

# TIMBER MESA FIRE AND MEDICAL DISTRICT

A regular session of the Timber Mesa Fire and Medical District was convened Tuesday, December 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, Clerk Lynn Browne-Wagner (via phone), Member Paul Wyatt, and Member Ed Lindquist were present.
4. **APPROVAL OF MINUTES**
  - A. Regular Session of November 24, 2015.

Paul Wyatt made the motion to accept the minutes of the Regular Session on November 24, 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  
Chair Amy Kay reported on the Christmas party.
  - B. Fire Chief's Report
  - C. Operations and Training Report  
Ed Lindquist asked about the door bells at each station. Chief Savage stated that there have been changes in the phone system and have changed codes in some of the door entries.
  - D. Logistics, Fleet and Community Risk Reduction Report  
Paul Wyatt asked about the update on the new ladder truck. Randy Chevalier stated it would be here the latter part of January, and Red Sky would present an in-service, then there would be a training for operations. He stated there would be a final inspection including a UL test on the ladder and the pump, electrical, etc.

The reports for each of the items listed were included in the Board packets.

7. **ANNOUNCEMENTS**
  - A. Arizona Fire District Association Conference will be January 14-16, 2016 in Laughlin. Ed Lindquist has taken the assignment to speak on a panel, along with Chief Savage, regarding merger.

## 8. BUSINESS

### A. Fire Board Elections

Each year the Board elects from its membership a Chairperson and a Clerk to serve for one year or until a replacement is selected. Currently Amy Kay serves as the Board Chairperson and Lynn Browne-Wagner serves as the Board Clerk. The Job Description for each of these positions are in the Board packets.

Ed Lindquist made a motion to elect Lynn Browne-Wagner to serve as Board Chairperson, and Amy Kay seconded the motion. The vote was unanimous and the motion carried.

Ed Lindquist made a motion to elect Dennis Hughes to serve as Board Clerk, and Paul Wyatt seconded the motion. The vote was unanimous and the motion carried.

### B. Fiscal Year 2014/15 Audit Presentation

Beach Fleischman, the Districts independent auditing firm presented audit findings as required by statute. Copies of the report were given to each Board Member and staff. Lydia Hunter stated there was a clean opinion, and good internal controls, with a few recommendations. The District was in compliance with A.R.S. 48-805.02 with GASB 68 and 71. The audit result summary has been prepared by the client and put into the report. She concluded stating that the district was in a good net position.

Lynn Browne-Wagner made a motion to accept the audit findings from Beach Fleischman for the fiscal year 2014/15 as presented and Amy Kay seconded the motion. The vote was unanimous and the motion carried.

### C. November Financial Report

Gabe Buldra referred the board members to their packet. He discussed the report, which included revenues and expenditures. He reported the tax revenue in November from Navajo County was over projection, as timing on the collection and distribution of tax revenue caused the variance.

Amy Kay made a motion to approve the financial reports for the month of November, 2015 as presented, and Lynn Browne-Wagner seconded the motion. The vote was unanimous and the motion carried.

### D. Transitioning the Battalion Chiefs Position from FLSA exempt (salary) to FLSA non-exempt (hourly)

The Fair Labor Standards Act (FLSA) allows the Battalion Chief position to be classified as exempt due in large part to the time spent supervising or managing other employees. This exemption means that the person serving in that role can be a salaried employee. Chief Savage stated he felt that the FLSA is a broad law which applies to most management positions but that the Battalion Chief's position does not fit neatly into the assumptions of the law.

Exempt positions are usually those in which the manager can flex his or her time out depending on the requirements of the job. There are certain freedoms given to salaried positions which do not easily apply to the BC role. A BC in our organization is a shift worker. They do not have flexible hours which can readily be exchanged for extra hours worked. Our expectation is that the BC be present at all times during the 24 hour shift.

Another issue concerning the exempt status of our BC's is holiday pay. Currently our administrative personnel receive a paid day off for holidays while our operational personnel receive eight hours straight time for holiday pay for each holiday. The BC is neither administrative nor hourly. We currently afford the BC's eight hours of additional pay like our other shift personnel but the issue of holiday pay is a bit of a grey area with respect to salaried employees.

Chief Savage proposed to reclassify the shift Battalion Chief's to non-exempt or hourly.

Lynn Browne-Wager made a motion to reclassify the Battalion Chiefs position to non-exempt or hourly beginning with the first full pay period in January. Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

**E. Approval of Intergovernmental Agreement (IGA) with the City of Show Low for fire and emergency services, fireworks, plans review and code enforcement, airport operations and other related services.**

The Board members were given a copy of the IGA with the City of Show Low. This agreement takes several of the previous IGA's between Show Low Fire and the City and combines them in to one. It has also been updated to include the District as the fire code enforcement arm of the City, which was not previously part of the agreement with Show Low Fire. This document clearly articulates the relationship and expectations of both the City and the Fire District concerning our mutual interests in the community services.

