



# TIMBER MESA FIRE AND MEDICAL DISTRICT

A regular session of the Timber Mesa Fire and Medical District was convened Tuesday, December 20, 2016 at approximately 6:00 pm 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** – Board Chair Lynn Browne-Wagner called the meeting to order at approximately 6:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Chair Lynn Browne-Wagner, Clerk Dennis Hughes, Member Amy Kay, Member Paul Wyatt and Member Ed Lindquist were present.
4. **APPROVAL OF MINUTES**
  - A. Regular session – November 22, 2016  
Member Ed Lindquist made a motion to approve the Regular session minutes of November 22, 2016, and Clerk Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.
5. **CALL TO THE PUBLIC**

Brian Shields reported another incident at Timberland Acres and he is working with Chief Savage and Chief Wood to resolve those issues. He recommended that we work as a team on the service. Sharon Shields was disappointed in the response and asked that personnel know the area in Timberland Acres, and to work on this for them. She thanked the District for help in making this work.
6. **REPORTS AND CORRESPONDENCE**
  - A. Fire Board Report
  - B. Fire Chief's Report  
Chief Savage added to his report that several of our Fire fighters completed a project off duty, building a ramp for a disabled veteran. He stated how proud he was for their efforts in accomplishing this task.
  - C. Operations and Training Report  
Chief Clay Wood reported that William Ty Bailey has been hired full time on B shift. The crews that went on the fire in North Carolina are home safe and we were glad to help. Clerk Dennis Hughes asked about the acronyms ALS and BLS. Chief Wood state ALS means advanced life support, and BLS means basic life support. Clerk Hughes also asked what the ZOLL monitor is. Chief Wood explained that it is the cardiac monitor.
  - D. Logistics Report  
Chief Chevalier reported on the remodel for Station 17. He stated there is an option of tying into Sequoia School waste water system or finding another piece of property. Clerk Dennis Hughes asked what the priorities were. Chief Chevalier stated they would like ½ mile from each side of the District however it's been a challenge to find a piece of property available. Chief Chevalier reported that the pump test pit is up and running.

E. Community Risk Reduction Report

7. ANNOUNCEMENTS

AAA Conference in Laughlin, Nevada on January 11-12, 2017.

AFDA Conference in Laughlin, Nevada on January 12-14, 2017.

8. BUSINESS

A. Discussion and Possible: November Financial Report

Melissa Tomlinson referred the board members to the November 2016 Financial Report in their packets. She discussed the report, which included revenues and expenditures. Clerk Dennis Hughes asked if we are over budget, and Ms. Tomlinson reported the District is \$50,000 under budget in expenses. The District has transferred money to the Capital Reserve fund, and that is included in the cash on hand.

Clerk Dennis Hughes made a motion to approve the financial reports for the month of November 2016 as presented, and Member Amy Kay seconded the motion. The vote was unanimous and the motion carried.

B. Discussion and Possible Action: Review and update Board Manual and Bylaws pg. 11 Officer Elections.

The Board bylaws call for an election of Board officers in December. There was some debate over what and when the Bylaws indicated this election should happen. Chief Savage included in the Board packet the relevant page stating the bylaws require that in the regular meeting in December, after canvassing election results, the Board would elect officers. There is no action to be taken at this time.

C. Discussion and Possible Action: Board Officer Elections

As required in the Board Bylaws, Member Ed Lindquist nominated Clerk Dennis Hughes as Board Chair, and Member Paul Wyatt seconded the motion. The vote was unanimous and the motion carried.

Clerk Dennis Hughes nominated Member Amy Kay as the Board Clerk, and Member Paul Wyatt seconded the motion. The vote was unanimous and the motion carried.

D. Discussion and Possible Action: Purchase offer for the property located at 5472 Wagon Wheel Lane (Wagon Wheel station). The Board may vote to go into executive session pursuant to A.R.S. 38-431-03(A)(7) in order to consider its position and instruct its representative(s) regarding negotiations for the purchase, sale, or lease of real property.

