



TIMBER MESA FIRE AND MEDICAL DISTRICT

A regular session of the Timber Mesa Fire and Medical District was convened Tuesday, September 22, 2015 at 6:00 pm in the training room at the Timber Mesa Fire and Medical District, Station #13, 2922 W. White Mountain Blvd, Lakeside, Arizona.

Board Meeting

1. **CALL TO ORDER** – Chair Amy Kay called the meeting to order at 6:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Chair Amy Kay, Member Dennis Hughes, Clerk Lynn Browne-Wagner, and Member Ed Lindquist were present.
4. **APPROVAL OF MINUTES**
 - A. Regular Session of August 18, 2015.

Lynn Browne-Wagner made the motion to approve the minutes of Regular Session on August 18, 2015. Ed Lindquist seconded the motion and the motion passed unanimously.
5. **CALL TO THE PUBLIC**

None
6. **REPORTS AND CORRESPONDENCE**
 - A. Fire Board Report
 - B. Fire Chief's Report
 - C. Operations and Training Report
 - D. Logistics, Fleet and Community Risk Reduction Report

The reports for each of the items listed were included in the Board packets. Ed Lindquist stated that he attended Fire School and the EMS World Conference in Las Vegas. There was information on the mobile integrated healthcare which the district needs to look at and take aggressive steps to increase the awareness in the community. Dennis Hughes asked who pays for Wildland responses. Chief Savage stated that the agreement is with the state and all billing goes through them, then they sort out who is responsible for payment, and money is distributed through them to the department. Dennis Hughes asked who the Economic Development Committee in Pinetop/Lakeside. Chief Savage stated it is a committee organized by the Town Manager of Pinetop/Lakeside, which includes Chief Executive Officers of the utility companies, School Districts, Fire Districts, and others coming together to look at ways to promote growth in the Pinetop/Lakeside area. Ed Lindquist asked about the Active Shooter drill. Troy Maloney stated it was a training exercise including Navajo and Apache Counties, Emergency Services, Law Enforcement, EMS and the Fire Service directed by TMFMD Training Chief Clay Wood. Dennis Hughes asked about the water issue at Station 17. Randy Chevalier reported that the water was contaminated, and the problem has been corrected. The City of Show Low helped through that process. Station 17 has two wells and the pressure system will be redesigned with the remodel.

7. ANNOUNCEMENTS

- a. The Elks Club and VFW honor our employees each year by recognizing members who have gone above and beyond, and are identified as employee(s) of the year. This year Captain Chris Francis and Firefighter Clifford Maxwell were recognized for their work to rescue a young lady from Salt River Canyon. Dick Doan, Elks Club Law & Order Chairman, presented the Officer of the Year Award to Captain Chris Francis and Firefighter of the Year to Clifford Maxwell. Roger Stevens, VFW presented EMT/State Award to Clifford Maxwell and the Appreciation of Exemplary Service to Captain Chris Francis.
- b. New employees: Chief Savage read the names of the eight new reserve firefighters. These firefighters have completed their initial training and are currently completing their station familiarization and ride along time. Once that phase of their training is complete, they will be reserve firefighters serving the district in the field. They are Joshua Johnson, Clayton Kimbrough, Steven Kramer, Miles Larson, Jennifer Raymond, Jarrick Stoner, Jason Whelan, and Jonathan Willis.

This reserve hiring and training process has been a joint effort with Pinetop Fire District. The plan is to share reserve staffing in order to broaden the employee pool and minimize overtime.

Chief Chevalier and his staff worked this month to interview and hire a logistics assistant, Kent McQuillan.

- c. A copy of the Audit Engagement Letter was in the Board packet. The onsite audit began August 31, 2015 and finished the onsite September 3, 2015, and the results should be ready to issue by October or November.
- d. Letters of appreciation to Chief Savage were in the Board packets from Kyrsten Sinema, Member of Congress Arizona's 9th Congressional District and Director of Emergency Services at Summit Healthcare, Mary Ann Antonini, RN.
- e. A video presentation of the "Make a Wish" recipient Kyler Owen was presented to the Board by Kirk Webb, Community Risk Manager. His wish was playground equipment for the Linden Elementary School. A letter of appreciation and a hand painted picture from Kyler was shown to the Board members. These will be framed and displayed at the new Admin Building.

8. BUSINESS

A. August Financial Reports

Ben Archer-Clowes referred the board members to their packet. He discussed the report, which included revenues and expenditures. He reported the tax revenue from Navajo County was \$23,563 which was under projections; Non-Levy revenue was down because of wildland deployment; Expenses were also under budget. He reported that the audit is going well and the presentation of the audit is expected be ready by the November Board Meeting. Dennis Hughes asked if the 12 month cash flow spread sheet is the cash position at the end of the month or the fund balance. He asked if the fund balance at the end of August was \$2.8 million, when the fund balance in July was \$3.6 million. That question will need to be answered by Gabe Buldra. Chief Savage explained that the District carries a \$1 million line of credit, and uses funds from the District until revenues are distributed in October, then those funds are returned.

