



## TIMBER MESA FIRE AND MEDICAL DISTRICT

A study session of the Timber Mesa Fire and Medical District was convened Tuesday, February 28, 2017 at approximately 5:34 pm at the Timber Mesa Fire and Medical District Administration Building, located at 3561 East Deuce of Clubs, Show Low, AZ 85901.

### STUDY SESSION: Fiscal Year 2017/18 Budget Preparation

1. **CALL TO ORDER** – Board Clerk Amy Kay called the meeting to order at approximately 5:34 pm.
2. **ROLL CALL OF BOARD MEMBERS**-Board Clerk Amy Kay, Paul Wyatt, and Ed Lindquist were present.
3. **PRESENTATION AND DISCUSSION**
  - A. Impacts, growth projections and other relevant information concerning budget preparation for Fiscal Year 2017/18 were discussed. It was the consensus of the board to build a budget with the \$400,000 impact.

Close of Study session was at 5:55 pm.

A regular session of the Timber Mesa Fire and Medical District was convened Tuesday, February 28, 2017 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 Clerk Amy Kay called the meeting to order at approximately 6:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Board Clerk Amy Kay, Paul Wyatt, and Ed Lindquist were present.
4. **APPROVAL OF MINUTES**
  - A. Study session – January 24, 2017
  - B. Regular Session – January 24, 2017

Member Paul Wyatt made a motion to approve the Regular session minutes and the Study Session minutes of January 24, 2017, and Member Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

## 5. CALL TO THE PUBLIC

## 6. REPORTS AND CORRESPONDENCE

A. Fire Board Report

B. Fire Chief's Report

C. Operations and Training Report

Clerk Amy Kay asked about the Wildland Refresher, and Chief Wood reported it is March 7<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> of March at Station 16.

D. Logistics Report

Chief Chevalier reported that the issue with the septic Station 17 remodel has been resolved. Vance Muder has recommended a drip system, and it has been approved by ADEQ, and by the engineers. The District is working with Perkins Cinders on 1/3 acre on the North end, which will possibly be a trade for block. The property will be secured then the design, and hopefully construction will begin in late Spring.

E. Community Risk Reduction Report

## 7. ANNOUNCEMENTS

Chief Savage reported training with Navajo County for Special Districts. Each board member was given a flyer with the information. With there being two sessions, Chief Savage asked the Board to let Carol know if they were interested in this training. These classes were also presented at the AFDA conference in January and all 5 Board members attended.

## 8. BUSINESS

### A. Discussion and Possible: December Financial Report

Financial Director Gabe Buldra referred the board members to the January 2017 Financial Report in their packets. He discussed the key points of the report, which included revenues and expenditures.

Member Ed Lindquist made a motion to approve the financial reports for the month of January 2017 as presented, and Clerk Amy Kay seconded the motion. The vote was unanimous and the motion carried.

Chief Savage reported that in the Board packet was an explanation that Billing Clerk, Deanna Reed received an additional \$22,357.52 from outstanding claims that had not been paid the contract rate. Through appeals and administrative hearings the District was awarded the additional monies owed. An additional \$23,919.91 will be due in March 2017.

Amy Kay stated they would go to Item C on the Agenda then to B.

### B. Discussion and possible action: Update on public records request litigation. The Board may vote to go into executive session pursuant to A.R.S. 38-431.03(A)(4) to consider its position and instruct its representative(s) regarding pending litigation.

Clerk Amy Kay made a motion to go into executive session, and Member Paul Wyatt seconded the motion. The vote was unanimous and the motion carried.

A. Pursuant to A.R.S. §38-431.03(A)(3) for legal advice with the District's Attorney and A.R.S. §38—431.03(A)(4) to consider its position and to instruct the Attorney regarding pending litigation.

The Executive Session convened at 6:21 PM.  
Regular Session resumed at 6:38 PM

No action to be taken.

