



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
November 20, 2019

1. Call to order and Pledge of Allegiance: The meeting was called to order at 9:00 a.m. by Mike Connelly. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Board Members present were Bill Kirkpatrick, Herb Wisdom, and Mike Connelly. Candy Clancy and Mary Dahl were absent. Also present were Chief Horvath, Deputy Chief Rivera, Deputy Chief Guerrero, Nancy Lindsey, Darrell Miller, Melissa Tomlinson, Roy Dickover, and Dennis Eshleman.
3. Report from Board Members: None
4. Call to the Public: Dennis Eshleman asked for an update on collections needed for the holiday families. Chief Horvath replied that she would meet with him to give him an update.
5. Correspondence: None
6. Chair's Report: No report
7. Chief and Staff Report: Chief Horvath presented the monthly activity report to the Board. Chief Horvath informed the Board that the crew had returned from a two-week assignment in California and billing for this assignment will be included in next month's report.
8. Monthly Financial Report for October 2019: Melissa Tomlinson presented the financial reports for the month of October.
Key points for the month:
 - A. Santa Cruz County tax revenue for October was \$750,376 which was over budget by \$339,248.
 - B. Non-Levy revenue was \$84,927 which was over budget by \$31,677.
 - C. Expenses for the month totaled \$249,508 which was under budget by \$2,375.
 - D. Fiscal year revenues at \$1,034,606 are over budget by \$153,275 and expenses at \$1,194,457 are over budget by \$22,399.
9. Consent Agenda
 - A. Approval of minutes from October 30, 2019 regular board meeting
 - B. Approval of monthly financial reportsBill Kirkpatrick made a motion to approve the consent agenda and Herb Wisdom seconded the motion; all were in favor, the motion passed.

10. Discussion and possible action to approve update to the District's purchasing and purchase order system: Chief Horvath explained that after receiving the Assistance to Firefighters Grant she and Melissa reviewed and discussed the District's purchasing and procurement policy and determined that minor revisions needed to be made to be fully compliant with federal procurement guidelines and to also allow the District to purchase directly from a cooperative purchasing contract, which is current practice allowed under state statute. Bill Kirkpatrick made a motion to approve the proposed changes to the Tubac Fire District Purchasing and Purchase Order System and Herb Wisdom seconded the motion; all were in favor, the motion passed.
11. Discussion and possible action to approve radio quote: Chief Horvath reminded the Board that the AFG Regional Grant award of \$369,659.08 in which Tubac Fire District is the host agency was accepted at the October meeting and explained that due to the quantity and dollar amount of the purchase, staff is requesting fire board approval to purchase the necessary radio equipment from IFC Radios & Safety. She continued by informing the Board that Nogales Suburban withdrew their request due to the uncertainty of the annexation and that Rio Rico and Sonoita-Elgin Fire Districts absorbed the \$80,000 that was slated for Nogales Suburban. Mike Connelly asked if Tubac Fire as the host agency would be paying for the total purchase and await reimbursement to which Chief Horvath replied that she was going to have it set up for Rio Rico and Sonotia-Elgin to pay their 10% match to IFC directly and have the federal agency do the same leaving Tubac Fire only paying its 10% match of approximately \$12,000. Herb Wisdom asked what happens to the old radios to which Chief Horvath explained that they have become obsolete and no longer able to be repaired. Bill Kirkpatrick made a motion to approve purchase of radio equipment from IFC Radios & Safety in an amount not to exceed \$404,000 and Herb Wisdom seconded the motion; all were in favor, the motion passed.
12. Executive Session: The Board may vote to go into Executive Session pursuant to A.R.S. Sec. 38-431.03(A)(3) for discussion or consultation for legal advice regarding potential transaction with American Tower – Note: Executive Sessions are CONFIDENTIAL pursuant to A.R.S. Sec 38-431.03(C): Mike Connelly made a motion to go into executive session and Bill Kirkpatrick seconded the motion; all were in favor, the motion passed.
13. Discussion and possible action to approve an engagement letter with Thomas Waniewski, consultant with Capital Telecom, for the purposes of negotiating a potential transaction with American Tower: Mike Connelly stated that the Board is tabling approval of the engagement letter with Thomas Waniewski at this time.
14. Future Agenda Items: None
15. Call to the Public: None
16. Next Meeting: December 18, 2019, at 9:00 a.m. at Tubac Fire Station #2, 1360 W. Frontage Road, Rio Rico.
17. Adjourn Meeting: Bill Kirkpatrick made a motion to adjourn the meeting at 10:05 a.m., and Herb Wisdom seconded the motion; all were in favor, the motion passed.