



# TUBAC FIRE DISTRICT

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## TUBAC FIRE DISTRICT BOARD MEETING MINUTES March 27, 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, Mike Connelly, and Mary Dahl. Candy Clancy was present via telephone and Herb Wisdom was absent. Also present were Chief Horvath, Asst. Chief Rivera, Captain Guerrero, Captain Mendoza, Captain Lujan, Nancy Lindsey, Darrell Miller, John Conger, Henry Valdez, Chuck Mills, Joe Fox, Tim Slate, Hesly Guerrero, Tim Zamora, Uriel Gonzalez, Esai Tapia, Charlie Alvarez, Melissa Tomlinson, and Ben Archer Clowes.
3. Report from Board Members: None
4. Call to the Public: None
5. Correspondence: Chief Horvath referred the Board to their monthly reports which included a letter of appreciation from Stephen Kafton from DPS for a job well done on a 911 call.
6. Chair's Report: Mary Dahl expressed her thanks to the crews who successfully responded to the fire at the Presidio.
7. Chief and Staff Report:
  - A. Operations Update: Chief Horvath presented the report that detailed the call volume, call type and response times on EMS 911 calls for the month of February. She further informed the Board that the recruitment process would be extended for accepting applications to fill vacant positions within the District.
  - B. Training: Operations staff continues to participate in Target Solutions completing 99 modules in February.
  - C. Wildland Update: The District responded to 29 wildfires to date in FY 18/19 with approximately 93% of billings having been collected.
  - D. Administration Update: A total of 29 Plan/Review Projects are in the works or have been completed in this FY 18/19.Mr. Connelly asked if the employees have a goal each month in completing Target Solution trainings to which Chief Horvath replied that 20 hours per month per firefighter in order to satisfy ISO requirements.

8. Monthly Financial Report for February 2019: Melissa Tomlinson presented the financial reports for the month of February.

Key points for the month:

- A. Santa Cruz County tax revenue for February was \$99,370 which was under budget by \$5,341.
- B. Non-Levy revenue was \$42,894 which was under budget by \$8,283. – Ambulance revenue was \$22,195 which continues to be under budget due to the transition to an outside billing company.
- C. Expenses for the month totaled \$228,343 which was under budget by \$6,757.
- D. Fiscal year revenues are over budget by \$315,614; fiscal year expenses are also over budget by \$56,636.

9. Consent Agenda

- A. Approval of minutes from February 27, 2019, regular board meeting
- B. Approval of financial reports for the month of February 2019

Mary Dahl asked for any questions or comments from the Board. Hearing none, she asked for a motion to approve the minutes and financial reports. Bill Kirkpatrick made a motion to approve the consent agenda and Mike Connelly seconded the motion; all were in favor, the motion passed.

10. Discussion and possible action to approve a lease purchase agreement for new copiers for Station 1 and Station 2: Chief Horvath and Nancy Lindsey explained to the Board how the copiers at Station 1 and Station 2 are becoming unreliable and more expensive to operate due to the age (9 years old) and amount of use. Candy Clancy expressed her concern that the cost of the lease purchase was not a budgeted item in the current fiscal year. Melissa Tomlinson explained that the District did not anticipate the need to replace the copiers in FY 18-19; however, the District is under budget for Rents and Leases. Chief Horvath further explained that staff is requesting the Board approve lease purchase of two copiers from Valley Imaging due to the service and reliability the District has come to expect from them. Mike Connelly made a motion to approve purchase of two copiers on a 60-month lease agreement beginning March 2019 for a cost not to exceed \$850 in FY 18-19 and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.

11. Discussion and possible action on the approval of a fee structure for code enforcement services: Assistant Chief Rivera explained that his duty as Fire Marshal is to review and approve plans for fire service features and requirements. A proposed fee schedule as well as a comparison to the fees charged by other Districts was presented to the Board with the explanation that the fiscal impact would be a cost recovery opportunity for the District. Candy Clancy stated that she is against Tubac Fire District charging fees because she believes the taxpayers pay for this service when paying their property tax bill. Mike Connelly asked the Chief her opinion to which she replied that there is quite a bit of time, effort and other resources used to complete the plan review process and that a fee for these services is common practice in Fire Districts throughout the state. Mary Dahl commented that implementation of the plan review fee schedule would require coordinating with Santa Cruz County and preparation of a fact sheet as well as an education component. Bill Kirkpatrick made a motion to adopt the proposed fee schedule for prevention services within the Tubac Fire District and Mike Connelly seconded the motion; Board members Dahl, Connelly and Kirkpatrick were in favor and Candy Clancy was opposed, the motion passed.