**C. Discussion and Possible Action: Recognition of the Top of the Woods neighborhood Firewise designation.**

Chief Savage invited Chief Jim Morgan, Fire Chief Pinetop Fire District, to speak. Chief Morgan stated this process has been a culmination of years of events. The long term strategy is a fire adapted community. Navajo County was instrumental in obtaining the revenue to update the community wildfire protection plan. This plan included guidance on what we need to do to reduce wildfire risk in our communities here in the White Mountains. There are 65 fire adapted communities in the State of Arizona including 1 in the White Mountains which is the Pinetop Community Association. Timber Mesa Fire & Medical District and Pinetop Fire Districts have been working together over the years to engage HOA's and get them recognized as firewise USA designated communities. Chief Morgan, along with Gene Beaudoin, North East District Manager of the Arizona Department of Forestry and Fire Management, presented Greg Sharp and David Widmaier an NFPA plaque recognizing Top of the Woods HOA for achieving firewise status.

Chief Savage thanked Chief Morgan and Gene Beaudoin for their work and cooperation to make this plan happen.

**D. Discussion and Possible Action: Purchase contract with Rosenbauer for the purchase of a new scene support (air/light/rehab) truck.**

The District's Strategic Plan includes a vehicle replacement plan (Table 7.1) which indicates that this year the District planned to purchase a utility or support vehicle. Additionally during the budget process for this year the District included a \$275,000 expense to purchase this scene support truck. Chief Chevalier sent out a request for proposals (RFP), and he received three responses. They were \$306,366, \$227,465, and \$288,000 (all plus tax). (A copy of the request for proposal was in the Board Packet.) Each of these proposals differ in terms of features, and after comparisons of those features, staff would recommend the proposal of \$227,465 from Rosenbauer. This represents the best price and the best overall value. Adding equipment and tax will take the price up but will stay within the budgeted amount.

The purchase agreement, the proposal and the addendum to the contract, prepared by Bill Whittington, were in the Board Packets.

Member Paul Wyatt made a motion to accept the proposal from Rosenbauer South Dakota, LLC and approve the purchase agreement, the proposal and the addendum to the contract for the construction and delivery of a scene support (air/light/rehab) truck at a price not to exceed \$275,000, and Member Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

**E. Discussion and Possible Action: Fire District Policy on Fingerprinting and Criminal Background Checks.**

There was a copy of the Fire District Policy on Fingerprinting and Criminal Background Checks in the Board packet. As a public safety employer in the State the District must obtain criminal background checks prior to hiring an employee in a public position and periodically thereafter. We are now able to do this process online however to be involved in that system there needs to be a policy that is very clearly articulated on what that policy needs to include. This policy addresses this issue in a manner that is consistent with all applicable State and Federal regulations. Only the Fire Chief, Administrative Manager and Human Resource have access to this system.

Member Ed Lindquist asked when a person is discharged are those background checks destroyed. Chief Savage stated the background checks are destroyed after their administration value, and through the audit they make sure they have been destroyed.

Member Paul Wyatt made a motion to approve the Policy titled Fingerprinting and Criminal Background Checks, and Clerk Amy Kay seconded the motion. The vote was unanimous and the motion carried.

**F. Discussion and possible action: Letter of declaration with Wells Fargo bank re: District's line of credit.**

Each year the District is required to approve a letter of declaration indicating that it will or will not issue \$10 million of total debt during the calendar year. This declaration allows Wells Fargo Bank to issue a line of credit to the District as directed by and through the Navajo County Treasurer's Office. The District has maintained this line of credit each year but has not had to borrow against it since the inception of the District.

Member Ed Lindquist made a motion to approve the letter of declaration for Wells Fargo Bank indicating that the District will issue less than \$10 million in total debt for the 2017 calendar year and requesting that Wells Fargo Bank issues a line of credit as directed by the Navajo County Treasurer's Office, and Member Paul Wyatt seconded the motion. The vote was unanimous and the motion carried.

**G. Discussion and possible action: Fire Chief's performance evaluation.**

This evaluation is a month behind, as it was not on the January agenda. The evaluation form was in the Board packet and it was asked that each Board Member fill the evaluation form out and return it to the Board Chair. The Board Chair will then assemble those into one evaluation.

There is no action required at this time.

**9. NEW AGENDA ITEMS**

2015 International Fire Code with amendments.

**10. ADJOURNMENT**

Thereafter, Clerk Amy Kay declared the public session adjourned at approximately 6:55 PM.

Amy Kay  
Board Clerk

28-Mar-2017  
Date