



## TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on November 21, 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

Clerk Lynn Browne-Wagner, Member Dennis Hughes, Member Jamie Adams, and Member Paul Wyatt.

#### 4. APPROVAL OF MINUTES

- a. Regular Session of October 24, 2022
- b. Special Session of October 27, 2022
- c. Executive Sessions of October 27, 2022

Member Paul Wyatt moved to approve the Regular Session minutes from October 24, 2022, October 27, 2022, and executive sessions from October 27, 2022, as written and Member Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

#### 5. CALL TO THE PUBLIC

None

#### 6. EMPLOYEE RECOGNITION

- a. Mr. Dennis Hughes for his 12 years of service to the Lakeside and Timber Mesa Fire and Medical District Fire Board

#### 7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – Member Dennis Hughes thanked staff and board members and said it was a pleasure to work with all.
- B. Fire Chief's Report – Report included in the packet. Chief Savage said he has had discussions with a new air ambulance company regarding possibly a landing site with housing on the Administration property. Member Jamie Adams asked about open enrollment with Chief Savage giving an explanation.
- C. Administrative Services Report – Report included in the packet. Chief Chevalier thanked Member Dennis Hughes for his years of service as a board member. He said that Chief Darren Cluff would be the interim Assistant Chief of Administration. Member Dennis asked why he would be the interim with Chief Chevalier saying he wanted to keep continuity during the transition and there would be no major changes at this time.

- D. Operations, Medical Services and Training Report – Report included in the packet. Chief Livermore said it was a pleasure to work with Member Dennis Hughes. Member Dennis Hughes asked about a call on the report with Chief Livermore explaining. He thanked Chief Livermore for applying and testing for the fire chief position.
- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood thanked Member Dennis Hughes his service as a board member. Member Jamie Adams asked about the rescue units with Chief Wood giving an update.
- F. Prevention and Community Risk Reduction report – Report included in the packet. Member Jamie Adams asked about CPR and new construction with Chief Russell giving an update.

## 8. ANNOUNCEMENTS

- a. Letter from Sheriff Clouse congratulating Chief Chevalier on his appointment to Fire Chief

## 9. BUSINESS

### A. Discussion and Possible Action: October 2022 Financial Reports

Gabe Buldra, Principal for James Vincent Group, thanked Member Dennis Hughes for serving as a board member. He said the field work for the audit has been completed and the audit would tentatively be presented at the January 2023 regular board meeting. He presented the monthly financials for October 2022. He reviewed the key points which 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 October 31, 2022, Summary of Reconciled Cash Balances as of October 31, 2022, Income Statement of Revenues and Expenditures of General Fund for October 2022, including budget to actual and year-to-date balances, Capital Estimated vs. Actual expenses year-to-date, Income vs. Expenses graph for October 2022, Monthly Disbursement report, and 12-month cash flow. reviewed the Key Points for the monthly revenue and expenses and the year-to-date revenue and expenses. Revenue for the month of October is \$4,828,947 which is \$339,905 under budget. Navajo County revenue is \$4,495,142 which is under budget by \$245,088. Non-levy revenue is \$333,806 which is over budget by \$94,817, driven by lower than anticipated Grant and Ambulance revenues. Expenses for October total \$1,232,484 which is under budget by \$21,558. Personnel Costs are \$990,721 which is \$26,298 under budget. Year-to-Date revenue is \$7,265,647 which is \$354,264 over budget. Navajo County revenue is \$360,242 over budget. Ambulance revenue is \$56,314 over budget. Year-to Date expense is \$5,046,343 which is \$101,708 under budget, primarily driven by lower personnel costs related to Wildland deployments and the associated benefit costs. Total cash for October is \$6,863,166 which is \$1,867,277 higher compared to October 2021. Member Dennis Hughes appreciated the breakdown of the financial information presented each month.

Member Dennis Hughes moved that we approve the financial reports for the month of October 2022 as presented, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

### B. Discussion and Possible Action: Annexation of certain real property within Navajo County (Porter Mountain CON) into the Timber Mesa Fire and Medical District pursuant to A.R.S. § 48-262.1,.2, .3 and .4; (1) approval of Boundary Change Impact Statement; (2) establishing a date for a public hearing; (3) authorizing notification to property owners within the annexation area; (4) authorizing notification to the Navajo County Board of Supervisors

Chief Savage said the annexation was on last month's agenda but had some missing information, so it was brought forth for this month. With the annexation of Porter Mountain, the CON and District boundaries will align. He referred the board members to the letter requesting annexation, the boundary change impact statement, maps of the area to be annexed and the parcel list. Discussion ensued regarding the boundary lines and the current fire station building on Porter Mountain. With the proposed change, the estimated limited property value would be \$18,489,839.



