

TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on March 28, 2022, 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 Lynn Browne-Wagner called the meeting to order at approximately 3:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Chair Amy Kay, Clerk Lynn Browne-Wagner, and Member Jamie Adams.
4. **APPROVAL OF MINUTES**
Regular Session of February 28, 2022

Member Jamie Adams motioned to approve the Regular Session minutes from February 28, 2022, as written and Clerk Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

5. **CALL TO THE PUBLIC**
None
6. **EMPLOYEE RECOGNITION**
 - A. Employees who have recently completed their probationary period:
Cody Bender
 - B. Employee reinstatement:
Maurissa "Alice" Wilhelm
 - C. Employees who have completed their paramedic certification:
Melia Coleman
Cody Irwin
Matthew Krekeler
Ethan Neff
Adam Radney
 - D. Employees promoted to Fire Captain:
Nicole Parrack
Marc Rova

7. **REPORTS AND CORRESPONDENCE**
 - A. Fire Board Report – Report included in the packet. No questions from the board members.

- B. Fire Chief's Report – Report included in the packet. Member Jamie Adams informed Chief Savage that he was nervous for the approaching fire season and that the plan doesn't look more promising. Member Jamie Adams asked how we will be prepared. Chief Savage went over the plan for the fire season.
- C. Administrative Services Report – Report included in the packet. No questions from the board members.
- D. Operations, Medical Services and Training Report – Report included in the packet. Chief Livermore, Chief Savage, and Member Jamie Adams talked about the new boats we plan on purchasing. Member Jamie Adams wasn't on board and asked why Timber Mesa is responsible for its water rescues. Attorney Bill Whittington talked about the jurisdiction for these calls. Chief Livermore stated that deploying boats and equipment are the best ways to fit the needs of water rescues and the fire fighters will be going through a training program to operate the boats. Chief Savage stated that we get minimal water rescue calls and told the story about two kids being stuck on the ice and we didn't have the proper equipment for the call. Member Jamie Adams asked if the boats would only be used for the summer months. Chief Savage answered no to the question. Chair Member Amy Kay said the equipment was important because her Grandpa's life was saved due to proper equipment during a water rescue.
- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood notified the board that the apparatus mileage document was added into the report.
- F. Prevention and Community Risk Reduction report – Report included in the packet. No questions from the board members.

8. ANNOUNCEMENTS

AFDA Conference in coming up and Chief Savage asked for a head count.

9. BUSINESS

A. Discussion and Possible Action: February 2022 Financial Reports

Mr. Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for February 2022. Mr. Buldra reviewed the key points which include the Revenue, Expenses and the Year-to-date Revenue and Expenses. The following were included in the board packet for review: Balance sheet, Summary of reconciled cash balances, Income Statement of Revenues and Expenditures of General Fund for February, Capital Estimated vs. Actual expenses YTD, Income vs. Expenses graph, Monthly Disbursement report, and 12-month cash flow. He reviewed the Key Points for the monthly revenue and expenses and the year-to-date revenue and expenses. Revenue for the month of February is \$637,129 which is \$28,454 over budget. Navajo County revenue is \$262,711 which is over budget by \$15,603. Non-levy revenue is \$374,417 which is over budget by \$12,850. Expenses for February total \$1,048,314 which is over budget by \$52,392. Personnel Costs is \$852,297 which is \$14,976 over budget, driven by overtime wages. Buildings and Land is \$37,362 which is \$11,510 over budget, driven by utility costs. YTD revenue is \$11,616,083 which is \$1,021,567 over budget. Tax Revenue is \$194,974 over budget. Ambulance Revenue is \$624,059 over budget. YTD expenses are \$8,898,680 which is \$31,288 over budget. Mr. Buldra informed the board that the financial reserves total \$4.8 million. Chair Amy Kay moved that we approve the financial reports for the month of January 2022 as presented, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

B. Discussion and Possible Action: Purchase agreement for a Type II Pumper Tender from Midwest Fire Apparatus in the amount of \$329,941 plus taxes, fees, and change orders

A need for a new Type II Tender was indicated to replace one of our existing tenders last fiscal year. Another Tender is called out for next fiscal year. We are proposing the purchase of one of these units from Capital funds this year and we have submitted a grant for the second unit that we hope to be awarded later this year. Chief Wood included a performance bond and addendum purchase agreement. Chief Wood also attached a cover letter that covers the RFP process and makes a recommendation to purchase a Type II Pumper/Tender from Midwest Fire Apparatus in the amount of \$329,941. The bid process resulted in two responsive bids. The other bid came from Danko Emergency Equipment in the amount of \$337,550 for a very similar unit. Attorney Bill Whittington recommended to remove

paragraph 8 in the approved agreement and include the modified addendum in the motion. Member Jamie Adams motioned that we approve the purchase of a 2024 Midwest Fire 2000-gallon Freightliner Tanker Pumper in the amount of \$329,941 plus taxes, fees, and change orders if applicable and further that we authorize the fire chief, or his representative, to execute the purchase agreement, subject to legal review, and any other documents necessary to affect the purchase and also with the deletion of paragraph 8 in the addendum to purchase contract, and Chair Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

C. Discussion and Possible Action: Purchase agreement for four rescue boats from Inmar Marine Group in the amount of \$53,587 plus taxes and applicable fees funded in part by Arizona State Lake Improvement Funds (SLIF)

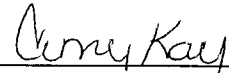
We indicated a need for a new rescue boat to begin our water and ice rescue program, with a plan to add additional boats in future budget years. The Fire Board authorized the purchase of one rescue boat in this year's approved budget. Chief Livermore was able to secure a grant through SLIF for all four rescue boats to be purchased this year with only 10% matching funds from the Fire District. Chief Livermore oversaw a working group to begin to develop our water and ice rescue programs. The Fire District has five major bodies of water within our jurisdiction boundaries and prior to now we have struggled to provide adequate ice and water rescue resources on these lakes. Attached is Chief Woods cover letter that covers the RFP process and makes a recommendation to purchase four rescue boats from Inmar Marine Group in the amount of \$53,587 plus applicable taxes and fees. The bid process resulted in three bids. One bid was from ONE Boat in the amount of \$58,742 and the other was from Dive Rescue International which did not meet the bid specifications. Member Jamie Adams stated that he did not feel good about the purchase. Clerk Lynn Brown-Wagner motioned that we approve the purchase of four rescue boats from Inmar Marine Group in the amount of \$53,587 plus applicable taxes and fees, and further that we authorize the Fire Chief, or his representative, to execute the purchase agreement, along with the small projects addendum, and any other documents necessary to affect the purchase consistent with the requirements of the SLIF grant awarded to the Fire District by the State of Arizona, and Chair Amy Kay seconded the motion. The motion carried with Clerk Lynn Browne-Wagner and Chair Amy Kay saying yes and Member Jamie Adams saying no.

10. NEW AGENDA ITEMS

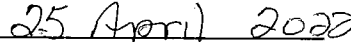
Budget

11. ADJOURNMENT

Thereafter, Clerk Lynn Browne-Wagner declared the public session adjourned at approximately 3:56 pm.



Board ~~Clerk~~ Chair



Date