



TIMBER MESA FIRE & MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on August 26, 2024, 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 Jamie Adams called the meeting to order at approximately 3:00 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD MEMBERS

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

4. APPROVAL OF MINUTES

a. Regular Session of July 22, 2024

Clerk Paul Wyatt moved to approve the Regular Session minutes from July 22, 2024, as written, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

5. CALL TO THE PUBLIC

None

6. EMPLOYEE RECOGNITION

Fire Marshal JD Pepper Badge Pinning

7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – none.
- B. Fire Chief's Report – Report included in the packet. Chief Chevalier updated the Board on the 6 new firefighters and recognized Chief Cluff's retirement. 10 year anniversary on September 19. There will be the hike on Timber Mesa Trail with a breakfast for the retirees afterwards at the Administration building. Challenge coins and t-shirts to recognize the 10 year anniversary are available.
- C. Administrative Services Report – Report included in the packet. Chief Livermore updated on wildland billing and deployments. Type 6 received through the Gila River grant has been deployed to California.
- D. Operations, Medical Services, and Training and Report – Report included in the packet. Chief Loney at meeting with Navajo County. No questions from the Board.

- E. Prevention Report – Report included in the packet. Fire Marshal Pepper gave update on inspections of the summer camps in the area. Has been nominated for and voted in as Vice Chair of the Navajo County Local Emergency Management Planning Committee. Discussion on fire flow at the summer camps. Saturday, September 14, Firewise Assessment class for public.
- F. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Clay Wood gave an update on Shive-Hattery and CORE Construction visit this week.

8. ANNOUNCEMENTS and CORRESPONDENCE

None

9. BUSINESS

A. Discussion and Possible Action: July 2024 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for July 2024. The following key points were reviewed: Revenue, Expenses, Fiscal Year revenue, Year-to-date Expense and Total Cash amount. The following were included in the board packet for review: Balance sheet as of July 31, 2024, Summary of Reconciled Cash Balances as of July 31, 2024, Income Statement of Revenues and Expenditures of General Fund for July 2024, including budget to actual and year-to-date balances, Fixed Asset Additions and Disposals Schedule FY24/25, Income vs. Expenses graph for July 2024, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of July is \$1,058,346, which is \$463,831 over budget. This is a positive on the revenues. Revenues may be applied to last Fiscal Year so there may be a decrease next month. Navajo County revenue for the month is \$64,148 which is under budget by \$14,675. Non-levy revenue is \$994,199 which is over budget by \$478,507. Ambulance revenue is over budget by \$248,652. Wildland revenue is over budget by \$181,047. Miscellaneous Revenue is over budget \$37,976. Expenses for July total \$1,644,314 which is over budget by \$79,083. Personnel Costs are over budget by \$51,224, driven by OT and Wildland. Vehicles & Equipment is over budget \$14,399, driven by higher than anticipated maintenance. Meetings and Training is over budget \$9,586 driven by Wildland. Total Cash for July is \$5,128,239 which is \$1,719,960 higher compared to July 2023.

Chair Jamie Adams moved that we approve the financial reports for the month of July 2024 as presented, and Clerk Paul Wyatt seconded the motion. The vote was unanimously approved, and the motion passed.

B. Discussion and Possible Action: Proposed Revision of Two HR Policies: Exit Interviews and Performance Reviews

Chief Livermore referred the Board to the Exit Interviews and Performance Reviews policies. Policy review and revision is an ongoing process. Member Lynn Browne-Wagner asked for clarification on verbiage in the policies with Chief Livermore explaining. Discussion ensued on Performance Reviews policy.

Member Lynn Browne-Wagner motioned to accept the two policies as presented with the potential for further review and modification to additional wording, and Clerk Paul Wyatt seconded the motion. The vote was unanimously approved, and the motion passed.

