



TUBAC FIRE DISTRICT

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TUBAC FIRE DISTRICT BOARD MEETING MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
October 29, 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: Pete Benequista, Rich Bohman, Sandy Johnson, Herb Wisdom and Mary Dahl were present at Tubac Community Center. Also, in attendance at Tubac Community Center, Fire Chief Ben Guerrero, Deputy Chief Genaro Rivera, Deputy Chief Hesly Guerrero, Bianca Hamric and Adriana Olea. Gabe Buldra attended on behalf of James Vincent Group. Members of the public in attendance were Ron & Kathi Campana, Paul Plett, Mindy Maddock, Isabel Lechuga, Oscar Lechuga Jr., Oscar Lechuga Sr., Vanessa Villalobos, Gerry Barbeauld, Diana Barbeauld, James Hazzard, Norma Hazzard, Gloria Noriega, Arelly Guerrero, and Reid Pendland.
3. Badge Pinning:
 - a. Fire Fighter/EMT Christian Lechuga recited his oath of office and received his badge from Tubac Fire District. Christian Lechuga is a graduate of Nogales High School, class of 2019. Christian comes from a family of first responders. He is the first one in his family to become a fire fighter EMT.
 - b. Fire Fighter/Paramedic Tim Slate has been with Tubac Fire District for 15 years. Tim has obtained certifications as a paramedic, hazardous material technician and in wildland operations. Tim Slate will serve the District as captain, with an important new role for our team.
 - c. Hesly Guerrero has been with the Tubac Fire District for 17 years. Hesly is a graduate from Rio Rico High School, class of 2004. Hesly took part in the Santa Cruz County Fire Academy, and since then has served the Fire District. Hesly has obtained certifications as a paramedic, hazardous material technician and a fire instructor. He has earned his associate degree from Pima Community College, and is currently working on his bachelor's degree through the University of Arizona.
4. Report from Board Members: None.
5. Reading of public comments submitted via email: None.
6. Call to the Public: Mindy Maddock shared how pleased she is with Fire Chief Ben Guerrero and wanted to congratulate him. She stated that it is just the little things that make a difference, for example, the flags appropriately managed, and seeing the bay doors open at the fire station.
7. Correspondence: None.
8. Chairs Report: Mary Dahl read a comment submitted via email from Robert J Clancy to express his gratitude for Tubac Fire District EMTs who responded to his transport in September. He stated that they responded quickly and professionally. He would like to thank Tubac Fire for a great team effort and a job well done.

