

TIMBER MESA FIRE AND MEDICAL DISTRICT

A regular session of the Timber Mesa Fire and Medical District was convened Tuesday, May 24, 2016 at approximately 6:22 pm following the 2016-2017 Budget 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** – Clerk Dennis Hughes called the meeting to order at approximately 6:22 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Clerk Dennis Hughes, Member Amy Kay, and Member Ed Lindquist were present.
4. **APPROVAL OF MINUTES**
 - A. Regular Session of April 26th, 2016

Amy Kay made the motion to approve the minutes of the Regular Session on April 26, 2016.
Ed Lindquist seconded the motion.
The vote was unanimous and the motion carried.
5. **CALL TO THE PUBLIC** – None
6. **REPORTS AND CORRESPONDENCE**
 - A. Fire Board Report
None
 - B. Fire Chief's Report
Chief Savage stated that Reserve Firefighter Ti Daly accepted a job offer for the open firefighter position with a start date of June 9. Mr Hughes asked about the phone conference with the attorney regarding the public records request complaint. Chief Savage gave an update regarding the lawsuit.
 - C. Operations and Training Report
Chief Clay Wood gave an update on a fire that started in the area of Wagon Wheel Road on May 22. He stated that law enforcement responded due to gunshots fired in the area of the fire. Dennis Hughes asked for an explanation of what NAEMS stands for. Chief Wood explained that it stands for Northern Arizona Emergency Medical Services. Chief Wood informed the Board that Lucy Bucklin and Dennis Stern are currently out on wildland assignments. Dennis Hughes asked how the Live Fire training went. Chief Wood gave an explanation on the training.
 - D. Logistics Report
Chief Randy Chevalier informed the Board that the final inspection on the new Ladder truck is scheduled for this week and hopes to have the truck in service by July 1. He stated that Mr. Kevin Reading had accepted a job offer for the open mechanic position with a start date of June 6.
 - E. Community Risk Reduction Report
Dennis Hughes asked for an explanation of what NCHD stands for. CRM Kirk Webb explained that it stands for Navajo County Health Department.

The reports for the Fire Chief, Operations and Training, Logistics and Community Risk Reduction were included in the Board packets.

7. ANNOUNCEMENTS

- A. AFDA Conference Registration

8. BUSINESS

A. Discussion and Possible: April 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 April from Navajo County was over budget. The Non-Levy Revenues were over budget. April expenses were under budget. Mr. Buldra stated that the District is keeping an eye on overtime usage.

Ed Lindquist made a motion to approve the financial reports for the month of April 2016 as presented. Dennis Hughes 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.

Dennis Hughes explained that since Lynn Browne-Wagner wasn't in attendance that Item B regarding the Fire District's Drug and Alcohol policy be placed on next month's agenda. He asked for a consensus from the Board to postpone Item B.

C. Discussion and Possible Action: Contract with Core Construction for Construction Manage at Risk services associated with the remodel of Station 17 (Linden)

Chief Savage referred the board to the contract with Core Construction included in their packet. He stated that he discussed the document with legal counsel and Core Construction. Mr. Whittington referred the board to the ConsensusDocs 500 and the proposed addendum. He explained the changes to the document. Legal counsel stated that if the board is happy with the language he recommended that the board approve by motion the ConsensusDocs 500 by and between Timber Mesa Fire and Medical District and Core Construction together with the addendum prepared by legal counsel thereto and authorize the Board Chair and Fire Chief to execute that document and ancillary documents relating to the contract.

Ed Lindquist so moved.

Amy Kay seconded the motion.

Dennis Hughes asked for an explanation on the amount that the Construction Manager receives as payment. Mr. Whittington stated that the formula for payment was included in the document.

The vote was unanimous and the motion carried.

D. Discussion and Possible Action: Resolution 2016-03 establishing the District's 457b Plan

Chief Savage explained that Resolution 2016-03 was the final paperwork for approving and adopting the District's 457b Plan. This Plan takes the place of social security for the Reserve Firefighters and is a voluntary plan for full-time personnel.

Dennis Hughes made a motion to approve Resolution 2016-03 indicating that the form of 457 plan and trust effective March 1, 2016 presented in the meeting is hereby approved and adopted.

