



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on September 26, 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, Member Dennis Hughes, Member Jamie Adams, and Member Paul Adams.
4. **APPROVAL OF MINUTES**
Regular Session of August 22, 2022

Member Paul Wyatt moved to approve the Regular Session minutes from August 22, 2022, as written and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

5. **CALL TO THE PUBLIC**
None
6. **EMPLOYEE RECOGNITION**
None
7. **REPORTS AND CORRESPONDENCE**
 - A. Fire Board Report – Members Dennis Hughes and Lynn Browne-Wagner thanked the crews for responding. Member Dennis Hughes asked about the home sprinkler reimbursements with Chief Savage giving an update. There have been no requests, we are still educating the public. Chief Russell said the initial publication went out to the public and will roll out information when the new website is up and running.
 - B. Fire Chief's Report – Report included in the packet. Chief Savage updated the Board regarding applications submitted for the Fire Chief's position. There are 7 total with 5 external and 2 internal. Member Jamie Adams commented on the trainings for the last month.
 - C. Administrative Services Report – Report included in the packet. Member Dennis Hughes asked who manages Facebook and Instagram. Chief Chevalier said he and Trinity Guthrie-Savage keep them updated. Chief Chevalier has done radio interviews with both Jineane Ford from 106.7 FM and Kahau Kai from Silversword Asset Management.

- D. Operations, Medical Services and Training Report – Report included in the packet. No questions.
- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. No questions.
- F. Prevention and Community Risk Reduction report – Report included in the packet. No questions.

8. ANNOUNCEMENTS

Board should anticipate a special board meeting to review results of the Fire Chief assessment center.

9. BUSINESS

A. Discussion and Possible Action: August 2022 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for August 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 August 31, 2022, Summary of Reconciled Cash Balances as of August 31, 2022, Income Statement of Revenues and Expenditures of General Fund for August 2022, including budget to actual and year-to-date balances, Capital Estimated vs. Actual expenses year-to-date, Income vs. Expenses graph for August 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 August is \$608,991 which is \$52,438 under budget. Navajo County revenue is \$26,258 which is under budget by \$8,898. Non-levy revenue is \$582,733 which is under budget by \$43,540, driven by lower than anticipated Wildland offset by increase in Ambulance and Grant revenue and reimbursement of Securis Premium refund. The District is now billing at the higher rate that was approved by DHS. Expenses for August total \$1,268,784 which is under budget by \$58,810. Personnel Costs are \$922,784 which is \$59,445 under budget, driven by lower than anticipated Wildland wages and PSPRS costs. Vehicles & Equipment is \$100,285 which is \$6,305 over budget, driven by EMS supplies purchased for Station 14 and to maintain stock for all stations. Year-to-Date revenue is \$1,080,939 which is \$202,600 under budget. Wildland revenue is \$295,311 under budget, Ambulance revenue is \$60,350 over budget. Year-to Date expense is \$2,581,043 which is \$224,213 under budget, primarily driven by lower personnel costs related to Wildland deployments and the associated benefit costs. Total cash for August is \$2,989,692, which is \$1,419,177 higher compared to August 2021. Property tax collection on track. The District is performing really well for the last two months.

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

B. Public Hearing: Amendments to the International Fire Code 2018 Edition

Chief Savage reminded the Board at last month's meeting that they gave tentative approval to the changes to the Fire Districts amendments to the adopted Fire Code. The changes were posted as required. There was no public input.

Chair Amy Kay opened the public hearing at 3:16

No public comments

The public hearing was closed at 3:16

C. Discussion and Possible Action: Final approval of amendments to the International Fire Code 18 Edition

Chief Savage reminded the board that the 2018 International Fire Code 2018 Edition took effect in July of 2021. After a secondary review of the amendments, some code language was determined to be missing and was not carried over to the most recent adoption.

Member Dennis Hughes moved that we approve the amendments to the International Fire Code 2018 Edition as presented, and Chair Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

D. Discussion and Possible Action: Policy 1.08 Probationary Period

Chief Savage referred the Board to Policy 1.08 in their packet. The proposal is intended to align our policy with industry best practices, the Fire District's current practices and provide greater clarity around extended probationary periods and how a merit increase would be applied in that circumstance.

Member Jamie Adams moved that we approve the Policy 1.08 Probationary Period as presented, and Member Paul Wyatt 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 3:21 pm.


Board Clerk

10-24-22
Date