



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES (PUBLIC HEARING AND REGULAR MEETING OF THE BOARD OF DIRECTORS)

June 26, 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 attended telephonically. Also present were Chief Horvath, Asst. Chief Rivera, Captain Guerrero, Captain Mendoza, Captain Lujan, Nancy Lindsey, Carmen Hernandez, Esai Tapia, Henry Valdez, Andres Egurrola, Dennis Eshleman, Rich Bohman, Kathleen Vandervoet, Ben Archer Clowes, and Melissa Tomlinson.
3. Public Hearing on FY20 Budget: Chairman Dahl opened the Public Hearing on the FY20 Budget.
 - 3.1 Public Comment on FY20 Budget: Kathleen Vandervoet asked how the public was informed of the meeting and discussion of the FY20 Budget to which Chief Horvath replied that the notice had been posted at all four fire stations, at the Tubac, Tumacacori, Amado and Rio Rico Post Offices as well as on the District's website. Rich Bohman asked if the FY20 Budget reflected a tax increase and commented that the first time he became aware of or even saw the budget was at this meeting. Mary Dahl stated that the proposed FY20 Budget has a tax rate of \$2.85 and a bond rate of \$0.5714.
 - 3.2 Adjourn Public Hearing: With no further questions or comments, Chairman Dahl closed the Public Hearing on the FY20 Budget.
4. Report from Board Members: None
5. Call to the Public: None
6. Correspondence: Thank you notes and commendations received.
7. Chair's Report: None
8. Chief and Staff Report: Chief Horvath presented the monthly activity report to the Board.

9. Monthly Financial Report for May 2019: Melissa Tomlinson presented the financial reports for the month of May.

Key points for the month:

- A. Santa Cruz County tax revenue for May was \$109,770 which was under budget by \$154,313.
- B. Non-Levy revenue was \$87,118 which was under budget by \$48,434.
- C. Expenses for the month totaled \$227,825 which was under budget by \$44,698.
- D. Fiscal year revenues are over budget by \$192,788; fiscal year expenses are under budget by \$46,258.

10. Consent Agenda

- A. Approval of minutes from May 29, 2019, regular board meeting
- B. Approval of monthly financial reports

Mary Dahl asked for any questions or comments from the Board. Bill Kirkpatrick made a motion to approve the consent agenda and Mike Connelly seconded the motion; all were in favor, the motion passed.

11. Review and discuss budget goals and overview for FY20: Chief Horvath presented the Board with a staff prepared document that outlined the benefits of the FY20 Budget levy request. The summation of the document as explained to the Board includes a general fund tax increase of \$0.10 that will correct the underfunding of the suppression and EMS operations. This will improve services by providing firefighters with better training and equipment, reducing firefighter turnover, and providing for safer staffing levels. The increased funding to suppression and EMS operations will be offset by approximately \$0.0502 tax rate savings from the restructuring of administrative costs and \$0.0752 tax rate savings from the refunding of the District's bonds. Kathleen Vandervoet asked what the District proposed to spend in FY20 on capital expenditures and when the bond will be paid to which Melissa Thomlinson replied that \$395,360 is projected to be spent in FY20 on capital expenditures and the bond will be paid off in 2028. Rich Bohman commended the Chief and the Board for the positive changes within the fire district both operationally and financially, but stated his concern with the potential increase in the tax rate as the bond rate declines. Dennis Eshleman echoed the concerns of Rich Bohman regarding the tax rate. He went on to commend the Chief and the Board for the planned risk assessment of the Tubac Fire District to be included as part of the FY20 Budget.
12. Discussion and possible action to adopt proposed FY20 budget: Mary Dahl proposed that the Board approve the FY20 budget as presented. Mike Connelly stated that he would prefer to see the Board approve a budget that utilizes the proposed \$229,151 slated to be transferred to capital reserve for operations with no increase in the tax rate. Mary Dahl stated that she understands the concerns of Mr. Connelly as well as Mr. Bohman and Mr. Eshleman pertaining to the increase in the tax rate, but continues to feel that the proposed budget with the \$0.10 tax increase is a benchmark for the growth of the Tubac Fire District. With no further discussion, Mary Dahl called for a motion to approve the FY20 Budget as proposed. Bill Kirkpatrick made a motion to approve the FY 2020 as published and Herb Wisdom seconded the motion; Mary Dahl and Candy Clancy were in favor, Mike Connelly was opposed, the motion passed.
13. Discussion and possible action to approve administrative job descriptions and wage scales: Chief Horvath presented the Board with job descriptions for a Deputy Chief/Fire Marshal, Office Coordinator, and a Receptionist along with a wage scale explaining that all three positions had been accounted for in the FY20 budget. The Deputy Chief/Fire Marshal would be a reclassification of Assistant Chief Rivera's position with a 2.6% pay increase and the Office Coordinator a reclassification