Ed Lindquist seconded the motion.

The vote was unanimous and the motion carried.

E. Discussion and Possible Action: Refinance existing loans associated with Station 13 (Lakeside) and Station 14 (Fawn Brook)

Mr. Lee Davis from Zion's Bank was introduced to the Board. Mr. Buldra explained that during the budgeting process there was an opportunity to save the District money by refinancing the existing loans on Station 13 (Lakeside) and Station 14 (Fawn Brook). The total savings would be just under \$100,000.00. He referred the board members to their packet for the loan information. Ed Lindquist asked if 2 loans would be refinanced into one loan. Mr. Davis stated that the District would still have 2 loans. Mr. Buldra stated that the Station 14 loan wasn't executed in the best terms. The loan included a pre-payment penalty plus some additional fees from Marquette Bank and that paying the penalty and fees would still save the District money on the loan. Mr. Whittington explained that the board had a few options regarding the refinance of the property. The Board could review the documents and approve them at the next regular board meeting or at special meeting. The Board could approve the documents presented by Mr. Davis and authorize the Chair and Chief Savage to review and execute after review by legal counsel. Ed Lindquist stated he would like to move forward with the approval to have the Chair and Chief Savage execute the refinance documents. Legal Counsel recommended the board approve the proposed lease/purchase packages relating to Station 13 in the amount of \$511,053.40 and Station 14 in the amount of \$750,114.55 conditioned upon preparation by legal counsel the appropriate ancillary documentation to include Board Resolution, Certificate of Authority and Addendum associated with each of these lease/purchase packages and further that the Board Chair and Chief Savage be authorized to first review and approve both lease/purchase packages and the ancillary documentation related thereto and further authorize the Board Chair and Chief Savage to execute those documents as appropriate to process the documents with the lease/purchase company forthwith and prior to the next board meeting and further authorize the Board if they wish and is appropriate and necessary to bring the Board Resolution and Certificate of Authority back to the Board for ratification at the next board meeting.

Ed Lindquist so moved.

Dennis Hughes seconded the motion.

The vote was unanimous and the motion carried.

Mr. Davis stated that he was impressed with the merger. He would be happy to help the District save money.

F. Discussion and Possible Action: Wage and Salary scale for FY 2016/17

Chief Savage referred the board members to the 2015-2016 approved Wage and Salary Scale and the 2016-2017 Wage and Salary Scale survey average showing the changes. The District was able to use the Bullhead City survey to develop the proposed Wage and Salary scale. Chief Savage explained the changes to the structure of the scale for Timber Mesa Fire and Medical District. The step increases would be on the employee anniversary date with a passing evaluation. He stated that he worked with Labor to limit any negative impact on employees in the transition.

Amy Kay made a motion to approve the 2016/17 wage and salary scale based on the Bullhead City survey average and direct staff to move personnel into the new scale upon a meets standard evaluation at their anniversary date.

Dennis Hughes seconded the motion.

The vote was unanimous and the motion carried.

G. Discussion and Possible Action: Tentative approval of FY 2016/17 Budget

Chief Savage reminded the Board members of the information reviewed during the study session. The tentative budget would need to be posted for 20 days. A public hearing would be held at the next regularly scheduled board meeting.

Dennis Hughes made a motion to tentatively approve the Fiscal Year 2016/17 budget as proposed in the amount of \$8,929,965.00 and direct staff to post the budget for public comment as required by law.

Ed Lindquist seconded the motion.

After some discussion, Dennis Hughes amended the motion to tentatively approve the Fiscal Year 2016/17 budget as proposed in the amount of \$8,869,118.00 and direct staff to post the budget for public comment as required by law.

Ed Lindquist seconded the amended motion.

The vote was unanimous and the motion carried.


9. NEW AGENDA ITEMS

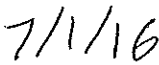
Fire District's Drug and Alcohol Policy

Zion's Bank refinance documents for ratification

10. ADJOURNMENT

Therefore, Clerk Dennis Hughes declared the public session adjourned at approximately 7:15 p.m.


Dennis Hughes, Board Clerk


Date