



TIMBER MESA FIRE AND MEDICAL DISTRICT

A regular session of the Timber Mesa Fire and Medical District was convened Tuesday, September 26, 2017 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 Dennis Hughes called the meeting to order at approximately 6:00pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Chair Dennis Hughes, Clerk Amy Kay, and Lynn Browne-Wagner were present.
4. **APPROVAL OF MINUTES**
 - A. Regular session – August 22, 2017
Chair Dennis Hughes asked that item 8A be changed to Discussion and Possible Action. Member Lynn Browne-Wagner made a motion to approve the Regular session minutes of August 22, 2017, with the added change of item 8A, and Clerk Amy Kay seconded the motion. The vote was unanimous and the motion carried.
5. **CALL TO THE PUBLIC**

Brian Shields from Timberland Aces in Linden expressed his gratitude to Captain Ryan Turner for the Ready-Set-Go presentation given in Timberland Acres. It was well received and at that time residents were able to sign up for house and property inspections.
6. **REPORTS AND CORRESPONDENCE**
 - A. Fire Board Report
Chair Dennis Hughes thanked the TMFMD Honor Guard for their participation at the NEC annual meeting.
He also asked that business cards for Board Members be put on next month's agenda.
 - B. Fire Chief's Report
Chair Dennis Hughes recognized and appreciates Chief Clay Wood for his role as President of the Arizona State Training Committee.
Chief Savage mentioned that each year the Arizona Fire and Burn Educators Association (AFBEA) recognizes one public educator from around the State of Arizona as the Fire and Life Safety Educator of the year. He congratulated Kirk Webb for being awarded this honor.
 - C. Operations and Training Report
Chair Dennis Hughes asked where personnel are on fires. Chief Wood reported that all personnel and apparatus are back from Wyoming, Northern California, and Southern Oregon. He also asked for clarification on several acronyms and verbage. He praised the District for the Incident Safety Officer (ISO) training, which is a National Fire Academy class, being offered in December. He reported this is available to students from all over the country.

Member Lynn Browne-Wagner stated that the comments have been positive on the comment cards sent back to the District.

D. Logistics Report

Chair Dennis Hughes asked about the architect for the training/board room. Chief Chevalier reported it is the same architect that designed the Administration Building.

Chair Dennis Hughes asked for an explanation on the support services report, channel lineup change. Chief Savage reported that the order of frequencies on the radios will be changed.

E. Prevention and Community Risk Reduction Report

7. ANNOUNCEMENTS

Staff will be in Phoenix for the CON hearing on October 4-6, 2017.

8. BUSINESS

A. Discussion and Possible Action: June Financial Report

Gabe Buldra, James Vincent Group, reported that the field work for the audit is complete and they are working with District Administration and Auditors in developing a CAFR (Comprehensive Annual Financial Report). This is a more detailed explanation of the District finances, operations, layout, and history of the District. It will give the public a much more in depth report of the organization, then allows the organization to take that report and apply for recognition and awards on a National level.

Mr. Buldra introduced Steve Rodriguez, the new CPA with the James Vincent Group. Mr. Rodriguez was welcomed by the Board.

Mr. Buldra referred the board members to the August 2017 Financial Report in their packets. He discussed the key points of the report, which included revenues, cash flow and expenditures. He gave each board member and staff a revised 12 month cash flow chart.

Clerk Amy Kay made a motion to approve the financial reports for the month of August 2017 as presented, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous and the motion carried.

- B. **DISCUSSION AND POSSIBLE ACTION: Consideration of pricing and a zoning change for the property located at North 41st Avenue, Parcel #309-52-0152A (Fairway Park property). 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.** It was not necessary to go into executive session as there were no negotiations for the sale of the property. The rezoning is being considered, and could be addressed in public session. Patrice DeRosier, TMFMD real estate agent, addressed the board. She asked the Board to consider allowing the District to apply for a zoning change from its current commercial zoning to residential zoning consistent with the neighborhood. She felt that this change would make the property more marketable for sell.

Each Board member was given a copy of the City of Show Low Zoning Ordinance and Map Amendment Petition; additionally a waiver of claims, property description, and maps. This information was assembled consistent with the City of Show Low requirements to apply for zoning change.

Chair Dennis Hughes made a motion that the Board authorize TMFMD staff to submit the Zoning Ordinance and Map Amendment Petition to the City of Show Low requesting a zoning change on the vacant property located on North 41st Avenue (Parcel #309-52-015A) and approve the filing fee of \$600.00, and Clerk Amy Kay seconded the motion. The vote was unanimous and the motion carried.

C. DISCUSSION AND POSSIBLE ACTION: Fire District Policies concerning performance evaluations.

Board members were given a copy in their packets of existing policies titled Performance Reviews and Probationary Period. In a recent review of these policies it was found there was a discrepancy between the requirements for performance evaluations during the probationary period. One policy indicated that during a probationary period related to promotion that performance evaluations would be required at the six month and 12 month interval, and the other policy indicated that there would also be a required performance evaluation at the three month interval.

It is important to maintain consistency among our various policies and Chief Savage recommended the District should include a three month evaluation for all probationary employees, whether for new hire or promotional probationary periods. Included in the Board member's packet was a copy of the revised policy 1.08 Probationary Period which includes the three month evaluation for newly promoted employees.

Member Lynn Browne-Wagner made a motion to approve the revised policy 1.8 Probationary Period to include a three month performance evaluation for newly promoted employees, and Clerk Amy Kay seconded the motion. The vote was unanimous and the motion carried.

Clerk Amy Kay asked if the newly hired employees have a 90 day probationary period for medical benefits. Chief Savage reported newly hire employees do not have to wait for medical benefits, however PSPRS Tier 3 employee contributions start during pay period that includes 91st day.

D. DISCUSSION AND POSSIBLE ACTION: Review and revise Board Bylaws

Board members were given a copy in their packets of the Board Bylaws. There was discussion on the Clerk moving into the Chair position at the time of election, and there would only need to be an election for the Clerk. Member Amy Kay had a concern that the Board Clerk is also the Chair of the PSPRS Board. Bill Whittington, Legal Counsel, stated the PSPRS Chair is the Clerk of the Board or Designee.

Chair Dennis Hughes would like further discussion with a full board.

Chair Dennis Hughes made a motion to authorize legal counsel to modify the bylaws as recommended by legal counsel, and Clerk Amy Kay seconded the motion. The vote was unanimous and the motion carried.

E. DISCUSSION AND POSSIBLE ACTION: Strategic planning for the time frame from 2018 thru 2020.

In the Board packets were copies of the Timber Mesa Fire & Medical District Strategic Planning for 2015-2017 in Review. This included a review of the progress made in the District's existing Strategic Management Plan as well as information gathered from the employee meetings this year. Chief Savage asked the Board for input on future goals and objectives as well as direction on a strategic planning process to complete the plan for the next three years.

Member Lynn Browne-Wagner suggested a work shop/study session at the next board meeting.

There was no recommended action.

9. NEW AGENDA ITEMS

Business cards

Study session for Strategic Plan

10. ADJOURNMENT

Thereafter, Chair Dennis Hughes declared the public session adjourned at approximately 7:18 PM.


Board Chair

10/24/17
Date