



## TIMBER MESA FIRE AND MEDICAL DISTRICT

A study session of the Timber Mesa Fire and Medical District was convened Tuesday, October 24, 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.

### STUDY SESSION 2018-2020 STRATEGIC PLAN

1. **CALL TO ORDER** – Board Chair Dennis Hughes called the meeting to order at approximately 6:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS**-Board Chair Dennis Hughes, Paul Wyatt, Lynn Browne-Wagner and Ed Lindquist were present.
4. **REVIEW PROGRESS CONCERNING THE FIRE DISTRICT'S CURRENT STRATEGIC PLAN**  
A presentation was given to review the Strategic Plan for 2015-2017. Each objective was discussed and given status of that goal.
5. **REVIEW EMPLOYEE INPUT FOR 2018-2020 STRATEGIC PLAN**  
Chief Savage presented the employee input from the employee meetings held in July and August 2017 for the Strategic Plan for 2018-2020. Each category was discussed.
6. **PROVIDE INPUT TO STAFF CONCERNING THE DEVELOPMENT OF 2018-2020 STRATEGIC PLAN**  
The Board felt they needed to be involved in the process, along with community input. This would result in the timeline being extended. A personal invitation will be sent to partners and key constituents throughout the community. Chair Dennis Hughes stated that when the process is complete the Strategic Plan for 2018-2020 will be a printed document with public access to the document.
7. **ADJOURN**  
Close of Study Session at 6:53 PM

A regular session of the Timber Mesa Fire and Medical District was convened Tuesday, October 24, 2017 at approximately 6:54 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 6:54 pm.
2. **ROLL CALL OF BOARD MEMBERS** – Board Chair Dennis Hughes, Paul Wyatt, Lynn Browne-Wagner and Ed Lindquist were present.
3. **APPROVAL OF MINUTES**
  - A. Regular session – September 26, 2017
  - B. Member Paul Wyatt made a motion to approve the Regular session minutes of September 26, 2017 and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous and the motion carried.
4. **CALL TO THE PUBLIC**
5. **REPORTS AND CORRESPONDENCE**
  - A. Fire Board Report  
Chair Dennis Hughes read a letter of concern from a resident regarding taxes. He explained to the resident the differences in the tax increases, the reason for the PSPRS payout and that the books are open for review. After the explanation the resident seemed satisfied.
  - B. Fire Chief's Report  
Chair Dennis Hughes asked about the CON. Chief Savage reported the written closing arguments and findings of fact are due to the administrative law judge by November 20<sup>th</sup>. After that time the Judge will close the hearing and then will have 20 days to render his opinion. The Judge's opinion will then be sent to the director of DHS who has an additional 20 days to review the case and the Judge's opinion and render a decision.
  - C. Operations and Training Report  
Chair Dennis Hughes asked for clarification on several items and asked about the training in December. Chief Wood reported the Incident Safety Officer training will be December 4-5, 2017 at Station 13.
  - D. Logistics Report  
Chief Chevalier reported on the remodel at Station 17, the goal for completion is December 15<sup>th</sup>.  
There was discussion on design phase for the training/board room. The goal is to have a design that can be sent out with our RFP for construction bids. The focus is on the classroom/Board room portion with an understanding that it would have room for future development and growth
  - E. Prevention and Community Risk Reduction Report

## 6. ANNOUNCEMENTS

There will be a neighborhood meeting for the Fairway Park Area Neighbors held at the Timber Mesa Fire & Medical District Administrative building on Wednesday, November 1, 2017 at 5:00 PM. This meeting is in regards to the rezoning of the property located on North 41<sup>st</sup> Avenue in Show Low.

## 7. BUSINESS

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

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

Member Lynne Browne-Wagner made a motion to approve the financial reports for the month of September 2017 as presented, and Member Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

### B. Discussion and Possible Action: Review and revise the Fire District Governing Board Bylaws:

Mr. Whittington reviewed and revised the Board Bylaws in order to be consistent with the current law. Each Board Member was given a revised copy in their Board packets. There was discussion on the succession planning which the Board Clerk would automatically ascend to the Chairperson after their term was complete. Mr. Whittington included those changes in the draft for the Board to review.

Chair Dennis Hughes made a motion to approve the Board Bylaws as presented by Mr. Whittington and as amended during the discussion, Member Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

### C. Discussion and Possible Action: Issuing business cards to Board Members

There was discussion on issuing business cards for the Board Members.

Chair Dennis Hughes made a motion to authorize staff to work with each Board member to provide business cards to the members who choose to use them, and Member Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

### D. Discussion and Possible Action: Abandonment of Easement north of the Fawnbrook Property (Station 14)

Since this property has no value or access for the District's use, Member Paul Wyatt made a motion to authorize the Fire Chief to execute the abandonment of easement document as presented, and Member Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

### E. Discussion and Possible Action: Development of a Strategic Management Plan for the period from 2018-2020.

In the Study Session the Board asked that TMFMD have a community meeting to present the Strategic Plan to the community to obtain input. Invitations will be sent to partners and key constituents throughout the community and an agenda will be posted.

There was no action to be taken.

**8. NEW AGENDA ITEMS**

CON update (including expenditures)

**9. ADJOURNMENT**

Thereafter, Chair Dennis Hughes declared the public session adjourned at approximately 7:49 PM.

Amy Kay  
Board Clerk

28 Nov 2017  
Date