

# TIMBER MESA FIRE AND MEDICAL DISTRICT

A regular session of the Timber Mesa Fire and Medical District was convened Tuesday, February 23, 2016 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 Lynn Browne-Wagner called the meeting to order at 6:07 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Chair Lynn Browne-Wagner, Clerk Dennis Hughes, Member Amy Kay, and Member Paul Wyatt were present.
4. **WORK STUDY SESSION**  
Chief Savage gave a presentation on the Budget Study for 2016/17. There will be another study session in April, tentative adoption of the budget in May and finalize the budget in June.
5. **APPROVAL OF MINUTES**
  - A. Regular Session of January 26, 2016.
  - B. Executive Session of January 26, 2016.

Dennis Hughes made the motion to approve the minutes of the Regular Session on January 26, 2016 and the Executive Session on January 26, 2016, and Amy Kay seconded the motion. The motion passed unanimously.

6. **CALL TO THE PUBLIC**  
John Beeler from the VFW presented the Firefighter of the Year Award to Captain Devin Wood.
7. **REPORTS AND CORRESPONDENCE**
  - A. Fire Board Report
  - B. Fire Chief's Report  
Dennis Hughes asked about the governing board for the Regional Dispatch. Chief Savage reported that Chief Jim Morgan would represent fire departments, the Navajo County Manager or designee, and the Show Low City Manager or designee would be seated on this board.
  - C. Operations and Training Report
  - D. Logistics, Fleet and Community Risk Reduction Report  
Paul Wyatt asked about the equipment outside at Station 17, and it was reported that is surplus equipment waiting to be sold.  
Dennis Hughes asked about the wildland fires and Chief Savage reported there was a 27 acre wildland fire in Concho.
  - E. Community Risk Reduction Report

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

8. **ANNOUNCEMENTS**

- A. Corey Valichnac will be retired on February 21, 2016. There was a luncheon on the 19<sup>th</sup> in honor of Corey.
- B. We have been invited to attend the Show Low Chamber of Commerce awards dinner on Friday, February 26, 2016. Timber Mesa Fire & Medical District has been nominated as the non-profit Business of the Year.
- C. Engineer Robert Satterthwaite resigned his position with the District for personal reasons.
- D. We have two new full time hires, Steven Kramer and Jonathan Willis.

9. **BUSINESS**

A. **December 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 January from Navajo County was over projection, as timing on the collection and distribution of tax revenue caused the variance, expenses for January were under budget, year to date revenues were over budget, and year to date expenses were under budget.

Amy Kay made a motion to approve the financial reports for the month of January, 2016 as presented, and Paul Wyatt seconded the motion. The vote was unanimous and the motion carried.

B. **Discussion and Possible action on agreement with the City of Show Low canceling a previous agreement for the purchase of the administration building located at 20 N. 6<sup>th</sup> Street, Show Low, AZ 85901 (the previous Show Low Fire District administration building).**

A copy of the agreement with the City of Show Low was in the board packet. This agreement will have an effect on canceling a previous agreement between the City and Show Low Fire District for the purchase of the old Show Low Fire administration building. TMFDM had planned a \$70,000 expenditure from the financial reserves this year to meet that obligation to the City for this building after which the District would sell the property. The City has interest in maintaining the same level of control over who occupied the building and has suggested several alternatives.

The first offer was for the District to pay the City what was owed, or some portion thereof, and then allow the City to lease it out to whomever they saw fit. This arrangement was not a benefit to the District and the District respectfully declined. It was determined that the City would be agreeable to cancel the previous agreement, maintain possession of the building and both parties (the District and the City) would walk away with no further obligations to the other party. This would result in the District not expending the funds and taking the risk of trying to sell the property.

Paul Wyatt made a motion to approve the agreement with the City of Show Low canceling the previous agreement to purchase the property at 20 North 6<sup>th</sup> Street, Show Low, AZ 85901, and Dennis seconded the motion. The vote was unanimous and the motion carried.

C. **Discussion and Possible action to approve the Letter of Declaration with Wells Fargo Bank for the Fire District's line of credit.**

This is an annual letter of declaration indicating that the District's intent is to borrow less than \$10 million in the next calendar year. This is an annual requirement related to the District's line of credit.

Dennis Hughes made a motion to approve the Letter of Declaration with Wells Fargo Bank indicating that the District will issue less than \$10 million in total debt during the 2016 calendar year, and Paul seconded the motion. The vote was unanimous and the motion carried.

**D. Discussion and possible action on approval of the AIA contract and addendums with Perlman Architects for architectural and engineering services related to the Station 17 (Linden) remodel.**

The board was given a copy of the AIA contract with Perlman Architects for the architectural and engineering services for station 17. This contract, and related addendums, have been approved by the District's attorney and are ready to be signed by the Board. Bill Whittington reported that Perlman has agreed to the draft and addendums to the contract.

Once the contract is signed by both the District and the architectural firm the District will begin the process of design for the remodel. This process will be overseen by Chief Chevalier and will include input from the crews assigned to that Station. The District would like to be ready to break ground on the remodel shortly after the start of the new fiscal year.

Amy Kay made a motion to approve the contract as presented, with addendums prepared by legal counsel, with Perlman Architects for architectural and engineering services related to Station 17 remodel project, and to authorize Chief Savage to fill in the blanks with the proper dates, and the Fire Board Chair Lynn Browne-Wagner and Chief Savage to execute documents as necessary. Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

**E. Discussion and possible action on review and possible modification to the District's performance evaluation and merit increase policies.**

The District policies on performance evaluations and merit increases needed to be rewritten to indicate that "Annual merit increases are only authorized by the Board through the budgeting process. If an employee's performance meets or exceeds standard, and upon the approval of the Fire Chief, an employee shall be eligible for a merit increase on their classification date. Each employee shall be reviewed at least annually in order to determine the appropriateness of the salary step increase." Performance Reviews, 3.09 was included for the Board's review.

Chief Savage explained the plan for the 12 steps at an increase of 3%, with approval of the board through the budget process. This practice now would be made clear.

Dennis Hughes made a motion to approve a change to Policy 3.02 Merit Increases Section IV, Paragraph C to indicate that annual Merit increases are only authorized by the Fire Board through the budgeting process, and Paul seconded the motion. The vote was unanimous and the motion carried.

**F. Fire Chief's annual performance evaluation and employment contract. The Board may go into executive session pursuant to A.R.S. 38-431.03(A)(1) for a personnel matter.**

Chief Savage has been notified in writing of this meeting and has the option to have this session in public. Chair Lynn Browne-Wagner asked all those in favor to go into executive session, and the vote to go into executive session was unanimous.

The Executive Session convened at 7:07 pm  
Regular Session resumed at 7:45 pm

Dennis Hughes made a motion that the Board reaffirm the Fire Chief's employment contract, as amended, to include an annual salary of \$127,000, and Amy Kay seconded the motion. The vote was unanimous and the motion carried.

**10. NEW AGENDA ITEMS**

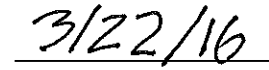
Call of Election needs to be on next month's agenda.

Amy Kay asked about adding an agenda item for next board meeting to changing the location of the fire board meetings to the new Admin.

**11. ADJOURNMENT**

Therefore, Chair Lynn Browne-Wagner declared the public session adjourned at approximately 7:58 p.m.

  
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Dennis Hughes, Board Clerk

  
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Date