



TIMBER MESA FIRE & MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on October 28, 2024, at approximately 3:00 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 Jamie Adams called the meeting to order at approximately 3:00 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD MEMBERS

Chair Jamie Adams, Member Amy Kay, Member Lynn Browne-Wagner (*TEAMS*), Member Jim Molesa, and Clerk Paul Wyatt.

4. APPROVAL OF MINUTES

a. Regular Session of September 23, 2024

Member Amy Kay moved to approve the Regular Session minutes from September 23, 2024, as written, and Member Lynn Brown-Wagner seconded the motion. The vote was unanimously approved, and the motion passed.

5. CALL TO THE PUBLIC

None

6. EMPLOYEE RECOGNITION

None

7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – none.
- B. Fire Chief's Report – Report included in the packet. Chief Chevalier referred the Board to his report. Congratulations to Chief Heisler's promotion to Assistant Chief-Operations.
- C. Administrative Services Report – Report included in the packet. Chief Livermore referred the Board to his packet. Administration onboarded 9 new firefighters. Billed \$861,375 for Wildland. Discussion on possible delay in receiving payment from the State and/or Federal. Credit card limit has been increased due to wildland deployments and IFTs.
- D. Operations, Medical Services, and Training and Report – Report included in the packet. The Board had no questions for Chief Loney.

- E. Prevention Report – Report included in the packet. Fire Marshal Pepper thanked Firefighter Jennifer Raymond for her work in the Prevention Division while she was assigned to Administration. He reported that TMFMD responded to 6 vegetation fires, 2 vehicle fires and 6 out of District fires.
- F. Logistic, Support Services and Fleet Maintenance report – Captain Kerr referred the Board to the Logistics report. The Type II ambulance has been delivered. The 1984 Engine has been sold through Public Surplus. The Fleet two-post lift project has been started.

8. ANNOUNCEMENTS and CORRESPONDENCE

None

9. BUSINESS

A. Discussion and Possible Action: September 2024 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for September 2024. The following key points were reviewed: Revenue, Expenses, Fiscal Year revenue, Year-to-date Expense and Total Cash amount. The following were included in the board packet for review: Balance sheet as of September 30, 2024, Summary of Reconciled Cash Balances as of September 30, 2024, Income Statement of Revenues and Expenditures of General Fund for September 2024, including budget to actual and year-to-date balances, Fixed Asset Additions and Disposals Schedule FY24/25, Income vs. Expenses graph for September 2024, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of September is \$1,641,064, which is \$397,677 over budget. Navajo County revenue for the month is \$869,048 which is over budget by \$141,353. Timing of property tax collection is ahead. Non-levy revenue is \$772,016 which is over budget by \$256,324. Ambulance revenue is over budget by \$78,476. Wildland revenue is over budget by \$117,595. Seeing more interest earnings. Grant Revenue is over budget \$18,122. Expenses for September total \$1,470,885 which is over budget by \$16,192. Personnel Costs are under budget by \$21,280, driven by lower salaries and wages. Vehicles & Equipment is over budget \$42,121, driven by timing of EMS supplies purchases and an increase in Grant expenses. EMS Division purchased a large volume of supplies. Meetings and Training is under budget \$31,286 driven by CEP Training costs. Fiscal Year Revenue is \$3,957,980 which is \$1,365,601 over budget. Navajo County revenue is \$134,586 over budget. Ambulance revenue is \$554,627 over budget. Wildland revenue is \$525,516 over budget. YTD expense is \$4,662,585 which is \$136,370 over budget. Total Cash for September is \$4,723,291 which is \$1,468,573 higher compared to September 2023. The District has a good healthy fund balance.

Clerk Paul Wyatt moved that we approve the financial reports for the month of September 2024 as presented, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

B. Discussion and Possible Action: Station 13 Roof Renovation Presentation

The floor was turned over to John Price and Leroy Trujillo, CORE Construction and David Gluck, Grenier Engineering. The Structural Assessment Report findings from Grenier Engineering were presented. The report included the apparatus bay summary, the two-story office and living quarters summary, and the preliminary structural analysis. The following were reviewed – Exhibit A-Apparatus Bay Observation, Exhibit B-Office Level 1 and 2 Observation, Exhibit C-Building and Exhibit D-Roof Framing Stress Summary and along with photos of the findings. Will need further investigation on the foundation and slope towards the building. Mr. Price gave a rough estimate on the cost for the soil and foundation testing. Discussion on how much the District spends to repair the building with Mr. Buldra updating the Board on the amount spent last fiscal year and this fiscal year on the project. Member Jim Molesa asked about the insurance payment received with Chief Clay Wood saying that an additional claim can be submitted. Discussion on the original contractor that built the building with legal counsel saying the

statute of limitations has expired. Discussion on other construction projects around the District with Chief Wood saying that with the discoveries of Station 13, the work at Station 15 has temporarily stopped. Updates and information on this project will be provided at a future board meeting. There were no additional questions.