of Nancy Lindsey's position with a pay increase of 3.2%. The Receptionist position would be a new position for the fire district, fulfilling the current needs in the office including assisting the Office Coordinator with a recommended pay range of \$14.05 to \$18.83 per hour. Candy Clancy stated that her understanding of retaining the James Vincent Group and outsourcing ambulance billing and accounts payable was that the District would not need the services of additional office personnel. Chief Horvath explained that the position would be 30 hours per week and is necessary to assist in completing many long overdue projects as well as meeting the recommendations of the auditors to provide proper segregation in daily office financial duties. Mike Connelly made a motion to approve the revised job descriptions and recommended pay ranges for Deputy Chief/Fire Marshal, Office Coordinator, and Receptionist and Bill Kirkpatrick seconded the motion; Mary Dahl and Herb Wisdom were in favor with Candy Clancy being opposed. The motion passed.

14. Discussion and possible action to approve Tubac Fire District vehicles for surplus: Chief Horvath explained that shop vehicles 1020 (2003 ambulance), 1003 (1997 Ford Rescue), and 1039 (2009 Chevy staff vehicle) had reached the end of their service life and requested that the Board approve sale of these vehicles. Mike Connelly made a motion to approve surplus of Shop 1020, 1003, and 1039 and Herb Wisdom seconded the motion; all were in favor, the motion passed.
15. Discussion, Possible Action to approve agreement with Beach Fleischman to complete the Tubac Fire District financial audit and CAFR for 2018/2019 fiscal year: Chief Horvath explained to the Board that the District received the proposal from Beach Fleischman to conduct the annual audit for a cost not to exceed \$13,500, with an additional \$1,500 for the CAFR, both items having been included in the FY20 just approved budget. Candy Clancy commented that the cost seems too high especially now that the District is being financially managed by the James Vincent Group and recommends that the District go out for bid for auditing services. Ben Archer Clowes from the James Vincent Group explained that the quote received from Beach Fleischman was not out of the ordinary and in fact right in line with what other districts are paying. He recommended that the Board retain the services of Beach Fleischman for this being their third year auditing the financial records of the Tubac Fire District and consider going out for RFP for next year's audit. Mike Connelly made a motion to approve an agreement with Beach Fleischman to complete the Tubac Fire District financial audit and CAFR for 2018/2019 fiscal year and Herb Wisdom seconded the motion; Mary Dahl and Bill Kirkpatrick were in favor with Candy Clancy being opposed. The motion passed.
16. Discussion, Possible Action to approve fund transfer request: Chief Horvath requested the Board approve transfer of \$197,809.81 from the capital reserve fund into the operational account to cover the cost of one Ferno Power Cot (\$42,301.81) and one new ambulance (\$155,508). Mike Connelly made a motion to approve the transfer of \$197,809.81 from the Tubac Fire District Capital Reserve Fund into the Operating Fund and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
17. Discussion, Possible Action to approve Tubac Fire District PSPRS funding policy: Melissa Thomlinson explained that, pursuant to statutory requirements, the District must adopt and post on the District's website a policy related to funding the fire district's portion of the Public Safety Personnel Retirement System (PSPRS). Mike Connelly made a motion to approve the funding policy for the Tubac Fire District PSPRS plan and Herb Wisdom seconded the motion; all were in favor, the motion passed.
18. Future Agenda Items: Fire Chief's annual evaluation.
19. Call to the Public: Kathleen Vandervoet asked for the amount of the approved transfer request to which Mary Dahl replied \$197,809.81.

20. Next Meeting: July 31, 2019, at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.
21. Adjourn Meeting: Herb Wisdom made a motion to adjourn the meeting at 10:25 a.m., and Mike Connelly seconded the motion; all were in favor, the motion passed.