



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on November 22, 2021, 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 Dennis Hughes called the meeting to order at approximately 3:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Chair Dennis Hughes, Clerk Amy Kay, and Member Jamie Adams.
4. **APPROVAL OF MINUTES**
Regular Session of October 25, 2021

Clerk Amy Kay motioned to approve the Regular Session minutes from October 25, 2021, as written and Chair Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

5. **CALL TO THE PUBLIC**
None
6. **EMPLOYEE RECOGNITION**
 - A. Employee Resignations – Firefighter Wilhelm and Firefighter Renner
7. **REPORTS AND CORRESPONDENCE**
 - A. Fire Board Report – no reports given.
 - B. Fire Chief's Report – Report included in the packet. Chief Savage updated the Board on the Battalion Chief interviews. The position was offered to Captain Heisler, and he accepted. He has been assigned to the Training Division and will begin December 12, 2021. Member Jamie Adams asked about the t-shirt scam and if it had affected TMFMD. It has not.
 - C. Administrative Services Report – Report included in the packet. Chief Chevalier gave a quick update on the current recruitment for firefighters.
 - D. Operations, Medical Services and Training Report – Report included in the packet. Chief Loney referred the Board the Chief Livermore's report. He informed the Board that the call volume was up 30%.
 - E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. No questions from the Board.

- F. Prevention and Community Risk Reduction report – Report included in the packet. No question from the Board.

8. ANNOUNCEMENTS

The December board meeting will be held on December 20, 2021.

9. BUSINESS

A. Discussion and Possible Action:

The floor was turned over to Ms. Lydia Hunter from BeachFleischman to present the audit results. She referred the Board to a transmittal letter, a copy of the PowerPoint, and the draft audit. The District received an unmodified opinion on the financial statements. This is the best opinion offered. There were no concerns with the internal controls. Ms. Hunter reviewed the Results, Summary, Financial Highlights of net position and activities, Cash Flow Summary, and reminded the Board of their oversight responsibilities. She thanked staff for help with the audit. Chair Dennis Hughes asked how TMFMD compares to others in the State. Ms. Hunter said the District is doing well in spite of the moving target for the pension liabilities. Mr. Buldra stated that the only document needed for the audit is the Government Finance Officers Association (GFOA) award and that is delayed due to COVID. Member Jamie Adams asked if the audit is available with Mr. Buldra stating that it will be on the District's website, send to the Navajo County Board of Supervisors, and the banks for lending purposes. Discussion ensued amongst the Board, Staff, and legal counsel regarding the motion to accept the audit.

Chair Dennis Hughes moved that we accept the audit findings from the Fire District's independent auditing firm for fiscal year 2020-2021 and approve the Annual Comprehensive Financial Report pending receipt of the GFOA award, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

B. Discussion and Possible Action: October 2021 Financial Reports

Mr. Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for October 2021 which include the Balance sheet, Summary of reconciled cash balances, Income Statement of Revenues and Expenditures, Capital Estimated vs Actual expenses YTD, Income vs. Expenses graph, Monthly Disbursement report and 12-month cash flow. Revenue for the month of October is \$5,194,375 which is \$458,622 over budget. Navajo County revenue for the month is \$4,428,409 which is over budget by \$84,723 and Non-levy revenue is \$765,966 which is over budget by \$373,899. Expenses total \$1,049,721 which is under budget by \$60,305. Personnel expense is \$826,541 which is \$82,460 under budget. YTD revenue is \$6,967,454 which is \$673,203 over budget. YTD expense is \$4,154,957 which is \$158,838 under budget primarily driven by benefits and training. Chair Dennis commented on the current price of turnout gear. Mr. Buldra referred the Board to a change on the cash flow report.

Member Jamie Adams moved that we approve the financial reports for the month of October 2021 as presented, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

C. Discussion and Possible Action: Policy 2.12 Drug and Alcohol Testing, Policy 4.10 Workers Compensation, Policy 4.14 Bereavement Leave, Policy 4.18 Employee Assistance Program

Chief Savage referred the Board to the policies in the packet. As an ongoing effort, policies will be presented each board meeting for recommended updates, conform to current requirements of law, and the MOU with the employee group, and to match current best practices.

Chair Dennis Hughes moved that we approve the modifications to Policy 2.12 Drug and Alcohol Testing, Policy 4.10 Workers Compensation, Policy 4.14 Bereavement Leave, and Policy 4.18 Employee Assistance Program as presented, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

- D. Discussion and Possible Action: Approval of purchase agreement for Type I ambulance. This unit is being purchased with grant funds from the Gila River Indian Community Office of Special Funding** Chief Savage referred the Board to the letter from Gila River Indian Community Office of Special Funding where the District was awarded \$223,225 to purchase a new Type I ambulance. Discussion on the funds, type of ambulance, and the number of ambulances the District has.

Chair Dennis Hughes moved that we approve the purchase agreement for a new MECIX Type I ambulance form Republic EVS in the amount of \$176,813.16 related to the Gila River Indian Community Office of Special Funding grant agreement, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

10. NEW AGENDA ITEMS

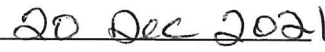
None

11. ADJOURNMENT

Thereafter, Chair Dennis Hughes declared the public session adjourned at approximately 3:39 pm.



Board Clerk



Date