Dennis Hughes made a motion to approve the financial reports for the month of August, 2015 as presented, and Amy Kay seconded the motion. The vote was unanimous and the motion carried.

B. Public Hearing on the Adoption of the 2006 International Fire Code with Appendices

Board Chairperson, Amy Kay opened the public hearing for the adoption of the 2006 International Fire Code with Appendices, and invited the public to speak. There were no comments from the public. Amy Kay then closed the hearing.

C. Approval of Resolution 2015-06 Adopting the 2006 International Fire Code with Appendices

Ed Lindquist made a motion to approve Resolution 2015-06 adopting the 2006 International Fire Code with appendices, and Lynn Browne-Wagner seconded the motion. The vote was unanimous and the motion carried.

D. Declaring as surplus real property located at 5472 Wagon Wheel Lane, Lakeside, AZ 85929 and a vacant lot on North 41st Ave, Show Low, AZ 85901.

The information on the properties was included in the packet. Timber Mesa Fire and Medical District currently operates out of four fire stations, one training facility and our new administrative and support services site. The six additional sites include reserve stations (used mostly to house equipment), vacant land and ancillary facilities. Some of these "excess" properties are unnecessary to the operation and should be declared as surplus. These properties maintain some value, which can be used for more appropriate purposes. Real Estate agent, Patrice DeRosier was in attendance with information regarding these properties.

E. Review of market analysis information, setting the price for, and authorizing staff to execute real estate documents for the sale of surplus property.

Ed Lindquist made a motion to combine Agenda items D and C and to recess into the Executive Session, and Lynn Browne-Wagner seconded the motion. The vote was unanimous and the Executive Session convened at 6:45 pm.

- A. Pursuant to A.R.S. § 38-431.03 (A) (3) for legal advice.
- B. Pursuant to A.R.S. § 38-431-03 (A) (4) for instructions to legal counsel
- C. Pursuant to A.R.S. § 38-431-03 (A) (7) regarding the purchase, sale or lease of real property.

The Executive Session convened at 6:45 pm
Regular Session resumed at 7:25 pm

Lynn Browne-Wagner made a motion that we declare as surplus two properties:

1. The reserve fire station in Wagon Wheel: 5472 Wagon Wheel Ln., Lakeside, AZ 85929
2. A vacant lot in Show ; North 41st Avenue, Show Low, AZ 85901

And authorize staff to dispose of the properties consistent with District financial policies. Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

Lynn Browne-Wagner made a motion that we direct the districts real estate agent to proceed as indicated in executive session concerning listing and marketing the subject properties:

1. The reserve fire station in Wagon Wheel; 5472 Wagon Wheel Ln., Lakeside, AZ 85929
2. A vacant lot in Show Low; North 41st Avenue, Show Low, AZ 85901

And authorize staff to work with the agent to prepare and sign all documentation necessary to engage the real estate agent and list the afore mentioned properties, and to further authorize the Chairperson or the Chief to execute such documents as deemed necessary to perpetuate the sale, consistent with the instructions. Amy Kay seconded the motion. The vote was unanimous and the motion carried.

F. Approval of Lease Purchase Agreement with Zion's First National Bank in the amount of \$800,000 for a new 75' Aerial Apparatus; approval of Resolution; approval of Certificate of Authority; approval of Consent and Waiver.

In the Board packet was a copy of the lease purchase agreement with Zion's First National Bank, which is the agreement for the financing of the ladder truck that was approved at the August 18, 2015 Board Meeting. There was an addendum prepared by Bill Whittington including the addendum to the lease purchase agreement adding statutory, mandated language for best practice language involving Zions National Bank, with their approval. Also prepared was a Certificate of Authority to be approved, Consent and Waiver because the District has represented National Bank in the past, and the Board Resolution 2015-07.

Ed Lindquist asked Lee Davis, Managing Director, from Zions National Bank if he had looked over the paperwork. Mr. Davis said he had read the documents, was familiar with the process and approved the paperwork. Chief Savage reported that Gabe Buldra shopped the rate provided by the manufacturer's participating finance company of 3.27% and determined that Zions National Bank offered 2.95% for the better rate.


Ed Lindquist made a motion to approve Resolution 2015-07 in the consensus associated thereof, and Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

Ed Lindquist made a motion to authorize the execution of the Certificate of Authority, and Lynn Browne-Wagner seconded the motion. The vote was unanimous and the motion carried.

9. NEW AGENDA ITEMS

10. ADJOURNMENT

Therefore, Chair Amy Kay declared the public session adjourned at approximately 7:40 p.m.



Lynn Browne-Wagner

10-27-15
Date