Also passed by the City was the naming of the Fire District as its official fire and emergency services agency (included with the Fire Chief's Report). This document relates all authority to the District for fire and emergency response and articulates the City's support of Fire District's annexation of all properties within the City.

Ed Lindquist made a motion to approve the IGA with the City of Show Low which indicates each entity's obligations and our intent to cooperate with the City to exercise joint powers for the benefit of the citizens and taxpayers in the District and the City. Amy Kay seconded the motion. The vote was unanimous and the motion carried.

**F. UPDATE ON THE CREATION OF THE NORTHEASTERN ARIZONA REGIONAL DISPATCH CENTER (NARDC)**

The District has been working with our public safety partners throughout the County for the past 5 years to develop a regional dispatch model that will enhance our services and contain future costs. They have arrived at a point where the IGA has been crafted to create the dispatch consortium and this IGA has already been approved by both the City of Show Low and Navajo County. Unfortunately the IGA failed to pass in the Towns of Snowflake and Taylor.

The managers involved are working diligently to recreate the financial models with the towns involved. There is a political effort underway to further educate the Councils in both towns and hopefully convince them to reconsider their position. For the moment the IGA that was developed is not relevant until we know the outcome of these efforts.

Whether regional dispatch survives or not, we are at a point where a decision has to be made for TMFMD. In the last year and a half we have suffered through poor coordination in multiple dispatch centers which are each understaffed and minimally equipped to dispatch for us. We have assurances that the new Show Low dispatch center will be better equipped to handle our service needs and we also have a standing invitation from the County to be dispatched through their center. Pinetop-Lakeside PD will not be a viable option for us moving forward.

There was no motion necessary at this time.

**G. Approval for staff to work with the firm Gallagher and Kennedy to resubmit application for ambulance CON amendment.**

There have been some issues surrounding the CON amendment application that the District had

previously submitted. The application has been withdrawn and the disputes over the open meeting law and public records requests have been resolved. As part of the settlement of those issues Mr. Broome was invited to give a presentation to the Board at our last Board meeting. Having heard no viable option for a public/private partnership from him, Chief suggested that the District proceed to resubmit our application for amendment.

The effort to expand our ambulance services to all district residents is geared toward enhancing services and creating a level of consistency for all District tax payers. Additionally, the District hopes to minimize the potential for medical errors by providing fewer transitions of care from one agency to another. Chief Savage stated that the District can provide a superior service as a result of training, management structure and the experience of our personnel.

At this time there is a disparity in service n TMFMD. Some of our residents receive ambulance services from TMFMD while others receive them from Arrowhead, but all of our taxpayers help to fund the service. We need to remedy this disparity for our residents and ensure that all of our customers receive the same high quality services that TMFMD is already known for.

Amy Kay made a motion that the Board authorize staff to work with the firm Gallagher and Kennedy to update and resubmit the application for the CON amendment to extend ambulance services to all District residents, and Paul Wyatt seconded the motion. The vote was unanimous and the motion carried.

**H. Fire Chief's annual performance evaluation.**

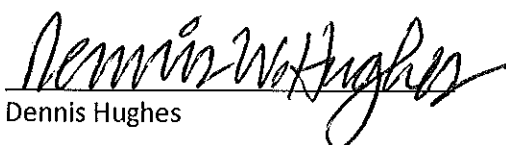
Chief Savage's contract calls for an annual performance evaluation to be completed in February of each year. This process has been laid out in the Board packet with a blank form which has been undated from last year. This new evaluation form is the same instrument that is used by supervisors throughout the organization to assess their employees' performance each year so it is consistent with the expectations the District has of all of TMFMD employees. This year the form has been updated to include safety and community risk reduction. Additionally, we have developed a guidance document for supervisors. Paul Wyatt asked if the evaluation form was the same for all. It was stated that all are held to the same standard. No action is necessary for this process. In January the Board will meet in executive session to discuss their thoughts and the Board Chair will collect the individual evaluation to assemble into one overall evaluation from the Board. In February the Board members will meet with the Fire Chief in executive session to discuss the Board's evaluation of his performance then publicly vote to accept the evaluation and make any changes to the Chief's contract, if appropriate.

**9. NEW AGENDA ITEMS**

Board Member Ed Lindquist would like to place on the agenda that if someone would like to present information to the Board, they must prepare a packet of information to be placed in the Board packet so the Board can prepare.

**10. ADJOURNMENT**

Therefore, Chair Amy Kay declared the public session adjourned at approximately 6:50 p.m.

  
Dennis Hughes

1/29/16  
Date