



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
January 25, 2023

1. Call to order and Pledge of Allegiance: The meeting was called to order at 1:30 p.m., by Mary Dahl. The Pledge of Allegiance was recited.
2. Roll call of Board Members: Herb Wisdom, Pete Benequista, Sandy Johnson, and Mary Dahl were present at Station #2. Rich Bohman attended via Zoom. Also, in attendance at Station #2 were Chief Horvath, Deputy Chief Rivera Deputy Chief Guerrero, Captain Hesly Guerrero, Captain John Conger, Nancy Lindsey, Gabe Buldra, Ben Archer Clowes, John Price, and Paul Mickelberg. Sam Coppersmith, Brenda Tranchina, and Lydia Hunter attended via Zoom. Members of the public in attendance were Brenda Holbrook, Barbara McKeen, Sandra De Cipio, Lauren Miranda, Heather Alvarez, Mike Patterson, Dean Hahn-Carlson, Ron & Kathi Campana, Mike Pettypool, Torry Johnson, Gilbert Valenzuela, Martha Valenzuela, Gilbert Cadelinia, Monica Fuentes, Oscar Fuentes, Eduardo Rodriguez, Nicolas Rodriguez, Yolonda Rodriguez, and Mindy Maddock.
3. New hire badge pinning: Chief Horvath announced newly hired firefighter/EMT Leesellaa Trujillo as her family pinned her with her new badge.
4. Captain promotion badge pinning's: Chief Horvath announced newly promoted Captains Ricardo Rodriguez, Esai Tapia, and Carlos Alvarez as their family members proudly pinned them with their new badges.
5. Report from Board Members: Rich Bohman and Sandy Johnson expressed thanks to Chief Horvath for arranging the budget meeting with Gabe Buldra.
6. Reading of public comments submitted via email: None
7. Call to the public: District resident Mindy Maddock commented that the \$2 million awarded via Senator Kelly's Office to the District for the Station #1 project is a terrific tribute to Chief Horvath and her efforts and implored the Board to reach out to the community for architects and other professional services for the project.
8. Correspondence: None
9. Chair's Report: Mary Dahl thanked Chief Horvath for her service, leadership and dedication to the district and also recognized Nancy Lindsey as both she and Chief Horvath retire from Tubac Fire District.
10. Chief and Staff Report: Deputy Chiefs' Ben Guerrero and Genaro Rivera and Chief Horvath provided the following to the Board:
 - An overview of the monthly staff report
 - Staff training
 - Wildland update
 - Administration update

11. Monthly Financial Report for December 2022: Gabe Buldra presented the financial reports for the month of December 2022.
12. Consent Agenda: Pete Benequista made a motion to approve the consent agenda and Sandy Johnson seconded the motion; all were in favor, the motion passed.
13. Presentation of FYE June 30, 2022, audit by Beach Fleischman: Lydia Hunter presented the audit results for fiscal year end June 30, 2022.
14. Discussion and possible action to approve FYE June 30, 2022, audit: Herb Wisdom made a motion to approve the FYE June 30, 2022, audit as presented by Lydia Hunter and Pete Benequista seconded the motion; all were in favor, the motion passed.
15. Discussion and possible action to appoint a new Pension Board Chairman: Chairman Dahl explained that the resignation of Bill Kirkpatrick from the Board left a vacancy on the Local PSPRS Board and asked for a volunteer from this Board to complete Bill's term as Pension Board Chairman. Sandy Johnson stated he would accept the position. Mary Dahl made a motion to designate Sandy Johnson as Chairman of the Tubac Fire District Local PSPRS Pension Board and Herb Wisdom seconded the motion; all were in favor, the motion passed.
16. Discussion and possible action to approve a new job classification: Chief Horvath explained that the current pay scale for staff contains a rate for Captain/Paramedic with no classification for Captain/EMT. The recent promotion of an EMT to Captain requires a new position classification with a pay difference adjustment of 10%. Herb Wisdom made a motion to approve the new position classification of Captain/EMT and Sandy Johnson seconded the motion; all were in favor, the motion passed.
17. Discussion and possible action to retain Human Resources Strategies, LLC to conduct Fire Chief recruitment process: Brenda Tranchina provided the Board with an overview of her proposal for services for the recruitment, assessment and selection process for filling the position of Fire Chief of the Tubac Fire District. The timeline estimate is 3-6 months with a three-phase process at a cost of \$16,500 that includes all advertising and administrative costs which will be directly incurred by Human Resource Strategies as well as additional fees for facility costs for the assessment center, background investigation by a licensed investigative company, additional advertisement costs if search is nationwide, and candidate expenses to cover travel/lodging costs. Mary Dahl made a motion to authorize Human Resources Strategies to conduct the recruitment process for a new Fire Chief as per the letter of engagement submitted; hearing no second, the motion did not pass. Board Members Pete Benequista, Herb Wisdom, Sandy Johnson and Rich Bohman agree that promoting within the department for Fire Chief is a viable option and further want to allow Deputy Chief Guerrero to act as Interim Chief to assess his skills. Sandy Johnson asked Brenda Tranchina if she would be willing to assist with some of the process to which she replied she would be open to discussion.
18. Discussion and information only regarding the USDA Rural Development Community Facilities Funding Program: Chief Horvath explained that the district was notified earlier this month that TFD will be awarded \$2 million for the Station #1 project via Congressionally Directed Spending (CDS). This is an information only item as the Board will need to be prepared to apply to the Community Facilities program to confirm that all aspects of the project are eligible for funding. Mary Dahl added that it is a tedious process that will require assistance from staff, the attorney, and James Vincent Group.

19. Discussion and possible action to approve Tubac Fire District for membership into the Strategic Alliance for Volume Expenditures (S.A.V.E) Cooperative Purchasing Agreement: Chief Horvath explained that Strategic Alliance for Volume Expenditures (S.A.V.E.) is a consortium of local governmental agencies across the State of Arizona, who have agreements allowing other member agencies to utilize each other's contracts for purchasing equipment and firefighting gear. There is no cost to the Fire District for membership. Sandy Johnson made a motion to approve Tubac Fire District for membership into the Strategic Alliance for Volume Expenditures (S.A.V.E.) Cooperative Purchasing Agreement and Herb Wisdom seconded the motion; all were in favor, the motion passed.

20. Discussion and possible action to approve a proposal for design and construction administration services with WSM Architects for the re-build of Tubac Fire District Station #1: Paul Mickelberg and John Price from WSM Architects provided their proposal for design and construction administration services for the re-build of Fire Station #1. The consulting fees for architectural and engineering design services include pre-design/programming/site survey, schematic design, design development, construction documents, bidding and permitting, construction administration along with additional services of record drawings and reimbursable allowances for an estimated cost of \$461,294. After lengthy discussion by the Board on the project, Herb Wisdom made a motion to move forward with Phase 1 that includes pre-design/programming/site survey at a cost of \$19,004 and Sandy Johnson seconded the motion and requested that WSM provide a revised agreement for the next meeting; all were in favor, the motion passed.

21. Future Agenda Items: Continued discussion on Station #1 replacement process

22. Next meeting: February 22, 2023, At 1:30 p.m.

23. Adjourn meeting: Herb Wisdom made a motion to adjourn the meeting at 4:15 and Pete Benequista seconded the motion; all were in favor, the motion passed.