No motion at this time.

C. Discussion and Possible Action: Governor's Office of Highway Safety Grant for the Purchase of Extrication Equipment

The floor was turned over the Captain Jake Kerr. Received GOHS grant for extrication tools. Thanked Captain Dan Jerome for writing the grant. Stay with same brand (Hurst) that the District has used in the past. Discussion on which apparatus currently have extrication equipment.

Clerk Paul Wyatt moved to authorize staff to purchase the Hurst Extrication Equipment at a cost not exceeding \$33,775.14 as awarded in the Governor's Office of Highway Safety Grant agreement, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

D. Discussion and Possible Action: Purchase of BK-5000 Handheld Radios and Equipment

The floor was turned over to Captain Kerr. The purchase of the radios is a capital project. Discussion on the radios with Captain Kerr saying the current radios have been discontinued and will need to be replaced. He explained who and where the radios are assigned. Mr. Whittington, legal counsel, advised that the state mandated language be included in the contract when executed.

Clerk Paul Wyatt moved to authorize staff to purchase the BK-5000 radios and equipment not exceeding \$23,631.85 condition upon the inclusion of state mandated language, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

E. Discussion and Possible Action: Proposed Revision of HR Policy 4.02 Holidays

The floor was turned over to Chief Livermore. Conversations over the past couple of months regarding the application of the holiday benefit for those in administration that work a non-traditional schedule, most commonly 4/10s. This revision will allow the benefit to be used regardless of assigned work schedule. No other change to the policy

Chair Jamie Adams moved that we approve the proposed revisions to HR Policy 4.02 Holidays, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

F. Discussion and Possible Action: Agreement with PFFA Healthcare Trust

The floor was turned over to Chief Livermore. Ashley Pearce and Scott Iwanowski from PFFA Healthcare Trust joined the meeting virtually. He referred the Board to the agreement included in the packet and additional information was provided. Chief Livermore explained the benefit review process and the quotes that were received. The District had previously been with the PFFA Trust. The quote received was the lowest and included an implementation credit. Medical benefits will be moved to the Trust and Dental and Vision benefits will stay with Benefit Intelligence. Chase Carlson, Benefit Intelligence, has been fantastic to work with and recommended that the District move to the Trust. With the move for the medical benefits, the long term goal is to control costs. Mr. Iwanowski explained how the PFFA Trust worked, utilization and programs in place to mitigate usage. Ms. Pearce explained the benefits

available to the enrolled members. Open enrollment is November 5-8 for all District employees and retirees.

Member Lynn Browne-Wagner motioned that we approve the United Arizona Firefighters Healthcare Trust Contribution Agreement effective October 2024 and authorize the Fire Chief to complete the blanks located thereon; condition upon the inclusion of state law mandated revisions as recommended by legal counsel and subject to that certain United Arizona Firefighters Healthcare Trust master agreement amended and restated effective January 1, 2021 and as amended effective November 1, 2021 and as amended for a second time January 1, 2023, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

G. Discussion and Possible Action: Board Member Manual and Bylaws review

Chief Chevalier referred the Board to the current Board By-Laws. When Clerk Paul Wyatt steps off the board, we may find ourselves in a conflict with the current by-laws stating that the board clerk moves into the chair position on an annual basis. Discussion ensued amongst Legal, the Board and staff. Legal counsel commented on the length of terms for the chair and clerk positions and that the statute requires every election cycle this board select a chair and clerk. Chair Jamie Adams would like to see changes/updates in the current by-laws not only for this board but future boards as well.

Member Lynn Browne-Wagner moved to table this item and our current Chair meets with Legal to bring back recommendations, Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

H. Discussion and Possible Action: Possible Regular Board Meeting Date Change for November and December

Chief Chevalier recommended moving the regular meeting dates for November and December to avoid any conflict with the upcoming holidays.

Chair Jamie Adams moved that the regular board meeting date in November be changed to November 18th, 2024, and the regular board meeting date in December be changed to December 16th, 2024, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimously approved, and the motion passed.

10. NEW AGENDA ITEMS

Board By-Laws
Report on Station 13

11. ADJOURNMENT

Thereafter, Chair Jamie Adams declared the public session adjourned at approximately 4:43 pm.



Board Clerk

NOV 18-24
Date