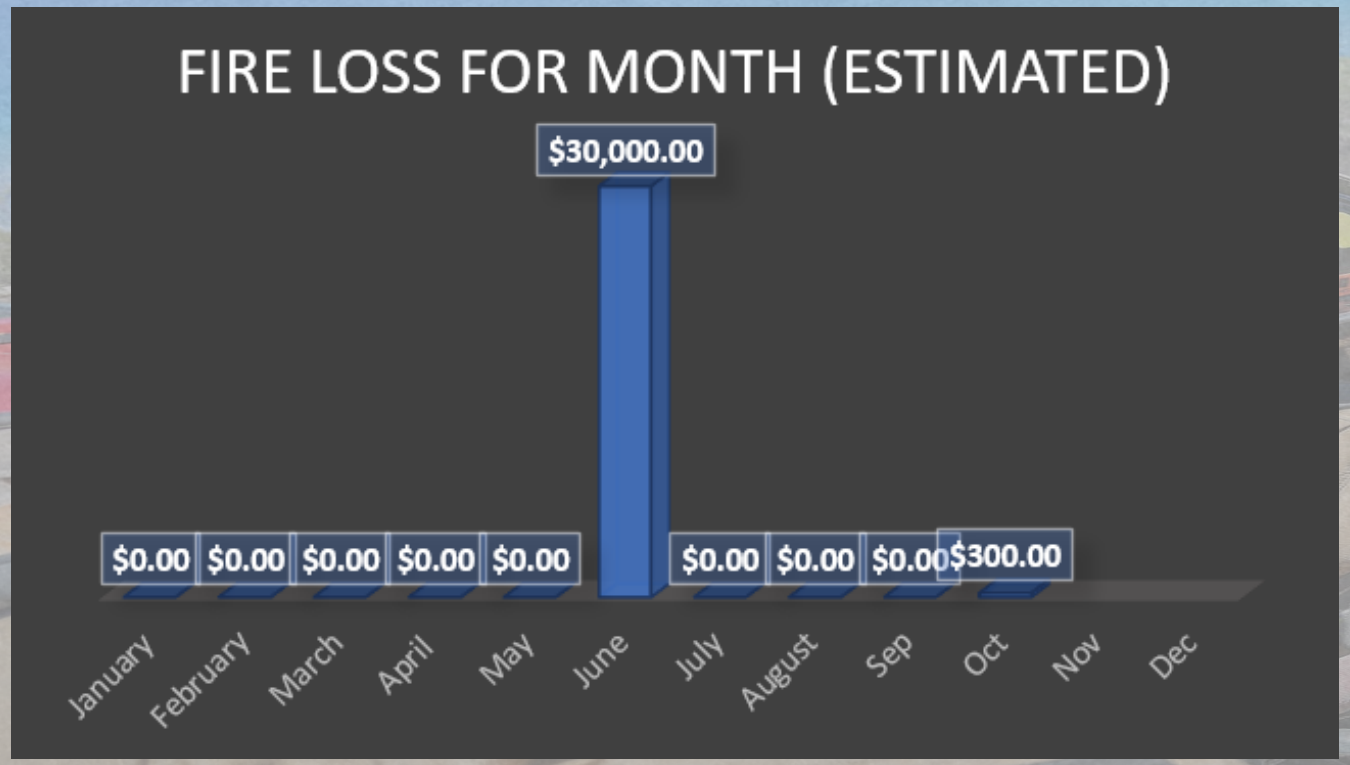
Plans and Burn Inspections

Commercial Building Inspections : 2

Knox Box additions: 0

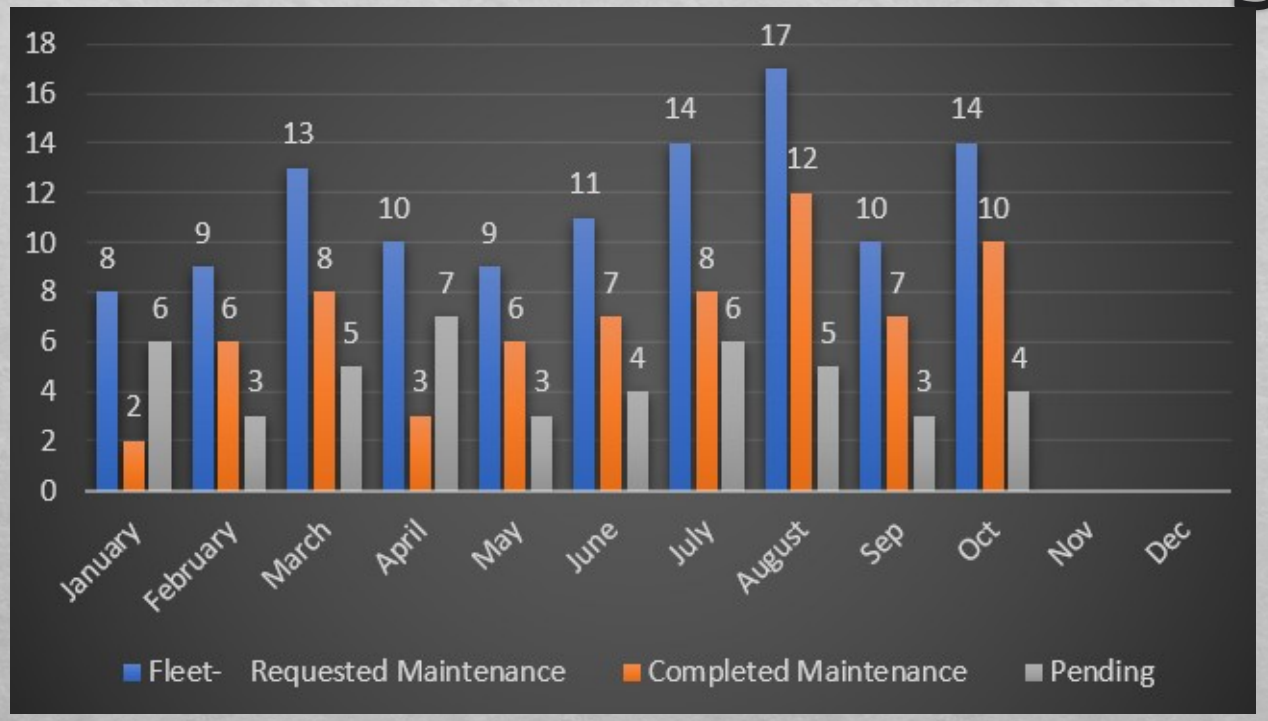


Fire Loss



October:$0.00 YTD: $30,000.00

Station/Apparatus Maintenance Request



Requests:14

Completed: 10

Pending:4





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
October 28, 2026

1. Call to order and Pledge of Allegiance: The meeting was called to order at 1:30 p.m., by Sandy Johnson; the Pledge of Allegiance was recited.

2. Roll call of Board Members: Sandy Johnson, Mary Dahl, Herb Wisdom, Rich Bohman were present at Tubac Community Center. Gary Brasher was absent. Also, in attendance at Tubac Community Center, Fire Chief Guerrero, Deputy Chief Hesly Guerrero, Fire Marshal John Conger and Bianca Hamric. Gabe Buldra attended on behalf of James Vincent Group. Eric Frey attended on behalf of DL Norton General Contracting. Members of the public in attendance were Kathi Campana, Ron Campana, Kathleen Vandervoet, Nan Fitzpatrick and Genaro Rivera.

3. Reading of Public Comments Submitted Via Email: None.

4. Call to the Public: Nan Fitzpatrick recognized Fire Marshall John Conger for supporting the *Knox Box*, a secure exterior lock box used for emergency home access. Nan stated that she would like the community to learn about this resource and is recommending the Fire District promote this emergency system to the community.

5. Correspondence: None.

6. Report from Board Members: None.

7. Chief and Staff Report:
   Fire Chief Ben Guerrero, Deputy Chief Hesly Guerrero and Fire Marshal John Conger presented the monthly staff report for September 2026:
   a. Operations Update.
   b. Training.
   c. Administration Update.
   d. Wildland Update.