Member Paul Wyatt moved that we approve the Boundary Change Impact Statement for the Porter Mountain CON annexation area as presented and set the date for a public hearing as December 19<sup>th</sup>, 2022 at 3pm. Additionally, that we direct staff to notify all property owners within the affected area and the Navajo County Board of Supervisors as required by law, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried

- C. Discussion and Possible Action: Annexation of certain real property within Navajo County (Silverlake Estates) into the Timber Mesa Fire and Medical District pursuant to A.R.S. § 48-262.1, .2, .3 and .4; (1) approval of Boundary Change Impact Statement; (2) establishing a date for a public hearing; (3) authorizing notification to property owners within the annexation area; (4) authorizing notification to the Navajo County Board of Supervisors**

Chief Savage said the community of Silverlake Estates is already served by Timber Mesa within our CON and surrounded by the fire district with Stations 15 and 19 responding to calls. Discussion ensued regarding potential tax revenue since do not pay property tax to the District. Chief Savage referred the board to the information in the packet for the proposed annexation. With the proposed change, the estimated limited property value would be \$12,915,090.

Member Dennis Hughes moved that we approve the Boundary Change Impact Statement for the Silver Lake Estates annexation area as presented and set the date for a public hearing as December 19<sup>th</sup>, 2022 at 3pm. Additionally, that we direct staff to notify all property owners within the affected area and the Navajo County Board of Supervisors as required by law, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

- D. Discussion and Possible Action: Tentative approval of amended budget for Fiscal Year (FY) 2022-2023 in the amount of \$18,350,746 to account for additional revenues from ambulance services, and to provide a cost-of-living adjustment (COLA) for Fire District employees**

Chief Savage said the budget is not typically amended. He referred the board to the four documents in the packet. The District applied for an ambulance rate increase prior to this fiscal year. We did not receive the approval until just recently, thus a proposal for an amended budget. With the rate increase, combined with the increasing call volume, the conservative ambulance revenue would be approximately \$600,000 for the remainder of the year. With this amended budget, this affords an 11.5% cost of living adjustment for all employees and an anticipated land purchase for a future station. With the approval of the amended budget, there will be no effect on the current tax rate for this fiscal current year. Mr. Gabe Buldra said he anticipates an automatic ambulance rate increase in 2023. The amended budget amount is \$18,350,746.

Member Dennis Hughes moved that we tentatively approve an amended budget for the Timber Mesa Fire and Medical District in Fiscal Year 2022-2023 in the amount of \$18,350,746 and direct staff to post the budget as required by law and set a public hearing on the amended budget prior to final approval on December 19<sup>th</sup>, 2022, and Clerk Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

- E. Discussion and Possible Action: Consideration of purchase offer for real property. The Board may choose to go into executive session pursuant to A.R.S. §38-431.03(A)(3) for legal advice, (A)(4) for instructions to legal counsel, or (A)(7) consultation with the designated representative to consider its position and instruct its representatives**

Clerk Lynn Browne-Wagner asked for a motion to enter into an executive session. There was no motion. Chief Savage referred the Board to the purchase agreement, parcel summary report and maps regarding the property located at Summit Trail and Hwy 260 on Show Low. He introduced Erin Amos from Realty Executives. She reviewed the purchase contract and the buyer/broker agreement with the Board. The comparable properties information was handed to the Board to review. Discussion on

zoning changes, entrance and exits to the property, taxes, and surveys. Member Dennis Hughes asked if this would be a cash purchase with Chief Savage saying yes.

Member Paul Wyatt moved that we approve the purchase offer to Summit Development Company, LLC on the five-acre parcel #309-46-049b located on the corner of Summit Trail and Highway 260 in Show Low in the amount of \$500,000 and further, that we authorize the Fire Chief to execute the purchase offer and any related documents necessary thereto, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

- F. Discussion and Possible Action: Proposed Fire Chief employment contract. The Board may choose to go into executive session pursuant to A.R.S. § 38-431.03(A)(1) for a personnel matter. The Fire Chief candidate has been notified in writing of this meeting and has the option to have this session in public**  
Clerk Lynn Browne-Wagner asked for a motion to enter into an executive session.

Member Paul Wyatt moved that we enter into executive session pursuant to A.R.S. §38-431.03.A(1) for a personnel matter, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

Thereafter, the Board entered into executive session at approximately 3:51 pm.

Thereafter, the Board reconvened the regular board meeting at approximately 4:23 pm.

Clerk Lynn Browne-Wagner motioned to accept the employment agreement for Randy Chevalier as Fire Chief as written with the amendments that were recommended by legal counsel in executive session with the annual salary of \$172,881 less the scheduled payroll deductions made on the basis the current Board voting for the 11.5% increase in salary and current step increase of 5.9% raise from current position to the position of Fire Chief, and Member Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

- G. Discussion and Possible Action: Reschedule regular meeting of the Fire District Board in December**  
Chief Savage said the next board meeting is scheduled for December 26. That will be the day that the holiday will be observed, and the public hearing will need to be scheduled no less than 20 days nor more than 30 days after today. He suggested that the regular board meeting be rescheduled for December 19<sup>th</sup>.

Clerk Lynn Browne-Wagner moved that we reschedule the regular meeting of the Fire District Board in December to December 19, 2022, and Member Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

#### 10. NEW AGENDA ITEMS

Adoption of amended budget  
Public hearing for annexation

#### 11. ADJOURNMENT

Thereafter, Clerk Lynn Browne-Wagner declared the public session adjourned at approximately 4:27 pm.

  
Board Clerk

12-21-22  
Date