



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES April 25, 2018

1. Call to order and Pledge of Allegiance: The meeting was called to order at 6:00 p.m. 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 and Mike Connelly. Also present were Chief Keeley, Asst. Chief Rivera, Brenda Holbrook, Nancy Lindsey, Al Kingsley, Mark South, Darrell Miller, John Conger, Tim Slate, Jake Merry, Charlie Alvarez, Laura Summerfield, Ben Guerrero, Pete Mendoza, Brenda Tranchina, Claudia Kirkpatrick, Les Babnew, Dennis Eshleman, Melissa Tomlinson, Ben Archer Clowes, and Kathleen Vandervoet.
3. Discussion, Possible Action on approval of employee health, dental, vision and life insurance coverages – Presented by The Mahoney Group: Mike Cano from the Mahoney Group (via telephone) presented a summary overview of the health care benefits proposed for the employees of the Tubac Fire District. His presentation highlighted the following:
 - Continuation of current plan reflects a reduction in premiums of 2%, with slight changes to some deductibles, a \$5 increase in specialty copay, an increase of \$50 for ER copay and slight increases to prescription costs;
 - Current BC/BS plan was compared to quotes received for comparable coverages from Aetna (45% higher), Humana (29% higher), Starmark (8% lower) and United Healthcare (43% higher);
 - MetLife Dental costs increased slightly and VSP Vision Plan costs remained the same.

Mr. Cano recommended to the Board that continued coverage with BC/BS of Arizona for the health, MetLife for dental and VSP for vision are the best coverages possible for the employees at the best cost to the District. Candy Clancy commented that the Board and the employees of the District need to give thought to the possibility of some of the costs being passed along to the employees if rates begin to rise in the future. Mike Connelly made a motion to approve continued coverage as recommended by Mr. Cano and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.

4. Approval of minutes from March 28, 2018: Mary Dahl made a motion to approve the March 28, 2018 minutes and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
5. Correspondence: Chief Keeley presented the Board with a note received from Ventura County Fire Department.
6. Approval of financial reports for March 2018: Melissa Tomlinson from the James Vincent Group provided a detailed presentation of the March financial reports. Bill Kirkpatrick made a motion to approve the March 2018 financial reports and Candy Clancy seconded the motion; all were in favor, the motion passed.
7. Operational Information Reports:

A. Ambulance Transport Collections:	<u>March Collections</u>
For the Month Ending (Net of refunds)	\$ <u>35,732.82</u>
YTD Collections (Net of refunds)	\$ <u>272,213.00</u>
B. Fire District Operations:	
1) Monthly Activity Report	
8. Union input on Fire Chief selection process and budget: Charlie Alvarez presented the Board with a document that contained the qualities he and other members of the Union would like to see considered in the search for a new Fire Chief. The Board expressed their appreciation in receiving this input from the staff. John Conger commented that after having sat in on the Budget Workshop reducing personnel should not be considered as a cost saving means.
9. Discussion, Possible Action on EMS restocking agreement with Banner Health: Chairman Connelly began with stating that the agreement containing the provision for either party to cancel with or without cause with a 30-day written notice was amenable to the Board. Mary Dahl asked if the questions contained in the emails between Assistant Chief Rivera and Banner Health pertaining to medical waste disposal and records retention were answered favorably to the District to which Assistant Chief Rivera replied they were. Mary Dahl requested that it be noted that the District has 30-day receipt to pay monthly invoices and that the District's attorney did review the agreement and was comfortable with the contaminated waste disposal procedures. Mary Dahl made a motion to approve this agreement, conditioned upon prior to any payment under this agreement, Banner UMC shall provide the District with a written copy of their contaminated disposal agreement and shall certify that it meets all applicable federal and state disposal requirements. Mike Connelly seconded the motion; all were in favor, the motion passed.
10. Discussion on purchase order process: Chief Keeley explained to the Board that the purchase order process policy given to them was at the recommendation of the auditors to have a more structured plan in place. Melissa from the James Vincent Group highlighted the following from the policy:
 - Recommended that non-recurring expenses over \$500 be approved by purchase order before the purchase is made; current process is reflecting purchase orders being assigned after the expense has been incurred – policy will prevent purchases being made without prior approval
 - Assistant Chief can approve purchase order requests up to \$2,500

