



## TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on September 25, 2023, 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 Lynn Browne-Wagner called the meeting to order at approximately 3:00 pm.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. ROLL CALL OF BOARD MEMBERS

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

#### 4. APPROVAL OF MINUTES

- a. Regular Session of August 28, 2023

Member Amy Kay moved to approve the Regular Session minutes from August 28, 2023, as written, and Clerk Jamie Kay seconded the motion. The vote was unanimously approved, and the motion carried.

#### 5. CALL TO THE PUBLIC

None

#### 6. EMPLOYEE RECOGNITION

None

#### 7. REPORTS AND CORFAA RESPONDENCE

- A. Fire Board Report – none.
- B. Fire Chief's Report – Report included in the packet. Celebrated 9 year anniversary.
- C. Administrative Services Report – Report included in the packet. ARPA funds received. Grant for airbags and extrication struts.
- D. Operations, Medical Services, and Training and Report – Report included in the packet. Record high for IFTs (Inter-facility transport) at 81 for the month of August. Brought attention to the annual FFA inspection. Member Jamie Adams asked about IFT staffing with Chief Livermore updating the number of ambulances available for transports. The Battalion Chiefs do a great job of managing personnel. There are some challenges with staffing but have had individuals step up to take overtime positions and have had to use the mandatory holds when needed. Still working with Labor on the mandatory callback. Taylor/Snowflake Fire Department is currently the backup for TMFMD. Appreciate the support from them. Member Paul Wyatt asked about the Class B foam for fighting aviation fires. Chief

Chevalier said TMFMD has removed the foam from our system and is no longer using this product. Discussion on exposure to the foam and finding a replacement.

- E. Prevention Report – Report included in the packet. Started working with approved 3<sup>rd</sup> party vendors for plan review with a fast turnaround time. Marriott Hotel planned opening on October 16, 2023. Planet Fitness passed their sprinkler system inspection. Chief Chevalier thanked FM Pepper for his work. Received a thank-you letter from the owner of Four Silos Brewery, Mr. Michael Barclay, regarding FM Pepper’s help and direction.
- F. Logistic, Support Services and Fleet Maintenance report – Working with John Price at WSM Architectural on proposals for Stations 13 and 15. Replacing signs at Fleet, Administration and Station 13 that are showing damage from UV rays and weather. Inspection on Type 1 engine completed and expected delivery time is mid-October. Additional personnel left today to look at the tender/pumper that has been ordered.

**8. ANNOUNCEMENTS and CORRESPONDENCE**

None

**9. BUSINESS**

**A. Discussion and Possible Action: August 2023 Financial Reports**

Gabe Buldra (*by Zoom*), Principal for James Vincent Group, presented the monthly financials for August 2023. The key points that were reviewed 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, 2023, Summary of Reconciled Cash Balances as of August 31, 2023, Income Statement of Revenues and Expenditures of General Fund for August 2023, including budget to actual and year-to-date balances, Breakdown of Ambulance Revenue YTD, Capital Estimated vs. Actual expenses year-to-date, Income vs. Expenses graph for August 2023, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of August is \$722,776 which is \$98,554 over budget driven by Wildland revenue and Ambulance revenue. Navajo County revenue for the month is \$30,113 which is under budget by \$9,148. Non-levy revenue is \$692,663 which is over budget by \$107,702. Wildland is over budget by \$26,513. Ambulance revenue is over budget by \$87,398. Expenses for August total \$1,452,407 which is over budget by \$37,109. Personal costs are over budget by \$42,217 driven by overtime wages. Vehicles and Equipment are over budget by \$12,987 driven by new transmission for E-13. Meetings and Training are under budget by \$15,413 driven by lower training costs. Two months into the Fiscal Year, revenue is \$1,390,841 which is \$183,712 over budget. Property tax collection is right in line with budget. Navajo County revenue is \$5,499 over budget. Ambulance revenue is \$106,548 over budget. Grant revenue is \$73,735 over budget. With the overtime and apparatus repair, YTD expense is \$2,903,372 which is \$55,309 under budget. Total Cash for August is \$2,270,703 which is \$719,552 lower compared to August 2022.

Member Amy Kay moved that we approve the financial reports for the month of August 2023 as presented, and Member Paul Wyatt seconded the motion. The vote was unanimously approved, and the motion carried.

**B. Discussion and Possible Action: Policy Update and Revisions**

The floor was turned over to Chief Darren Cluff. Reminded the Board that there was one EAP policy available for firefighters to reference. Recently had an individual attempt to use the policy and found it to be confusing. After reviewing policy, it was decided to separate out the Craig Tiger Act/Traumatic Event Counseling portion and create a new policy. Discussion at last month’s meeting was centered on the reporting form. That is an internal form used for the data that is required to be reported to the state. Chief Cluff asked if there were any questions. The Board had no questions. Chair Lynn Browne-Wagner thanks Chief Cluff for his work and the changes made.

Member Paul Wyatt moved that we approve the revision to Policy 4.18 Employee Assistance Program and that the Traumatic Event Counseling (Craig Tiger Act) Policy 4.18(A) be added as drafted and Chair Lynn Browne-Wagner seconded the motion. The vote was unanimously approved, and the motion carried.

**C. Discussion and Possible Action: Professional Services Contracts with WSM Architects for Consulting Architectural, Engineering, and Design Services for Station 13 and Station 15**

The floor was turned over to Chief Wood. Found an architectural firm out of Tucson to use for Stations 13 and 15 projects. Had some challenges due to the stations being metal buildings. He reviewed Station 13 project design work phases that included Schematic Design, Construction Documents, Bidding and Permitting, and Construction Administration. The intent is to get a design plan and cost estimates for Station 13 and to find a contractor and engineer that we are comfortable with. He asked the Board if they had any questions regarding Station 13 project. Member Paul Wyatt asked if hiring the architects, are we just getting the design information to take out for bid with Chief Wood stating that is correct. Further discussion on the phases and construction oversight. