



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on July 24, 2023, 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

Clerk Jamie Adams called the meeting to order at approximately 3:00 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD MEMBERS

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

4. APPROVAL OF MINUTES

- a. Regular Session of June 19, 2023

Chair Lynn Browne-Wager moved to approve the Regular Session from June 19, 2023, as written, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion carried.

5. CALL TO THE PUBLIC

None

6. EMPLOYEE RECOGNITION

Excellence in EMS Award

7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – Member Amy Kay said the AFCA/AFDA conference was very good with classes on mental health and PTSD. Clerk Jamie Adams said TMFMD was recognized at a Summit Hospital staff meeting. Grateful for prompt response times from crews. Chair Lynn Browne-Wagner thanked staff for responding.
- B. Fire Chief's Report – Report included in the packet. Chief Chevalier told the Board that Fleet Supervisor Nolan Crandell has been nominated as the Emergency Vehicle Technician of Year and has earned a scholarship to attend a conference in Dallas Texas next year in February. Mr. Crandell will also be recognized at State Fire School in September. Thanked Chief Clay Wood and Captain Dan Jerome for a job well done during the 4th of July activities. Will be participating in an Active Threat Tabletop in September. If any of the board members would like to attend please let him know. Gave an update on the drowning at Show Low Lake.
- C. Administrative Services Report – Report included in the packet. Chief Cluff stated that the Porter Mountain Estates grant is complete. Working on close out paperwork.

- D. Operations, Medical Services and Training Report – Report included in the packet. Chief Livermore out of office. Chief Loney gave information on 2 boat incidents that the crews responded to. Heber/Overgaard Fire District has hired their first battalion chiefs. He thanked the EMS group for their work on the rebuild of the reporting to meet the standards.
- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood gave a recap of the Freedom Fest during the 4th of July. Appreciated the working relationship with the City of Show Low. Received the repaired ambulance, waiting for DHS inspection and then will be in service. Individuals will be traveling to South Dakota for the final inspection of the new engine.
- F. Prevention and Community Risk Reduction report – Report included in the packet. Chief Russell updated the Board on the current fire investigator students. They are lacking a live burn but will have to wait until more moisture is received to complete that portion of the testing. Stage 1 fire restrictions in effect and burn permits have been suspended. Proactive on permits used during Stage 2 if needed. Working with the City of Show Low and Northland Pioneer College (NPC) on the placement of the electronic sign awarded to the District through an AFG grant.

8. ANNOUNCEMENTS and CORRESPONDENCE

None

9. BUSINESS

A. Discussion and Possible Action: June 2023 Financial Reports

Sara Simonton, Accounting Manager for James Vincent Group, presented the monthly financials for June 2023. She updated the Board on the May report from last month's board meeting and the adjustments made. The key points that were reviewed include the Revenue, Expenses and the Year-to-date Revenue and Expenses and Total Cash amount. The following were included in the board packet for review: Balance sheet as of June 30, 2023, Summary of Reconciled Cash Balances as of June 30, 2023, Income Statement of Revenues and Expenditures of General Fund for June 2023, including budget to actual and year-to-date balances, Breakdown of Ambulance Revenue YTD, Capital Estimated vs. Actual expenses year-to-date, Income vs. Expenses graph for June 2023, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of June is \$936,799 which is \$7,095 over budget. Navajo County revenue for the month is \$101,783 which is under budget by \$83,096. Non-levy revenue is \$835,016 which is over budget by \$90,191. Ambulance revenue is over budget by \$91,133. Expenses for June total \$2,132,063 which is under budget by \$399,967. Vehicles and Equipment are over budget by \$228,526 driven by the Type 1 repair with is offset by insurance claim revenue earlier this year. Budgeted other Expenditures of \$550,000 for financial reserves in the General Fund. Fiscal Year revenue is \$17,929,242 which is \$421,504 under budget. Navajo County revenue is \$29,382 under budget. Grant revenue is \$217,214 under budget. Ambulance revenue is \$98,043 under budget. Year-to Date expense is \$16,848,842 which is \$318,904 under budget, primarily driven by transfers for reserves offset by an increase in vehicle expenditures and professional fees. Total cash for June is \$4,045,195 which is \$292,882 lower compared to June 2022. She explained the 12-month cash flow information. The timing and collection of funds are the variances in the budget. Prop 207 funds came in higher than expected. Not as many Wildland deployments as projected. Chief Chevalier said there have been small changes to the wildland deployments while keeping the District covered foremost.

Member Amy Kay moved that we approve the financial reports for the month of June 2023 as presented, and Clerk Jamie Adams seconded the motion. The vote was unanimously approved, and the motion carried.

B. Discussion and Possible Action: Audit Engagement Letter Beach Fleischman

Beach Fleischman has served Timber Mesa Fire and Medical District since inception in 2014. Chief Chevalier recommended to authorize the engagement of Beach Fleischman for this year and if the Board desires send out RFPs for next year in February 2024. Discussion ensued amongst staff and the Board on the pros and cons of engaging Beach Fleischman vs a new auditing firm. Discussion on the

amount paid for the audit last year with Ms. Simonton saying around \$20,000. She said that Beach Fleischman has different individuals involved each year, so the same people are not reviewing the information. Legal Counsel gave an additional recommendation for the motion to include an addendum.

Chair Lynn Browne-Wagner motioned to authorize the Fire Chief to engage with Beach Fleischman for auditing services for the Fiscal Year ending June 30, 2023, conditioned upon the inclusion of the appropriate small contract addendum language as recommended by legal counsel, and Member Paul Wyatt seconded the motion. The vote was unanimously approved, and the motion carried.

C. Discussion and Possible Action: Facilities Update Presentation by Assistant Chief Clay Wood

The floor was turned over to Chief Clay Wood to present an overview of each facility and an update on current facility projects. He referred the Board to the power point with the needs of each station listed. The number of personnel, vehicles and square footage was reviewed for each building. The scope of services for Station 13, Station 14 facility requests, Station 15 remodel needs, and Station 19 replacement were explained and discussed. Chief Wood said Station 17 has minimal issues. He said the insurance company has been good to work with so far on the issues involving Station 13. Discussion on remodeling Station 15 vs building on the recent property purchased off of Highway 260 with Chief Wood explaining that with the increase in call volume Station 15 would need to stay at the current location and a new station built on the purchased property.

No motion needed as this was information only.

D. Discussion and Possible Action: Mirabelli Leave and Possible Collection. It is anticipated that the Board will vote to go into Executive Session Pursuant to A.R.S. §38-431.03(A)(3) and A.R.S. §38-431.03(A)(4) for legal advice and to give instructions to legal counsel relating to the same.

Chief Chevalier recommended that the Board enter into executive relating to the Mirabelli matter.

Member Paul Wyatt moved that we enter into executive session pursuant to A.R.S. §38-431.03(A)(3) and A.R.S. §38-431.03(A)(4) for legal advice and to give instructions to legal counsel relating to the same, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion carried.

Thereafter, the Board entered into executive session at approximately 4:32pm.

Thereafter, the Board reconvened the regular board meeting at approximately 4:54pm.

Chair Lynn Browne-Wagner moved that we direct legal counsel and staff to proceed as recommended in executive session, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion carried.

10. NEW AGENDA ITEMS

11. ADJOURNMENT

Thereafter, Clerk Jamie Adams declared the public session adjourned at approximately 4:55pm.


Board Clerk

8-28-23
Date