12. Discussion and possible action regarding revised Tubac Fire District Human Resource Policy Guidelines Manual: Chief Horvath explained that a meeting took place in which she, Board members Dahl and Clancy, John Conger and Brenda Tranchina met to discuss specific questions and concerns Candy Clancy expressed in the February 27<sup>th</sup> Board Meeting. Candy Clancy requested that the Board agree to remove the following item on page 159: IV. Guidelines, B. The District shall pay the total premium for the employee's health, dental and vision insurance. Chief Horvath commented that page 144 under General Benefits contains a phrase that states that the District reserves the right to modify the benefits package as necessary based upon budgetary constraints. Mary Dahl commented that the Board should consider changing "shall pay the total premium for the employee" to "may". Candy Clancy stated that no change be made to the wording and that item B. under Guidelines be removed. Chief Horvath requested that the portion of item B. that states any portion of the premium the employee is required to pay shall be paid via payroll deduction remain. Mike Connelly made a motion to approve adoption of the revised Tubac Fire District Human Resources Policy Guidelines Manual, effective July 1, 2019, with the removal of the wording as requested by Board Member Clancy. Candy Clancy seconded the motion; all were in favor, the motion passed
  
13. Discussion and possible action regarding restructuring the Tubac Fire District General Obligation Bond: Chief Horvath requested direction from the Board in moving forward with Stifel in restructuring the General Obligation Bond. Mike Connelly commented that moving forward is the desire of the Board with either RBC or Stifel. Candy Clancy explained that she would like to see the fees charged for the restructuring and feels the Board needs more questions answered before proceeding. Mike Connelly stated that a change be made to the motion in order to proceed. Mike Connelly made a motion to permit Chief Horvath to continue investigating and exploring the options to restructuring the Tubac Fire District General Obligation Bond and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
  
14. Discussion and information only regarding the Tubac Fire District FY 19/20 budget: Melissa Tomlinson explained to the Board that a meeting took place with staff on March 21<sup>st</sup> to discuss the budget and provide overview and receive input on budgeted items. Mike Connelly requested that numbers relating to the bond not be included in the budget process. Melissa replied that property valuations increasing causes the bond rate to decrease with the overall result affecting the FY 19/20 budgeted tax rate. She stated that she would include the bond information on a separate column. Candy Clancy commented that the District should remain cautious of the tax rate because she believes there might be a plateau in property valuations. She further commented that the District should not be in a rush to replace staff or to increase wages because progress is not being made and any savings the District receives in restructuring the bond should be put in the reserve fund. Mr. Connelly stated that savings to the District in restructuring the bond results in a lower property tax bill to the taxpayers and not a cash influx into the coffers of the Fire District.
  
15. Discussion and information only regarding a proposed wage scale for suppression personnel: Chief Horvath explained that she has been working for months with staff to develop a wage scale that is current and competitive and includes 10 steps in which a 5% increase would come between steps 1 and 2 and the remaining annual step increases from step 2 through 10 reflect 2.75% increases. Mike Connelly asked if the increases were automatic annually. Chief Horvath explained that the employee would be required to meet expectations through performance evaluations and that increases would not be automatic. She continued by explaining that the District has no step system in place and could be better equipped to retain staff by offering competitive wages. Candy Clancy commented that she is against a step system and would not agree with one being implemented. Candy and Mike Connelly both agree that better wages and benefits could help the employees of the District but are not certain the District is in a financial position to offer these to the employees.

Mike Connelly requested that the Chief provide the Board with the pay scale of the Green Valley Fire District for future information and discussion. Mary Dahl encouraged the Board to become educated on the environment of the step process.

16. Discussion and information only regarding the employee benefits for FY 19/20: Chief Horvath provided the Board with the choices and renewal rates for the employee health benefits that are up for renewal May 1<sup>st</sup>. She explained to the Board that staff met with both Mike Cano from Mahoney Group and Joel Rudick from Sedona Financial for an overview of the health plans available. Staff is in the process of finalizing a recommendation to the Board to be presented at the next board meeting.
17. Discussion and possible action regarding scheduling TFD Fire Board public meetings in April: Chief Horvath requested a change in the date of the regularly scheduled monthly meeting and an addition of a special meeting to discuss and approve restructuring of the bond and a presentation on employee health benefits. The Board approved meeting on April 4<sup>th</sup> for a Special Meeting and moved the regularly scheduled meeting to April 18<sup>th</sup>.
18. Future Agenda items: None
19. Call to the Public: Charlie Alvarez explained to the Board that the Tubac Fire District Honor Guard is in full swing with Rudy Romero heading it up and further commented that he, along with Tim Zamora and Alex Sanchez, are one-quarter of the way through Paramedic class.
20. Next Meeting: Special Meeting on April 4, 2019; Regular monthly meeting on April 18, 2019, both to be held at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.
21. Adjourn Meeting: Mary Dahl made a motion to adjourn the meeting at 11:00 a.m., and Mike Connelly seconded the motion; all were in favor, the motion passed.