9. Chief and Staff Report: Captain Hesly Guerrero, Deputy Chief Genaro Rivera and Fire Chief Ben Guerrero provided the monthly Staff Report for October.
 - a. Operations Update
 - b. Training
 - c. Wildland Update
 - d. Administration Update
10. Monthly Financial Report for September 2023: Gabe Buldra presented the financial reports for the month of September 2023. Gabe reported the total revenue for the month at \$185,000, an increase of \$33,000. Property tax collection is slightly under budget at about \$6,000. Wildland Revenue is the main driver for most of the overage in revenue for this month. Expenses are at \$365,000.00 and is over budget at \$26,000. Expenses that are causing the overages are building and repairs for station #2, the cost of utilities, and the cost of fuel. Vehicles and equipment were also over budget by \$9,000. This was due to repairs needed for the ambulance and a tender truck. Travel and training are over budget by \$5,800 due to wildland deployments. Managerial costs are under budget by \$4,600 for the month. Year to date for the first quarter, total revenue is \$397,552.00. This is trending under budget from last year due to ambulance revenue and wildland revenue. Expenses year to date for the first quarter are \$1,093,000, this is under budget by \$9,660. To conclude the financial report for the month, Gabe informed the Board that the wire transfer made to the Arizona Investment Pool in September has not yet accumulated interest. The investment will begin to accrue interest at 5.3% each month moving forward.
11. Consent Agenda: Rich Bohman made a motion to approve the consent agenda. Sandy Johnson seconded the motion, all were in favor; the motion passed.
 - a. Approval of minutes for September 27, 2023.
 - b. Approval of Monthly financial reports.
12. Discussion and possible action to direct staff to work with Stifel and bond counsel to prepare the appropriate documents and resolution for issuance of bonds. Gabe Buldra requested approval from the Board to be able to prepare the preliminary documents needed for the *Issuance of Bonds*. He stated that there is a 90-day process from the time a decision is made, for a bond to be issued. Due to this time frame, Gabe would like to prepare the preliminary operative statement, the resolutions, and all the items needed for Stifel and JVG's bond council to issue bonds at the board's direction. Gabe informed the Board that the preparation of the documents will have no cost to the District. The cost to the District will be incurred when the District requests a credit rating from S&P Global when an invoice is issued. Pete Benequista questioned if the Board will need to decide on a maximum amount to proceed. Gabe stated that no maximum amount is necessary to move forward with the preparation of these documents. The amount the District will be requesting will remain blank until the resolution is approved and signed. Peter Benequista moved to approve to work with Stifel and the bond council to prepare the documents needed for the *Issuance of Bonds*. Sandy Johnson seconded the motion, all in favor; the motion passed.
13. Discussion and possible action to approve the purchase/upgrade of our server at the cost not to exceed \$12,921.59. Hesly Guerrero informed the Board that TFD needs to upgrade their server as advised by Nextrio, the District's IT support team. The server hosts the Microsoft Operating System in use and currently it is discontinued as of 10/10/2023. In order for the District to maintain the cyber-security insurance, the District must use supported software. The new server will be updated with new software and will benefit the District for the next 13 years. Rich Bohman, made the motion to approve the purchase for a new server at the cost not to exceed \$12,921.59. Sandy Johnson and Pete Benequista seconded the motion, all in favor; the motion passed.
14. Discussion and possible action to approve the renewal of our lease with Air Methods Corporation. Fire Chief Guerrero requested that the District continue to lease the use of Station #3 to Air Methods Corporation. Chief Guerrero stated that there will be a 5% annual increase in cost to Air Methods in the lease agreement. He also

expressed a good partnership between the organizations and stated the benefit of having Air Methods medical team on site as they have provided training to staff at no cost. Sandy Johnson made a motion to approve the renewal of the lease agreement with Air Methods Corporation. Rich Bohman seconded the motion, all were in favor; the motion passed.

15. Fire station 1 items:

a. Discussion possible action to approve CMAR as the project delivery method.

Fire Chief Guerrero is requesting approval of the Construction Management at Risk delivery method for the construction of the new station #1. Approving the CMAR method would allow for Chief Guerrero to send request for proposals with clear direction for the project. Sandy Johnson moved to approve the CMAR method for the project of station #1 and for the Fire Chief to send out requests for proposals in search of a construction company. Herb Wisdom seconded the motion, all were in favor; the motion passed.

b. Discussion and possible action to approve the proposal and recommendation put forth by the architectural selection committee.

Fire Chief Guerrero requested that the Board approve Breckenridge Group to provide architectural services for the new station #1. The decision to recommend this firm was based on scores given by the selection committee who reviewed the proposals that were submitted.

Herb Wisdom moved to approve the proposal submitted by Breckenridge Group, based on the recommendation of the architectural selection committee. Sandy Johnson seconded the motion, all were in favor; the motion passed.

c. Discussion only on USDA Rural application process.

Fire Chief Guerrero informed the Board that it has been a slow process to receive approval from the USDA. He stated that as soon as the preliminary architectural report is approved, we will receive a letter of conditional funding approval. Currently the timing is unclear, and we are awaiting updates from the USDA.

d. Discussion and possible action on AT&T tower.

Fire Chief Guerrero informed the Board that the tower project has been a challenge. Fire Chief was notified by AT&T that all tower projects are on hold until the year 2025. Chief Guerrero also discussed a plan to move the tower and possibly cause interruption of service for Simply Bits. The interruption of service to Simply Bits on the tower could result in penalties for the District. Chief Guerrero requested guidance from the Board on how to proceed with the tower. The Board discussed options and shared ideas on how to proceed with the tower. No action was taken.

16. Future agenda items: Tower at Station 1.

16. Next meeting: November 29, 2023 at 1:30 p.m. at the Tubac Community Center.

17. Adjourn meeting: Chair Mary Dahl moved to adjourn the meeting at 3:00 p.m., Peter Benequista seconded the motion, all in favor; the motion passed.