8. Monthly Financial Report for October 2026: Gabe Buldra attended on behalf of James Vincent Group (JVG) to present the financial report for September 2026. Mr. Buldra reported that Santa Cruz County property tax values for July were received but payments for August and September are pending. (Please refer to www.tubacfiredistrict.org under the Tubac Fire Board tab to review the report.)

9. Consent Agenda:
   a. Approval of minutes from September 30, 2026:
   b. Approval of monthly financial report for September 2026:

DRAFT

Mary Dahl made a motion to approve the items listed on the consent agenda. Herb Wisdom seconded the motion; all were in favor; the motion passed.

10. Station #1 Construction and Communication Tower Update:
    a. Communication Tower Update: Fire Chief Guerrero informed the Board that Santa Cruz County will begin construction of the County communications shelter November 4th through the 6th.
    b. Fire Station #1 Update: Fire Chief Guerrero presented the monthly funding summary to the Board of expenses and funds remaining for the Station #1 project.
    Eric Frey updated the Board on upcoming activities for the Station #1 construction.
        - Exterior stucco application.
        - Exterior apparatus bay paint application.
        - Cement slab to be poured for the sidewalk.
        - Cement slab to be poured for the trash enclosure.
        - Interior drywall priming and painting of the building will continue.
        - The grid ceiling will be initiated.
        - Dorm room doors and ceiling fans will be installed.
        - Kitchen ceiling fan will be installed.
        - Interior flooring will begin.
        - Unisource will connect meters.
        - Unisource transformers will be installed.

11. Discussion and Possible Action regarding the review, revision, and approval of the Tubac Fire District Policy Manual: Fire Chief Guerrero presented the revised Tubac Fire District policy manual to the Board of Directors. Fire Chief stated that he engaged Brenda Tranchina of HR Solutions to assist in amending policy language, including the medical clearance policy and physical fitness policy. Board director Rich Bohman commended Fire Chief Guerrero for his efforts to review and update the policy manual to ensure it remains current. Mary Dahl made a motion to approve the revisions to the Tubac Fire District Policy Manual as presented. Rich Bohman seconded the motion; all were in favor; the motion passed.

12. Future Agenda Items: Rich Bohman suggested for discussion the ribbon cutting ceremony for Station #1.

13. Next regular meeting: November 18, 2026.

14. Adjourn meeting: The meeting adjourned at 2:15 p.m.

DRAFT

FEDERAL FUNDS PROCUREMENT

I. PURPOSE

To ensure that procurement activity under federal grant awards meets applicable federal procurement standards in addition to normal District procedures. To ensure proper use, accountability, safeguarding, maintenance, and disposition of federally funded equipment.

II. SCOPE

This policy applies to all procurement activity performed during the management of any federal grant award by the Tubac Fire District.

III. POLICY

The Tubac Fire District will ensure that all procurement activity performed under any federal grant award is conducted in accordance with applicable federal procurement standards in 2 C.F.R. §§ 200.317 – 200.327 and the terms and conditions of the award, in addition to normal District procedures.

A. Procurement Records

Procurement records will be maintained to provide sufficient details of each procurement transaction. These records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price. These include but are not limited to:

- Solicitation documentation, such as list of vendors solicited, requests for quotes, invitations for bids, or requests for proposals.
- Responses to solicitations, such as quotes, bids, or proposals, including no bid responses.
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses.
- Purchase orders/agreements, contract documents and amendments, including required contract provisions.
- Invoices for purchased items.
- Cancelled checks/electronic funds transfer records/bank statements documenting paid invoices.
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

B. Conflicts of Interest

No department member, employee, officer, agent, or board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the federal grant award. A conflict of interest includes when the department member, employee, officer, agent, or board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. A department member, employee, officer, agent, and board member of the recipient or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors.