C. Discussion and Possible Action: 2023 Assistance to Firefighters Grant for Cancer Screenings Consent and Waiver

Chief Chevalier stated that Mr. Whittington currently represents multiple Districts and as such requires a consent and waiver. *(Technical issues-lost contact with Member Lynn Browne-Wagner and Member Jim Molesa still have quorum).*

Clerk Paul Wyatt moved that we approve the 2023 Assistance to Firefighter Grant for cancer screenings Consent and Waiver as presented, and Chair Jamie Adams seconded the motion. The vote was unanimously approved, and the motion passed.

(Member Lynn Browne-Wagner and Member Jim Molesa rejoined the meeting)

D. Discussion and Possible Action: 2023 Assistance to Firefighters Grant for Cancer Screenings Memorandum of Understanding (MOU)

Chief Chevalier explained that the MOU was required to be signed by all participants outlining the amount and cost share match.

Clerk Paul Wyatt moved that we approve the 2023 Assistance to Firefighter Grant cancer screenings MOU as presented conditioned upon completion of the consent and waivers from the other participating Fire Districts, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

E. Discussion and Possible Action: Administration Building Facility Update

The floor was turned over to Chief Clay Wood. The remodeling/updating of the Administration Building has been in discussion for a few years and will improve the facility's functionality and efficiency and security of the Administrative staff. Clerk Paul Wyatt asked if the remodel would be outsourced or inhouse with Chief Wood saying majority would be done inhouse but things like the plumbing would need to be outsourced. Chair Jamie Adams asked that the Board be provided with a design of the remodel along with any updates with Chief Wood confirming. This update is one of the planned capital projects during this fiscal year.

Clerk Paul Wyatt moved to authorize staff to proceed as presented with the Administration building facility project in an amount not exceeding \$39,000, and Member Lynn Brown-Wagner seconded the motion. The vote was unanimously approved, and the motion passed.

F. Discussion and Possible Action: Station 19 Facility Update

The floor was turned over to Chief Clay Wood. He explained the current staffing at Station 19 with the potential to add an additional firefighter. This facility upgrade is to improve crew functionality. Discussion ensued amongst the Board and Staff on the current facility and a future station. This update is also one of the planned capital projects for this fiscal year.

Member Lynn Browne-Wagner moved to authorize staff to proceed as presented with the Station 19 facility upgrade in an amount not exceeding \$30,000, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

G. Discussion and Possible Action: Fire House Purchase and Replacement

The floor was turned over the Chief Clay Wood. Logistics completed a bid process for the purchase of 5,000 feet of hose to replace damaged or worn out hoses. Capital funds will be used for this purchase.

Clerk Paul Wyatt moved to authorize staff to proceed as presented with the fire house replacement from United Fire Equipment in the amount not exceeding \$25,000, and Chair Jamie Adams seconded the motion. The vote was unanimously approved, and the motion passed.

H. Discussion and Possible Action: Purchase a Type II Ambulance from Redsky Fire Apparatus LLC and Stryker Power Load

The floor was turned over to Chief Clay Wood. He said there are currently two Type II Transit ambulances in service. These units are primarily for Interfacility Transports (IFTs) but are 911 capable. Discussion on the usage of both Type I and Type II ambulances. The goal is to have a Type II transit at each station. The Type II transits are a cost savings to the District. This purchase is a planned capital project for this fiscal year.

Chair Jamie Adams moved to authorize staff to proceed with the Demers Ford all-wheel drive, mid-roof transit ambulance from Redsky Fire Apparatus LLC and the Stryker Power Load system from Stryker as presented in an amount not to exceed \$175,062.06, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimously approved, and the motion passed.

10. NEW AGENDA ITEMS

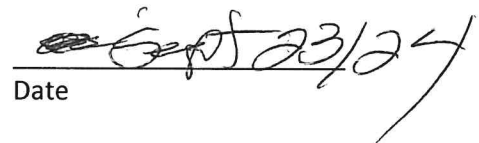
Station 13 update
Policies

11. ADJOURNMENT

Thereafter, Chair Jamie Adams declared the public session adjourned at approximately 4:13 pm.



Board Clerk



Date