

## TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened November 26, 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, Clerk Ed Lindquist, Member Paul Wyatt, Member Dennis Hughes, and Member Lynn Browne-Wagner were present.
4. **APPROVAL OF MINUTES**  
Executive Session of October 30, 2018  
Special Session of November 5, 2018

Member Paul Wyatt made a motion to approve the special session minutes from the November 5, 2018 Board Meeting and the October 30, 2018 Executive Minutes, and Member Dennis Hughes seconded the motion. The vote was unanimous and the motion carried.

5. **CALL TO THE PUBLIC**
6. **REPORTS AND CORRESPONDENCE**
  - A. **Fire Board Report**  
Members Dennis Hughes and Lynn Browne-Wagner thanked those who helped with their reelection for the TMFMD Fire Board.
  - B. **Fire Chief's Report**  
Member Dennis Hughes asked about the 41<sup>st</sup> property, and Chief Savage reported that Chair Amy Kay signed paperwork at the title company.
  - C. **Operations, Medical Services and Training Report**  
Chief Wood reported that the crews from Station 19 (WMLFD) have attended HOA meetings with a meet and greet, and the Rescue with ALS responded to a full code. The community was appreciative and Clerk Ed Lindquist stated that it justifies the Districts action.  
Member Dennis Hughes asked about the training report, ACLS meaning and Chief Wood reported it is Advanced Cardiovascular Life Support.

- D. **Logistic, Support Services and Fleet Maintenance report**  
Chief Chevalier reported that the District has applied for two Assistance to Fire Fighters Grants. If awarded, this would help to support TMFMD capital outlay.
- E. **Prevention and Community Risk Reduction report**  
Chief Savage reported that red/tag, green/tag will begin at WML area. There are approximately 4,000 properties with 2,000 occupied structures. There are concerns with the mapping and will be updating with adequate information.  
Forest Service will be working on Fire Breaks.

## **7. ANNOUNCEMENTS**

TMFMD Awards Banquet will be Friday, December 7, 2018 at 6:00 PM at Torreon. Please RSVP Cynde at Administration.

TMFMD Auxilliary will be having the Kid's Christmas Party on Saturday, December 15, 2018 at 5:00 PM at Elevate Athletics (Behind the HUB).

Chief Savage and Member Dennis Hughes will be at AFDA on Friday, November 30, 2018 for the Statutory Training. All TMFMD Board Members are required to take the course within the next 12 months.

## **8. BUSINESS**

### **A. Discussion and Possible Action October 2018 Financial Report**

Melissa Tomlinson, Senior Consultant for the James Vincent Group, referred the board members to the October 2018 Financial Report in their packets. She discussed the key points of the report, which included revenues and expenditures. Member Dennis Hughes felt with cash in hand that the District is recovering, and Melissa added that the budget year end may be strong.

Member Dennis Hughes made a motion to approve the financial reports for the month of October 2018 as presented, and Clerk Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

### **B. Discussion and Possible Action: Acceptance of Jurisdictional Canvass results for the Timber Mesa Fire and Medical District Governing Board election.**

There was a copy of the official results from the Navajo County Elections Department for the Timber Mesa Fire and Medical District Governing Board Elections in the Board Packets. Two positions were up for election. The top two candidates in total votes were Dennis Hughes and Lynn Browne-Wagner. Chief Savage congratulated them and expressed appreciation for their willingness to serve for four more years as Fire Board Members for TMFMD.

Clerk Ed Lindquist made a motion that TMFMD accept the official Jurisdictional Canvass results from Navajo County Elections Department for the Timber Mesa Fire and Medical District Governing Board indicating that Dennis Hughes and Lynn Browne-Wagner have both been reelected to four year terms, and Member Paul Wyatt seconded the motion. The vote was unanimous and the motion carried.

### **C. Discussion and Possible Action –Presentation of the Comprehensive Annual Financial Report inclusive of the fiscal Year 2017/18 audit.**

Lydia Hunter, from Beachfleischman, the Districts independent auditing firm presented the audit finding as required by statute. She highlighted each section of the audit and has issued an unmodified ("clean") opinion on Timber Mesa Fire and Medical District's financial statements for the year ending June 30, 2018.

Melissa Tomlinson, Senior Consultant for the James Vincent Group, reported on the CAFR (Comprehensive Annual Financial Report). This is a financial reporting program that is above and beyond the audit, to bring more transparency and accountability to the District.

Clerk Ed Lindquist made a motion that the Board accept the audit findings from Beachfleischman for the fiscal year 2017/2018 as presented and approve the Comprehensive Annual Financial Report, and Chair Amy Kay seconded the motion. The vote was unanimous and the motion carried.

**D. Discussion and possible action – Feasibility Study: servicing the Expanded CON Area as the Sole Provider.**

Each board member was given a copy of the feasibility study in their packets concerning the potential for TMFMD to have to act as a sole provider in the expanded CON. This study is specifically designed to assist in the CON appeal process. The efforts are to demonstrate that there has been appropriate analysis and the Board has taken appropriate action to be able to service the CON.

The Feasibility Study indicates that we have the appropriate resources (financial, human and physical) to service the CON as a sole provider and it demonstrates that the revenue from the CON more than adequately covers any additional cost associated with operations of the CON.

Member Dennis Hughes made a motion to approve the Feasibility Study indicating that it is indeed feasible to operate as a sole provider in the expanded CON area and adopt a plan to staff rescue 14 if Show Low EMS determines that it is in their best interest to cease servicing the White Mountain communities, and Member Paul Wyatt seconded the motion. The vote was unanimous and the motion carried.

**E. Discussion and Possible Action –Purchase Contract for new Type I Ambulance.**

Chief Chevalier has worked to get multiple bids for a new Type I Ambulance. This item was approved during the budget process. There were 4 vendors that bid on it, however the available unit from Braun Northwest is similar to our other units and TMFMD has a good history with them, their product is good and they offer good customer service. Their bid was lower than the amount budgeted, with the climate controlled drug box added.

Clerk Ed Lindquist made a motion to approve the purchase of a new Type I Ambulance from Braun Northwest for a price not to exceed \$172,000, inclusive of taxes, and that we authorize the Fire Chief to execute the purchase contract and any other documentation necessary to affect the purchase, and Chair Amy Kay seconded the motion. The vote was unanimous and the motion carried.

**F. Discussion and Possible Action-Purchase of a new powered gurney.**

The quote for the new Ferno INX powered gurney was in the Board packet and this is a budgeted item. This is the same gurney that was purchased for the type II ambulance for interfacility transports. With the approval of the new Type I Ambulance, we are in need of an additional gurney.

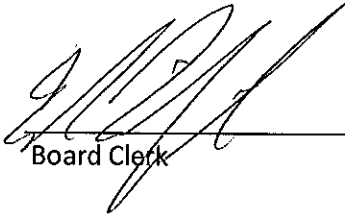
Member Dennis Hughes made a motion to approve the purchase of a new Ferno INX powered gurney for a price not to exceed \$31,303.64, inclusive of taxes, and that we authorize the Fire Chief to execute any documentation necessary to affect the purchase, and Clerk Ed Lindquist seconded the motion. The vote was unanimous and the motion carried.

**9. NEW AGENDA ITEMS**

It was the consensus of the Board to change the date of the December Board meeting to Monday, December 17, 2018 at 6:00 PM.

**10. ADJOURNMENT**

Thereafter, Chair Amy Kay declared the public session adjourned at approximately 6:50 PM.

  
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Board Clerk

12-17-18  
Date