Tubac Fire District Federal Funds Procurement Policy

The Assistance to Firefighters Grant Program requires that all federal grant program procurement activity must be conducted in accordance with federal procurement standards 2 C.F.R. §§ 200.317 – 200.327. To meet this requirement the Tubac Fire District will ensure that all procurement activity performed during the management of a federal grant award will meet these requirements in addition to our normal department procedures. A copy of these standards are attached to this policy letter for reference throughout the management of the grant award(s).

Procurement records will be maintained to provide sufficient details of each procurement transaction. These records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price. These include but are not limited to:

- Solicitation documentation, such as list of vendors solicited, requests for quotes, invitations for bids, or requests for proposals.
- Responses to solicitations, such as quotes, bids, or proposals, including no bid responses.
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses.
- Purchase orders/agreements, contract documents and amendments, including required contract provisions.
- Invoices for purchased items.
- Cancelled checks/electronic funds transfer records/bank statements documenting paid invoices.
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

No department member, employee, officer, agent, or board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the federal grant award. A conflict of interest includes when the department member, employee, officer, agent, or board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. A department member, employee, officer, agent, and board member of the recipient or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors.

This policy letter indicates our acceptance and intent to comply with the requirements of 2 CFR 200.317-327 for all federal grant award procurement activities. This is agreed to on November 18, 2026, by Board approval and is acknowledged by the signatures below.

_____	_____
Sandy Johnson	Mary Dahl
Board Chair	Clerk

FEDERAL EQUIPMENT MANAGEMENT

I. PURPOSE

To ensure proper use, accountability, safeguarding, maintenance, and disposition of federally funded equipment.

II. SCOPE

This policy applies to equipment, including replacement equipment, acquired in whole or in part under a federal award and subject to federal equipment requirements. Applicable duties continue after grant closeout.

III. POLICY

The Tubac Fire District will comply with applicable requirements of 2 C.F.R.§ 200.313 for equipment acquired under federal grant awards, along with District procedures and the terms and conditions of each award.

A. Equipment Management Requirements

- The District must maintain an inventory control record for each item of federally funded equipment, including:
- Property description (such as turnout gear or SCBA) and serial number or other ID.
- Funding source, including the Federal Award Identification Number (FAIN).
- Title holder, with supporting title documentation where applicable.
- Acquisition date and cost, each linked to the item's serial number or other ID.
- Percentage of federal participation in project costs under the award and the Federal agency contribution toward the original purchase.
- How the equipment was purchased, its location, use, and condition.
- Disposition data, including disposal date and sale price, if applicable. The funding source must appear on the inventory sheet. Each item must be identified by its serial number or other ID, and records must be updated whenever its status changes.

B. Inventory

A physical inventory must be taken annually, and the results reconciled with equipment inventory control records at least once every two years. Where applicable, individually issued equipment, such as turnout gear, must be assigned to one individual and tracked to that individual.

C. Safeguarding and Reporting

Equipment must be secured in District facilities, vehicles, or assigned storage when not in use, with access limited to authorized personnel. Assigned personnel must report loss, damage, or theft to the Shift Officer, who must notify the Fire Chief. The Fire Chief will conduct and document an investigation. The District must notify the Federal agency or pass-through entity of any loss, damage, or theft that will impact the program. Suspected theft must also be reported to law enforcement.

D. Inspection and Maintenance

All equipment must be thoroughly inspected periodically and maintained in proper working condition. Personnel must report issues to the Shift Officer, who must report them to the Fire Chief. The Fire Chief or designee must arrange necessary repairs. Unsafe equipment must be removed from service pending repair, inspection, and authorization to return to service. Maintenance and repair actions must be documented.

E. Use and Disposition

Equipment must be used for the project or program for which it was acquired for as long as needed, whether or not federal funding continues. Other use, transfer, replacement, sale, or disposal must comply with applicable provisions of 2 C.F.R. § 200.313 and award conditions, including required approvals, disposition instructions, and Federal share payments. Authorized sales must use procedures that ensure the highest possible return. Disposition records must identify the equipment, serial number, date, reason, and sale price, if applicable. Disposed equipment must be removed from the active inventory, and its historical records retained.