



TIMBER MESA FIRE AND MEDICAL DISTRICT

A regular session of the Timber Mesa Fire and Medical District was convened Tuesday, October 27, 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, Clerk Lynn Browne-Wagner, Member Paul Wyatt, Member Dennis Hughes and Member Ed Lindquist were present.
4. **APPROVAL OF MINUTES**
 - A. Regular Session of September 22, 2015.

Lynn Browne-Wagner made the motion to approve the minutes of Regular Session on September 22, 2015. Dennis Hughes 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.

7. **ANNOUCEMENTS**
 - a. At last month's board meeting the board inquired about the Fire Board Elections. A copy of the excerpts from the Board Member manual and bylaws, including the job descriptions and information concerning officer elections were in the board packets. Officers of the Board are the Chairperson and the Board Clerk. These positions are currently filled by Amy Kay and Lynn Browne-Wagner respectively and they are due for Nominations/Elections in December. This election will be an action item on the December agenda.
 - b. Chief Savage testified to the State Legislature (Fire District Study Committee) to the HB - 2162 on October 22, 2015. He is acting in the role of Fire Chief of TMFMD and also his role as the Vice-President for the Arizona Fire Districts Association (AFDA). His testimony included the opening remarks providing an overview of the current situation of fire district funding around the State and then closing remarks during which he recapped the information provided by several speakers and their recommendation.

- c. TMFMD received recognition from the Employer Support of the Guard and Reserve (ESGR) as a patriotic employer because of our support for our Guardsmen and Reservists. Nicole Parrack, who is also in the Army National Guard, submitted a recommendation to ESGR for TMFMD to receive this award. The Patriotic Employer Award is provided to organizations who demonstrate outstanding support of military personnel through our hiring and employment practices. It recognizes that the District not only follows the federal laws but also that it provides support above and beyond that which is required.
- d. This year the Board budgeted to create a Medical Services Supervisor (Captain) position. Interviews were conducted and Captain Jeff Farkas was appointed that position. With that appointment to the Medical Services, an open position existed for a Captain. A promotional list has been established and Engineer Devin Wood has been promoted to Captain at Station 17, A-Shift. Both were congratulated on their new positions.
- e. Newly hired employees were introduced to the board: Kent McQuillan, Logistics/Support Services; Clayton Kimbrough, Miles Larsen, and Jonathan Willis, Reserve Firefighters, were present. Those not present were Steven Kramer, Jennifer Raymond, Jarrick Stoner, and Jason Whelan. Chief Savage thanked Clay Wood for his accomplishments through this process.
- f. Chief Maloney recently accepted a position as Fire Chief of the Sun Lakes Fire District. His last day with TMFMD will be October 30th, 2015. He was recognized for his many contributions throughout the District.
- g. CON-the District was served with a summons from SLEMS.
- h. Fire Board Member Dennis Hughes asked about a fatality and Chief Savage gave a report on the incident and stated the investigation is ongoing.

8. BUSINESS

A. September Financial Reports

Gabe Buldra 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 \$52,767 which was under projections; Non-Levy revenue was over predominantly by Wildland income and Ambulance Service Revenue. He reported that the presentation for the audit will be scheduled for the November or December Board Meeting. Gabe Buldra also answered the question by Dennis Hughes last month on the fund balance.

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

B. Reclassification of Logistic/Support Services Assistant position from part time to full time.

With the resignation of Chief Maloney, Chief Savage will be assuming the responsibility of operations and Chief Chevalier will be assuming all special projects until the position of Deputy Chief of Operations is filled. With a \$40,000 savings until that position is filled, Chief Chevalier understands the need for the Logistic/Support Services Assistant position to be full time with the planning, projects of 9 buildings, and receiving of inventory. It is a much needed full time position.

Dennis Hughes made a motion to reclassify the Logistics/Support Services Assistant position as a full time position effective November 9, 2015, and Lynn Browne-Wagner seconded the motion. The vote was unanimous and the motion carried.

C. Approval of Escrow Agreement with Zions First National Bank to establish an escrow account for the ladder truck.

The Board authorized the purchase and financing of a new ladder truck. The financing has been authorized but it is necessary to establish an escrow account where the funds can be held until they are disbursed for the intended purpose (purchase of the ladder truck, payment of taxes, and purchase of mounting hardware and equipment for the truck). A copy of the agreement and fee structure for the account with Zions First National Bank was in the Board packet. This agreement has been reviewed by Mr. Buldra, who is in assurance that the fees are in line with customary escrow fees, and Mr. Whittington for legal compliance. Once the escrow account is established the funds for the ladder truck will be deposited. Request for disbursements will be given as necessary to pay for the items mentioned.

Ed Lindquist made a motion to approve the Escrow Agreement with Zions First National Bank in furtherance of the October 1, 2015 lease purchase with Zions First National Bank as modified by legal counsel, with attachments as provided by District Finance Director to establish an escrow account and authorized the Fire Chief and Financial Director to disburse funds as necessary for the purchase of the said ladder truck, and paying any associated taxes and for the purchase of mounting hardware and equipment related to the ladder truck, and Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

D. Increase overall credit limit for District credit cards.

During the months of August and September we experienced significant credit card usage due to multiple wildland assignments, training events, conferences, etc. Through this time we learned that our overall credit limits were too low. This resulted in employees having to pay out of pocket for necessary repairs, hotels, meals, etc. outside our normal purchasing procedures and then being reimbursed later. The overall credit limit is \$30,000. This was established based on what we thought our purchasing experience would be as a new District. With a significant wildfire season, and training, it is clear that the overall limit needs to be increased. This increase will not affect the limits on the individual credit cards. Individual card limits are set in consideration of the employee's spending authority and assigned responsibilities.

Ed Lindquist made a motion to approve an increase to the overall credit limit for District credit cards to \$50,000.

9. NEW AGENDA ITEMS

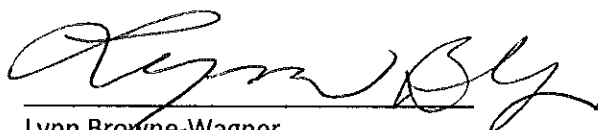
Audit will be presented at the Board Meeting in November or December.

Follow up on summons

Ed Lindquist would like to observe the Active Shooter Training in Holbrook. Clay Wood will follow up with Mr. Lindquist on the date, time and location.

10. ADJOURNMENT

Therefore, Chair Amy Kay declared the public session adjourned at approximately 6:35 p.m.


Lynn Browne-Wagner

11-24-15
Date