

TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened Monday, July 23, 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.

BOARD MEETING

1. **CALL TO ORDER** – 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, Dennis Hughes and Lynn Browne-Wagner were present.
4. **APPROVAL OF MINUTES**
 - Regular Session of June 25, 2018
 - Executive Session of June 25, 2018

Member Lynn Browne-Wagner made a motion to approve the Regular session minutes and the Executive session minutes from June 25, 2018, and Member Dennis Hughes seconded the motion. The vote was unanimous and the motions carried.

5. **CALL TO THE PUBLIC**

Brian Shields thanked the TMFMD Fire Board for working out a deal with the Timberland Acres property. He reported that it is now a Community Center for Timberland Acres. He presented the TMFMD Fire Board with a thank you card.

6. **REPORTS AND CORRESPONDENCE**

A. **Fire Board Report**

The Board members present reported that the AFDA/AFCA conference was informative and suggested that Val Gayle speak at a training for TMFMD.

B. **Fire Chief's Report**

Chief Savage reported that there were 10 reserve applicants accepted to the 4 week academy (training) which will begin August 9, 2018.

Member Dennis Hughes asked about the Firewise Block Party that was held at Station 12 in Pinetop on Saturday, June 21, 2018. Chief Savage and Community Risk Manager Kirk Webb reported that it was represented well by both Timber Mesa Fire & Medical District and Pinetop Fire District. It was well received by the community. TMFMD Auxiliary helped with the event.

- C. Operations and Training Report
Member Dennis Hughes asked about foam 16 in the report, and Chief Wood reported it is the foam truck located at the airport.
Chief Savage also reported that the EMS questionnaires were not in the report as they were not available, however it will be in next month's packet.
- D. Logistics Report
- E. Prevention and Community Risk Reduction Report
The process has started on hydrant maintenance.

7. ANNOUNCEMENTS

There was a letter in the Board packets from Mayor Daryl Seymore from the City of Show Low thanking Timber Mesa Fire & Medical District for our involvement with the 4th of July celebration. Also, in the Board packets was a letter of eligibility that Chief Savage sent to the full-time eligible candidates.

8. BUSINESS

A. Discussion and Possible: June Financial Report

Gabe Buldra, Finance Director for TMFMD, James Vincent Group, referred the board members to the June 2018 Financial Report in their packets. He discussed the key points of the report, which included revenues and expenditures. Member Dennis Hughes complimented Mr. Buldra on a good job in budgeting this last budget year.

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

B. Discussion and Possible Action: Engagement Letter with Beach Fleischman for auditing services.

There was an engagement letter from the auditing firm, Beach Fleischman, in the Board packets. This firm has completed TMFMD audit's since inception.

Chair Amy Kay made a motion to approve the engagement letter with the auditing firm Bach Fleischman and authorize staff to execute that agreement for auditing services concerning the Fiscal year 2017-18, and Member Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

C. Discussion and Possible Action: Change to Policy #1.06 Employment of Relatives.

In the Board packet was a copy of the redline version of Policy #1.06 concerning the employment of relatives (nepotism). Chief Savage recommended that the policy remove the prohibition of relatives working on the same shift. There are several members who are related to one another and this policy has proven cumbersome in terms of staffing and detrimental to those employees' family relationships.

In the proposed policy change it states that no relative may work for a relative and that relatives may not be directly supervised by a relative. Member Lynn Browne-Wagner suggested that V. Guidelines B read "Two or more relatives may not regularly work under the same direct supervisor". Chief Savage stated with these conditions it is sufficient to eliminate any concerns about nepotism.

Member Lynn Browne- Wagner made a motion to approve the changes with amendment to V. Guidelines #B to Policy #1.06 Employment of Relatives and eliminate the prohibition on employees working on the same shift as their relative, and Member Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

D. Discussion and possible action: Declaring as surplus real property located at 1881 Bourdon Street in Navajo County, Arizona.

The District owns a piece of property in the White Mountain Lake community. It was originally donated to the Linden Fire District, and became the property of TMFMD at the time of merger. It has no value to the District, and would like to declare it as surplus and to sell it.

Member Lynn Browne-Wagner made a motion to declare the real property located at 1881 Bourdon Street in Navajo County, Arizona as surplus and direct staff to sell the property in accordance with the District's financial policies, and Member Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

E. Discussion and possible action: Purchase offer for real property located at 181 Bourdon St in Navajo County, Arizona. 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)(3) for instruction to legal counsel, and A.R.S. 38-43.03(A)(3) regarding the purchase, sale or lease of real property.

No action at this time

F. Discussion and Possible Action: Tentative approval of the amended budget for fiscal year 2018/19 in consideration of the newly expanded CON.

There was an amended budget in the Board packets that contemplates the expanded CON as awarded by the Director. This budget maintains all the services and benefits of the previously approved budget but also includes the additional revenues and expenses associated with the CON expansion. The changes are with the increased ambulance revenues, the increased personnel costs (six new firefighter positions and one new support services position) and the increased money being committed to rebuilding the financial reserves. There are also some increased costs in the capital outlay specific to the purchase of new ambulances and gurney.

Bill Whittington, Legal Counsel recommended to approve the amended budget while his office look into the process of the CON implementation. TMFMD has done nothing so far with the CON, but the District needs to plan. SLEMS has asked the DHS director reconsider which is the first step in the appeal process.

Chair Amy Kay made a motion to tentatively approve the amended Fire District budget in consideration of the newly expanded CON and ambulance operations in the amount of \$10,976,896 and direct staff to post the tentatively approved budget as required by laws for possible final adoption during the August, 2018 regular Board meeting, and Member Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

G. Discussion and Possible Action: Purchase contract for new ambulance.

In the Board packets were proposals for type II ambulances. In the amended budget it was asked for funding for two of lighter duty, two wheel drive units, specifically for interfacility transports. They are significantly better gas mileage, experience less wear and tear on long transports, and cheaper to purchase.

Chief Chevalier recommended the proposal from PSS because of availability (repaint and tax included).

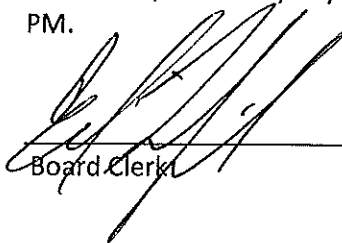
Member Dennis Hughes made a motion to authorize the purchase of one Type II ambulance from Professional Sales and Serves, L.C. in an amount not to exceed \$85,000, and Chair Amy Kay seconded the motion. The vote was unanimous and the motion carried.

9. NEW AGENDA ITEMS

Final approval of Amended Budget 2018/19.
Update on election

10. ADJOURNMENT

Thereafter, Chair Amy Kay declared the public session adjourned at approximately 6:42 PM.
PM.



Board Clerk

8-27-18
Date