

TIMBER MESA FIRE AND MEDICAL DISTRICT

A study session of the Timber Mesa Fire and Medical District was convened Tuesday, April 18, 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.

BUDGET STUDY SESSION

1. **CALL TO ORDER** – Board Chair Dennis Hughes called the meeting to order at approximately 6:00 pm.
2. **ROLL CALL OF BOARD MEMBERS**-Board Chair Dennis Hughes, Paul Wyatt and Ed Lindquist were present.
3. **PRESENTATION AND DISCUSSION**
 - A. Draft budget for Fiscal Year 2017/2018.
Each board member was given a copy of the worksheet for the Proposed Budget 2017-18. This budget represents the increases in PSPRS and the normal growth rate that the Board authorized to move forward with. There was discussion on each category.

Close of Study session was at 6:35 pm.

A regular session of the Timber Mesa Fire and Medical District was convened Tuesday, April 18, 2017 at approximately 6:36 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 Dennis Hughes called the meeting to order at approximately 6:36 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Board Chair Dennis Hughes, Paul Wyatt, and Ed Lindquist were present.
4. **APPROVAL OF MINUTES**
 - A. Regular session – March 28, 2017
A change needed to be made on page 2 under Business. Chair Dennis Hughes was referred to as Clerk Dennis Hughes. With that change, Member Paul Wyatt made a

motion to approve the Regular session minutes of March 28, 2017 and Member Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

B. Executive session-March 28, 2017

Member Ed Lindquist made a motion to approve the Executive session minutes of March 28, 2017, and Member Paul Wyatt seconded the motion. The vote was unanimous and the motion carried.

5. CALL TO THE PUBLIC

6. REPORTS AND CORRESPONDENCE

A. Fire Board Report

Chair Dennis Hughes thanked the Board and Staff for changing the date of the Board meeting.

B. Fire Chief's Report

Member Ed Lindquist asked about the SADD Mock Crash Event. Chief Savage reported that Timber Mesa Fire and Medical District hosted this event. The District worked with several area partners including the schools, local police agencies, helicopter companies, etc. to provide a realistic example of the effects of drinking and driving. It was reported that both local High School proms went well without incident.

Chair Dennis Hughes asked about the PSPRS meeting, and Chief Savage reported it was a local PSPRS meeting for an employee retirement

C. Operations and Training Report

Chair Dennis Hughes asked about SLPD dispatch. Challenges are being worked through, and Regional Dispatch is still being discussed.

Chair Dennis Hughes asked for explanation on the Blue Card Training. Chief Savage stated it is an Incident Command training for the trainer. They would like to have this course offered locally.

D. Logistics Report

Chief Chevalier reported on the remodel at Station 17.

E. Prevention and Community Risk Reduction Report

7. ANNOUNCEMENTS

8. BUSINESS

A. Discussion and Possible: March Financial Report

Melissa Tomlinson, James Vincent Group, referred the board members to the March 2017 Financial Report in their packets. She discussed the key points of the report, which included revenues and expenditures.

Member Paul Wyatt made a motion to approve the financial reports for the month of March 2017 as presented, and Chair Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

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)(3) for legal advice with the District's attorney and A.R.S. 38-431.03 (A)(4) to consider its position and instruct its representative (s) regarding current or pending litigation.

Member Ed Lindquist made a motion to go into executive session 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 instruct its representatives(s) regarding current or pending litigation, and Chair Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

The Executive Session convened at 6:50 PM
The Regular Session resumed at 7:04 PM

C. Discussion and Possible Action: Contract for the acquisition of real property (.35 acres from Perkins Cinders) to facilitate Station 17 improvements.

The District has been working to develop a solution to the septic issues at Station 17 to allow for the remodel/reconstruction of that facility. Chief Chevalier reported that to allow the septic system installation, the District is ready to move on with the acquisition of property from Perkins Cinders. Bill Whittington has prepared the agreement with Perkins Cinders, which contemplates that no money will exchange hands but in trade with concrete barriers from the admin facility and the District will acquire the land needed for the septic. Kay Perkins, Perkins Cinders has authorized and signed the agreement. Bill Whittington recommended the District to move forward with this agreement.

Chair Dennis Hughes asked if this would be a long term solution. Chief Chevalier stated that it would be a long term solution. With this redesign of the septic it will be necessary to rebid with Core Construction for the guaranteed maximum price, take the plans to Navajo County for pre submittal then possibly schedule a special meeting for approval.

Chair Dennis Hughes made a motion to approve the real estate purchase agreement with Rock N Roll Inc. dba. Perkins Cinders for the purchase of .35 acres as described therein, and Member Paul Wyatt seconded the motion. The vote was unanimous and the motion carried.

D. Discussion and Possible Action: TMFMD Financial Policies Manual

Gabe Buldra and his staff, along with TMFMD staff, have worked diligently since the merger to craft financial policies for Timber Mesa Fire and Medical District that are consistent with best practices and needs. Each Board member was given a copy of the completed Financial Policies Manual which will replace the policies previously approved by the Board. This policy will be added to the Policy Manual.

Chair Dennis Hughes asked if Gabe Buldra has reviewed this policy. Melissa Tomlinson reported that he has reviewed and approved the Financial Policy, and there is no conflict in the policy.

Member Ed Lindquist asked about FIN 1332- Purchasing and Purchase Order System, page 23, #8 Purchase authority and signing approval levels allocated to members of the Timber Mesa Fire and Medical District's administration, if those were the correct amounts. Chief Savage reported it is consistent to the previous policy.

Member Paul Wyatt made a motion to approve the Financial Policies Manual as presented , and Member Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

E. Discussion and Possible Action: Intergovernmental Agreement (IGA) for dispatch services with the City of Show Low.

Timber Mesa Fire and Medical District transitioned from being dispatched from two 911 centers (Show Low and Pinetop/Lakeside) to only being dispatched from one center in Show Low on April 3, 2017. The agreement reflects the nature of that arrangement for dispatch services. Mr. Whittington authorized the original contract and has since worked with the City and TMFMD staff to refine the agreement. This agreement is written in support of ongoing efforts to achieve a regional dispatch center and terminates upon transition to regional.

Chair Dennis Hughes made a motion to approve the Intergovernmental Agreement with the City of Show Low for dispatch services, and Member Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

F. DISCUSSION AND POSSIBLE ACTION: Revision to the District's Policy on Paid Time Off

The Board members were given a copy of the redline version of the District's PTO Policy, referring to paragraph H. The PTO (suppression) use being impacted by last minute requests for short segments of leave. Chief Savage has worked with staff and the labor representative to develop this change to policy in consideration of that issue.

Member Paul Wyatt made a motion to approve the revised Policy on Paid Time Off as presented, and Member Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

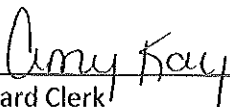
9. NEW AGENDA ITEMS

It was the consensus of the Board to change the Board meeting for May to the 3rd week, May 16th because of the CON hearing.


Depending on the timing of the rebid from Core Construction, loan paperwork, etc. a special Board meeting may be scheduled.

10. ADJOURNMENT

Thereafter, Chair Dennis Hughes declared the public session adjourned at approximately 7:25 PM.



Board Clerk



Date