



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on August 22, 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** Chair Amy Kay 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 (by phone), Member Dennis Hughes, and Member Jamie Adams.
4. **APPROVAL OF MINUTES**
Regular Session of July 25, 2022

Member Dennis Hughes moved to approve the Regular Session minutes from July 25, 2022, as written and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.
5. **CALL TO THE PUBLIC**
None
6. **EMPLOYEE RECOGNITION**
 - A. Completion of Probationary Period: Receptionist Trinity Guthrie
 - B. Separation of Employment: Firefighter Jared Robberts
 - C. Retirement: Firefighter Michael Pomeroy
7. **REPORTS AND CORRESPONDENCE**
 - A. Fire Board Report – None.
 - B. Fire Chief's Report – Report included in the packet. Member Jamie Adams has a question about the recruitment process for a new Fire Chief. Fire Chief Bryan Savage said the application was published last week and an internal posting will be published. The application will expire next month on September 23rd.
 - C. Administrative Services Report – Report included in the packet. Member Dennis Hughes asked how everyone in Admin was recovering from Covid. Everyone is better.
 - D. Operations, Medical Services and Training Report – Report included in the packet. Member Dennis Hughes asked what pit crew CPR was. Chief Livermore explained that it was like a NASCAR pit crew. Its

rehearsed and everyone is assigned a role. The crews get data feedback from the Zoll Cardiac Monitors on their CPR performance and use it to improve their skills.

- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet except for fleets report which was an addition. Member Dennis Hughes mentioned that we're a high mileage business. Chief Savage added that the rescues average 50,000 to 55,000 miles per year per unit.
- F. Prevention and Community Risk Reduction report – Report included in the packet.

8. ANNOUNCEMENTS

Chief Savage announced that we will have our annual audit on November 7th and auditors will be here in person on November 9th and 10th. Gabe from James Vincent Group stated that they have started audit prep and is a weeklong process with a follow up. Chief Savage also wanted the board to know that he will be gone starting September 10th for a week.

9. BUSINESS

A. Discussion and Possible Action: July 2022 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for July 2022. He 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 as of July 31, 2022, Summary of Reconciled Cash Balances as of July 31, 2022, Income Statement of Revenues and Expenditures of General Fund for July 2022, including budget to actual and year-to-date balances, Capital Estimated vs. Actual expenses year-to-date, Income vs. Expenses graph for July 2022, Monthly Disbursement report, and 12-month cash flow. Mr. Buldra reviewed the Key Points for the monthly revenue and expenses and the year-to-date revenue and expenses. Revenue for the month of July is \$471,948 which is \$150,162 under budget. Navajo County revenue is \$59,121 which is over budget by \$15,634. Non-levy revenue is \$412,827 which is under budget by \$165,796, driven by lower than anticipated Wildland and Grant Revenue. Expenses for July total \$1,308,727 which is under budget by \$168,935. Personnel Costs are \$1,118,128 which is \$101,768 under budget, driven by lower than anticipated Wildland wages and PSPRS costs, as well as timing of Health Insurance costs. Vehicles & Equipment is \$87,018 which is \$27,962 under budget, driven by timing of the Opticom expenses and lower than anticipated PPE and uniform costs, offset by higher fuel costs. Total cash for July is \$3,773,823, which is \$2,053,931 higher compared to July 2021.

Chair Amy Kay moved that we approve the financial reports for the month of July 2022 as presented, and Member Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

B. Discussion and Possible Action: Arizona State Purchasing Cooperative Agreement (WEX fuel cards)

Chief Savage stated that this was a necessary agreement to switch fuel cards for better customer service. There have been some challenges with Voyager and legal counsel Bill Whittington approves. Member Dennis Hughes asked if we had a contract with Voyager. Chief Wood answered and said we have no contract so there wouldn't be an issue with switching. He also stated that we will maintain voyager for the time being.

Member Dennis Hughes moved that we approve Arizona State Purchasing Cooperative Agreement between the State of Arizona Procurement Office and the Timber Mesa Fire and Medical District and authorize the Fire Chief to execute the agreement and any documents necessary thereto, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

C. Discussion and Possible Action: Amendment to the International Fire Code 2018 Edition

Discussion ensued amongst the board and staff. The recommended motion was discussed and a public hearing will be scheduled.

Member Dennis Hughes moved that we tentatively approve the revised Amendments to the 2018 International Fire Code previously adopted by the Fire Board as presented and direct staff to post for a minimum of 20 days and schedule a public hearing at the next board meeting, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

D. Discussion and Possible Action: Policy 4.04 Group Health/Dental/Vision Insurance

Fire Chief Bryan Savage stated that this revised policy aligned with current practices of the District.

Member Jamie Adams moved that we approve the Policy 4.04 Group Health/Dental/Vision Insurance as presented, and Chair Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

10. NEW AGENDA ITEMS

Update on hiring process for new Fire Chief.

11. ADJOURNMENT

Thereafter, Chair Amy Kay declared the public session adjourned at approximately 3:27 pm.


Board Clerk

9-26-22
Date