



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
August 28, 2019

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 were Bill Kirkpatrick, Herb Wisdom, Mike Connelly, and Mary Dahl. Candy Clancy was absent. Also present were Chief Horvath, Deputy Chief Rivera, Captain Guerrero, Nancy Lindsey, Carmen Hernandez, Esai Tapia, Uriel Gonzalez, Charlie Alvarez, John Conger, Hesly Guerrero, Henry Valdez, Tim Zamora, Andres Egurrola, Darrell Miller, Dottie Bergmann, Melissa Thomlinson, and Ben Archer Clowes.
3. Report from Board Members: None
4. Call to the Public: Chief Horvath introduced newly hired District Receptionist Sarai Ramirez and assisted Sarai in reciting the Oath of Office.
5. Correspondence: Thank you notes received.
6. Chair's Report: Mary Dahl asked all in attendance to keep Candy Clancy in their thoughts due to the recent loss of her brother.
7. Chief and Staff Report: Chief Horvath presented the monthly activity report to the Board.
8. Monthly Financial Report for July 2019: Melissa Thomlinson presented the financial reports for the month of July.
Key points for the month:
 - A. Santa Cruz County tax revenue for July was \$9,222 which was under budget by \$5,957.
 - B. Non-Levy revenue was \$73,440 which was under budget by \$29,139.
 - C. Expenses for the month totaled \$321,688 which was over budget by \$40,193.
9. Consent Agenda
 - A. Approval of minutes from July 31, 2019, regular board meeting
 - B. Approval of monthly financial reportsMary Dahl asked for any questions or comments from the Board. Herb Wisdom made a motion to approve the consent agenda and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed with a unanimous vote.
10. Discussion and possible action on Resolution No. 2019-003 to accept The Governor's Office of Highway Safety (GOHS) Grant: Chief Horvath explained that the District applied for a \$30,000 grant through the Arizona Governor's Office of Highway Safety for funding to purchase auto extrication equipment. The District was successful in its pursuit of this funding and in order to participate in the grant program, the Tubac Fire District Fire Board must approve a resolution to accept the proposed grant award because it was not included as revenue or expense in the current operating

budget. Mike Connelly made a motion to approve Resolution 2019-003 to accept the grant award and Herb Wisdom seconded the motion; all were in favor, the motion passed with unanimous vote.

11. Discussion and information only on Draft Memorandum of Understanding (MOU) with Tubac Fire District and Tubac Firefighters Association: John Conger explained to the Board that they are being presented with a draft MOU between the Tubac Firefighters Association (TFFA) and the Tubac Fire District Board that primarily establishes a meet and confer process, which is a commitment on the parties to meet on an annual basis to discuss issues and concerns raised by both parties. The draft is inclusive of existing policies related to wages, hours, and working conditions of the suppression employee group and is currently under review by the District's attorney. Board members agreed to study it and relay question to John.
12. Discussion and possible action to change administrative office hours: Mike Connelly expressed his concern about the office being closed on Fridays and the adverse effect it could potentially have on residents of the District. Chief Horvath explained that office activity is generally very slow on Fridays, with most of the public traffic and phone calls occurring in the morning hours. Staff is requesting the new office hours to be 8 am to 4 pm, Monday through Thursday, and 8 am to noon on Fridays. Administrative staff, she continued, is requesting the flexibility to move to a four-day work week, which means staff will be in the office prior to 8 am and working until at least 5 pm Monday through Thursday and with the addition of the receptionist position, the District will be able to maintain office hours on Friday at a reduced schedule. After various concerns having been addressed, Mary Dahl clarified that administrative staff is simply asking to be able to close the office on Friday afternoons due to lack of walk in and phone activity. Herb Wisdom moved to authorize staff to change the Tubac Fire District Administration hours to 8 am to 4 pm, Monday through Thursday, and 8 am to noon on Fridays and Bill Kirkpatrick seconded the motion; with a unanimous vote all were in favor, the motion passed.
13. Discussion and possible action to convene into an executive session pursuant to A.R.S. §38-431.03(A)(1) for purposes of discussion on Chief Horvath's employment contract: Mary Dahl asked for a motion pursuant to A.R.S. §38-431-03(A)(1) to convene to executive session for purposes of discussion on Chief Horvath's employment contract. Bill Kirkpatrick made a motion to convene to executive session and Herb Wisdom seconded the motion; all were in favor, the motion passed.
14. Discussion and possible action regarding or as a result of discussion of Chief Horvath's employment contract: Mary Dahl asked for a motion regarding or as a result of the discussion of Chief Horvath's employment contract. Mike Connelly made a motion to approve a 2% match to Chief Horvath's 457 retirement plan at a cost of \$2,600 per year and Herb Wisdom seconded the motion; all were in favor, the motion passed.
15. Future Agenda Items:
 - A. Station #1 improvements / updates
16. Call to the Public: Charlie Alvarez announced the chili cook-off to be held at Quail Creek in Green Valley on September 27th and also the generous donation of \$500 from John Todd in preparation for the upcoming Thanksgiving and Christmas holiday food and gift program.
17. Next Meeting: September 25, 2019, at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.
18. Adjourn Meeting: Mary Dahl made a motion to adjourn the meeting at 9:55 a.m., and Herb Wisdom seconded the motion; all were in favor, the motion passed.