- Fire Chief can approve purchase order requests up to \$5,000 with any amounts beyond that requiring Board approval (Chief Keeley currently has \$2,500 signing authority)
- Exception would be sole source providers or in an emergency requiring an immediate decision and subsequent purchase that exceeds the Chiefs' spending authority (Board Chairman would need to be notified within 72 hours)
- Recommended that a Board Member always second sign the checks
- Tracking purchase orders through Quickbooks as a checks and balances process

Chief Keeley explained that the District is seeing this policy for the first time and would like further discussion within the staff before adopting it as policy. Mary Dahl reminded the Chief that it is not an action item. Mary Dahl asked Melissa if this policy follows typical Fire District purchasing recommendations and if it follows state procurement procedures to which Melissa replied she is seeing several other districts following very similar purchasing policies and further replied that it does not follow very closely to state or federal procurement guidelines. Candy requested that the purchasing policy be included as an agenda item, possibly as an action item, at the May meeting.

11. Discussion on 2018-2019 budget: Chairman Connelly and Chief Keeley agreed that no further discussion about the budget needs to be undertaken at this time.
12. Discussion, Possible Action regarding options for resolving temporary Station #1 sleeping quarters: Chief Keeley asked John Conger how the crews responded to moving the sleeping quarters into the admin trailer to which John replied it was approximately 70% for and 30% against. Chief Keeley further explained that he and A.C. Rivera have met with the building official and it was decided that some modifications to the trailer and further approvals from the county would need to be made. Candy Clancy made a motion to approve the Chief moving forward in getting approval for the modifications and Mike Connelly seconded the motion; all were in favor, the motion passed.
13. Discussion, Possible Action to Authorize the Chairman to work with the Chairman of the Rio Rico Medical and Fire District to bring forth for Board Consideration and Intergovernmental Agreement for Joint Fire Chief Services: Chairman Connelly explained that due to the decision made by the Rio Rico Medical and Fire District Board to appoint Adam Amezaga as Fire Chief, it is clear that the RRMFD is not interested in pursuing a joint fire chief at this time. Les Babnew commented that he feels now would be the time for the Tubac and Rio Rico Fire Districts to move forward with a merger. Candy Clancy commented that it was her understanding that the Rio Rico Board not voting to work with the Tubac Fire Board negated any further negotiations between the two Districts.
14. Discussion, Possible Action to Authorize the Chairman to Procure Human Resource Strategies for Fire Chief Recruitment Services either in Cooperation with the Rio Rico Medial and Fire District or solely on behalf of the District: Mary Dahl made a motion for the Board to exercise its rights to go into executive session pursuant to A.R.S.§384.31 to discuss the employment matter at 7:08 p.m. to which Mike Connelly seconded the motion to include Brenda Tranchina in the session; all were in favor, the motion passed. Chief Keeley expressed his concern to the Board stating that it was risky to go into executive session without legal counsel. The Board replied that they were not concerned with going into

executive session without legal counsel. The Board returned from executive session at 7:50 p.m. Mary Dahl made a motion to authorize the Chairman to execute a letter of engagement with Human Resource Strategies for an amount not to exceed \$15,000 to include draft job descriptions and facilitations of recruitment selection services and processes for a Fire Chief to which Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.

15. Report from Legal Counsel: None

16. Announcements / Community Events: None

17. Call to the Public: Charlie Alvarez thanked the Board for approving the health care benefits package for the employees and their families. Kathleen Vandervoet asked the Board if they had a timeline and goals for hiring of a new Chief and developing a job description. Chairman Connelly replied that they will begin the process soon for an initial interview of a candidate and Candy Clancy stated that the Board will be working with Human Resource Strategies to develop the job description. Pete Mendoza asked the Board if they have a plan for the interim between June and when a Chief will be hired to which Chairman Connelly replied they do, but are unable to discuss at this time.

18. Next Meeting: May 30, 2018 at 6:00 p.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.

19. Adjourn Meeting: Bill Kirkpatrick made a motion to adjourn the meeting at 7:54 p.m., and Mary Dahl seconded the motion; all were in favor, the motion passed.