

# TIMBER MESA FIRE AND MEDICAL DISTRICT

A study session of the Timber Mesa Fire and Medical District was convened Tuesday, March 27, 2018 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 Amy Kay called the meeting to order at approximately 6:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS**-Board Chair Amy Kay, Board Clerk Ed Lindquist and Member Lynn Browne-Wagner were present.

### 4. **PRESENTATION AND DISCUSSION**

#### A. Overview of 2018/19 Budget.

Each board member was given a copy of the presentation for the 2018/19 Budget.

The purpose of this budget study session was to review budget priorities for 2018/19, and to seek Board direction on budget development. Gabe Buldra, Finance Director for Timber Mesa Fire & Medical District, lead the discussion. This is the first of four Budget sessions; the first draft of the 2018/19 Budget will be presented at the Board Meeting in April 2018, the Proposed Budget in May 2018 and the Final Budget in June 2018.

Clerk Ed Lindquist stated that he appreciates the tax rate staying under \$3.00.

### 5. **ADJOURNMENT**

Close of Study session was at 6:18 pm.

The regular session of the Timber Mesa Fire and Medical District was convened Tuesday, March 27, 2018 at approximately 6:20 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 Amy Kay called the meeting to order at approximately 6:20 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Board Chair Amy Kay, Board Clerk Ed Lindquist and Member Lynn Browne-Wagner were present.

**4. APPROVAL OF MINUTES**

- A. Regular session – February 27, 2018  
Executive session – February 27, 2018

Clerk Ed Lindquist made a motion to approve the Regular session minutes of February 27, 2018 and the Executive session minutes of February 27, 2018 and Chair Amy Kay seconded the motion. The vote was unanimous and the motion carried.

**5. CALL TO THE PUBLIC**

Brian Shields, resident of Timberland Acres and Secretary for the Timberland Acres Domestic Water Improvement District Board, asked about the Timberland Acres substation. He stated it would make a great community building for the area and would like to look into the legalities of obtaining the building for the Timberland Acres Water and Road boards.

**6. REPORTS AND CORRESPONDENCE**

- A. Fire Board Report  
Member Lynn Browne-Wagner thanked the District for their service.
- B. Fire Chief's Report
- C. Operations and Training Report
- D. Logistics Report
- E. Prevention and Community Risk Reduction Report

**7. ANNOUNCEMENTS**

Chief Savage, Taber Heisler and Bryanne McNeil will be attending the IAFC conference in Denver, April 4-6, 2017.

**8. BUSINESS**

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

Gabe Buldra, Finance Director for TMFMD, James Vincent Group, referred the board members to the February 2018 Financial Report in their packets. He discussed the key points of the report, which included revenues and expenditures.

Chair Amy Kay made a motion to approve the financial reports for the month of February 2018 as presented, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous and the motion carried.

**B. Discussion and Possible Action: Declaring real property located at 6282 Juniper Ridge Road, Linden, AZ 85901 as surplus property. The Board may choose to go into executive session pursuant to A.R.S. 38-431.03(A)(3) for legal advice, A.R.S. 38-431.03(A)(4) for instruction to legal counsel, and A.R.S. 38-431.03(A)(7)**

Timber Mesa Fire and Medical District currently operates out of four fire stations, one training facility, an administration building and a support service site. There are 6 additional sites that include stations used mostly to house equipment, vacant land and ancillary facilities. Some of these properties are unnecessary to operations and need to be declared surplus. This reserve fire station in Timberland Acres serves no purpose for the current organization and maintains little value.

Clerk Ed Lindquist made a motion to go into executive session pursuant to A.R.S 38-431-03(A)(3) for legal advice, A.R.S 38-431.03(A)(4) for instruction to legal counsel, and A.R.S. 38-431.039(A)(7) regarding the purchase, sale or lease of real property, and Chair Amy Kay seconded the motion. The vote was unanimous and the motion carried.

The Executive Session convened at 6:33 PM  
The Regular Session resumed at 6:43 PM

Clerk Ed Lindquist made a motion to declare as surplus the real property: the reserve fire station in the Timberland Acres community located at 6282 Juniper Ridge Road in Linden, AZ 85901 and to authorize staff to move forward as discussed in the executive session and Chair Amy Kay seconded the motion. The vote was unanimous and the motion carried.

**C. Discussion and Possible Action: change to policy 3.05 Overtime Compensation, Policy 3.06 Work Schedules-Suppression, and Policy 3.07 Work Schedules-Non-Suppression.**

These changes in policy will align the pay periods and practices with TMFMD and Pinetop Fire District. It would also align TMFMD suppression and non-suppression employees with a pay period beginning and ending at 0800 hours on Sundays. There would also be changes from a 24 day period to a 28 day period for the purpose of calculating overtime.

With approval, the Districts will work with our Human Resources Consultant and Financial Consultant to implement these changes in order to minimize any impact to employees and to ensure all labor laws are followed.

Clerk Ed Lindquist made a motion to approve the changes to Policy 3.05 Overtime Compensation, Policy 3.06 Work Schedules-Suppression, and Policy 3.07 Work Schedules-Non-Suppression as presented and direct staff to work with the Human Resources and Finance consultants to implement these changes in accordance with law and in consideration of any impact on employees, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous and the motion carried.

**D. Discussion and Possible Action – Call of Election for November 6<sup>th</sup>, 2018. This motion is the formal request for Navajo County Elections services to conduct the November 6, 2018 election of the Timber Mesa Fire and Medical District Board of Directors which has two positions for four year terms to be filled.**

Terms for the Board of Directors overlap every two years to fill four year terms, with two members elected then three members elected two years later. The election in November is for the two members including the positions currently held by Lynn Browne-Wagner and Dennis Hughes.

Resolution 2018-02 calls for the election and authorizes Navajo County Elections to conduct the elections for Timber Mesa Fire and Medical District in conjunction with the General Election held on November 6, 2018 including publishing the call for election as required.

Chair Amy Kay made a motion to approve Resolution 2018-02 calling for the election of two Timber Mesa Fire and Medical District members and authorize Navajo County to conduct the election on the November 6, 2018 General Election including publishing the call for election as required, and Clerk Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

**E. Discussion and possible action: Wildland seasonal outlook and discussion of wildland responses.**

In the Board packets were predictive services information for the upcoming wildfire season. Irrespective of the type or severity of the seasonal predictions, TMFMD prepares for the season every year with annual medical physicals, wildland refresher course, red card walk for physical abilities, and checks on equipment and trucks.

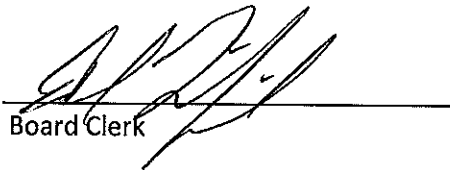
The information was informative and there were no questions, and no action was needed.

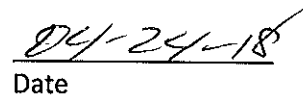
**9. NEW AGENDA ITEMS**

Study session for the first draft of the 2018/19 Budget.

**10. ADJOURNMENT**

Thereafter, Chair Amy Kay declared the public session adjourned at approximately 7:00 PM. PM.

  
Board Clerk

  
Date