The District has received an offer on the property in Wagon Wheel. Bill Whittington recommended the Board go into executive session to give instruction to the agent for legal advice under A.R.S. 38-431-03(A).

Chair Lynn Browne-Wagner made a motion to go into executive session and Clerk Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

The Executive Session convened at 6:27 PM

The Regular Session resumed at 6:37 PM.

Bill Whittington stated that if the Board is so inclined to sell the property at 5472 Wagon Wheel Lane, he would recommend to entertain a motion to approve the proposed purchase contract, conditioned upon inclusion of the state mandated language as recommended by legal counsel and the inclusion of AS IS language for the personal property located thereon and authorizing the Board Chair and the

Chief to execute the documents as necessary. Member Ed Lindquist made the motion, and Clerk Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

**E. Discussion and Possible Action: Adoption of an updated NAFCA mutual aid agreement.**

The Northeastern Arizona Fire Chiefs Association (NAFCA) has drafted an updated Mutual Aid agreement for the region. Chief Savage stated this agreement is meant to outline the nature of the mutual aid arrangement among the several fire service agencies in the area and does not bind the District to do anything outside of share resources upon request and if feasible consider all factors at the time of the request.

The District has had a similar agreement in place for many years and it would not need to be updated. There have been additional partners included in this new version and the reimbursement from State or Federal agencies have been more adequately addressed. This agreement has been reviewed by the County Attorneys from both Navajo and Apache Counties and with legal counsel.

Member Ed Lindquist asked if the tribe was included. Chief Savage reported that they could not sign however they will continue to work with them.

Clerk Dennis Hughes made a motion to approve the Northeastern Arizona Fire Chief's Association Mutual Aid Agreement as presented and authorize Chief Savage to sign the agreement on behalf of the District, and Member Paul Wyatt seconded the motion. The vote was unanimous and the motion carried.

**F. Discussion and Possible Action: Acceptance and approval of CON Needs Assessment.**

As part of the CON amendment application process the attorneys hired a third party consulting firm to conduct a needs assessment so that the Board and attorneys could have an accurate picture of the community's needs and desires relative to ambulance services in the region. There was a copy of the needs assessment in the Board packet. At this time, the Board will only need to accept and/or approve the needs assessment. This will then become part of the record for the proceedings at the Office of Administrative Hearings (OAH). Chief Savage reported that the District has 80-90% support from the community.

Member Amy Kay made a motion to approve the CON Amendment Needs Assessment as presented, and Clerk Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

**G. Discussion and Possible Action: Declaring as surplus property, two pieces of equipment including the 2001 Ladder Truck and the 2007 Type III Brush Engine.**

Chief Chevalier stated in an effort to minimize the District fleet size to a more appropriate number, he asked the Board to declare as surplus the two vehicles mentioned. Financial policies indicate that any surplus equipment with a value of \$30,000 or greater requires board authorization (in the form of a resolution) to dispose of property. He presented the Board with Resolution 2016-8 and Resolution 2016-9, one for each truck. He stated that if the Board approves the disposal of these vehicles that they will ensure the Board to get the best resale value possible for these vehicles.

Clerk Dennis Hughes made a motion to approve Resolutions 2016-8 and 2016-9 declaring the 2001 E-one 95 platform ladder truck and the 2007 International Placer Type III brush engine and further directing staff to dispose of the vehicles in accordance with the District's financial policies and for the best value to the District, and Member Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

**9. NEW AGENDA ITEMS**

Bylaws on elections of Board officers.

Clerk Dennis Hughes thanked Chair Lynn Browne-Wagner for the time she served as Chair of the Timber Mesa Fire & Medical District.

**10. ADJOURNMENT**

Thereafter, Chair Browne-Wagner declared the public session adjourned at approximately 7:49 p.m.

Amy Kay  
Board Clerk

1-24-17  
Date