

TIMBER MESA FIRE AND MEDICAL DISTRICT

A regular session of the Timber Mesa Fire and Medical District was convened Tuesday, April 26, 2016 at 6:57 pm following the Budget 2016/2017 Hearing at the Timber Mesa Fire and Medical District Administration Building, located at 3561 East Deuce of Clubs, Show Low, AZ 85901.

BOARD MEETING

1. **CALL TO ORDER** – Chair Lynn Browne-Wagner called the meeting to order at 6:57 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. **APPROVAL OF MINUTES**
 - A. Regular Session of March 22, 2016
 - B. Executive Session of March 22, 2016

Paul Wyatt made the motion to approve the minutes of the Regular Session on March 22, 2016 and the Executive Session on March 22, 2016, and Dennis Hughes seconded the motion. The motion passed unanimously.

5. **CALL TO THE PUBLIC**
6. **REPORTS AND CORRESPONDENCE**
 - A. Fire Board Report
Amy Kay gave information from Fox news about training that Goodyear FD has implemented on preventing cancer from fire toxins. Chief Savage would like to have this in the strategic plan.
 - B. Fire Chief's Report
Dennis Hughes thanked Chief Clay Wood on his efforts in lowering the EMOD for Workers Compensation.
 - C. Operations and Training Report
Chief Clay Wood highlighted the call volume with all three shifts and presented the totals to date. Dennis Hughes asked about some acronyms, the total number of transports and the brush fire in Linden. Chief Wood explained those acronyms and added that not all calls result in a transport. The brush fire in Linden is under investigation.
 - D. Logistics, Fleet and Community Risk Reduction Report
Chief Randy Chevalier reported the new Ladder truck should be completed May 2-5 and they will be going to Smeal for the final inspection. Creative Communications has completed the move of the tower on Porter Mountain. Stephen Oliver has resigned his position as mechanic at TMFMD to work with ADOT. The District wishes him well in this new endeavor.
 - E. Community Risk Reduction Report

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

7. ANNOUNCEMENTS

- A. AFDA Conference-July 14-16, 2016 in Glendale.
- B. Chief Savage presented Deputy Chief Clay Wood with a certificate from the National Fire Academy, for completion of the Executive Fire Officer Course.
- C. The board was shown the "Rodeo News" magazine featuring Firefighter/Paramedic Clifford Maxwell as a Bullfighter. He was chosen to participate in the RAM National Circuit Finals Rodeo in Kissimmee, Florida.

8. BUSINESS

A. March 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 March from Navajo County was under budget, however anticipating meeting the budget mark. Year to date of non-levy revenues were over budget with the sale of surplus equipment. Year to date expenses were over budget due to three pay periods in the month of March, PTO payout, etc.

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

B. Discussion and Possible Action –Review and amend the Fire District’s Policy on Drug and Alcohol Testing. The Board will review the current policy and make any necessary changes to remain consistent with any State or Federal statutes and Industry best practices.

The Board Members were each given in their packet the current District Policy on Drug and Alcohol Testing. This policy was written to correspond with State and Federal Statutes in 2014. Chief Savage asked the Board for insight and wisdom in making any changes they may feel appropriate.

There were several concerns that the Board discussed:

Lynn Browne-Wager referred to V. Guidelines B. Use of Alcohol/Illegal Drugs/Legal Drugs/Medical Marijuana 1. Alcohol. She also, referred to F. Testing Methods and Collection Procedures: 6. The drugs of abuse groups tested for, and H. Actions that may be taken based upon test results #3. Dennis Hughes referred to G. Pre-Employment and Annual Physical Examination.

It was the consensus of the Board that these concerns be addressed by Mr. Whittington, bring the changes back to staff for review, then to the Board for approval.

C. Discussion and Possible action: Acceptance of Statement of Qualifications for Construction Manager at Risk (CMAR) from Core Construction and approval for staff to proceed with contract preparation for Station 17 remodel.

The Board was given a copy of the Request for Qualifications (RFQ) and a Statement of Qualifications provided to the District for Construction Manager at Risk (SMAR) Services by Core Construction. Chief Savage reported that Chief Chevalier has worked diligently to prepare the RFQ this last month and to seek qualified vendors. The RFQ was sent out to five contractors and advertised locally on our website. The Statement of Qualifications included in the packet is the only response we received to the RFQ.

Core Construction has extensive experience in fire station construction and equal experience working with our architect, Perlman. Chief Savage reported that they built Pinetop Fire Station, the remodel

for the Pinetop Fire Station and the Show Low Library. It was recommended that the next step will be to work with the architect and Core to develop a SMAR contract for the approval at the May 2016 Board meeting. After the contract is presented to the Board for approval, the contractor will begin work with the architect on the design and construction schedule. The goal is to break ground shortly after the first of July.

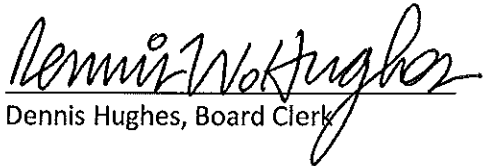
Paul Wyatt made a motion to accept the Statement of Qualifications from Core Construction and direct staff to work to develop a contract for services for approval at the May Board meeting, and Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

9. NEW AGENDA ITEMS

Policy change on the Fire District's Policy on Drug and Alcohol Testing
Proposed contract with Core Construction
Budget study session

10. ADJOURNMENT

Therefore, Chair Lynn Browne-Wagner declared the public session adjourned at approximately 7:44 p.m.


Dennis Hughes, Board Clerk

5/24/16
Date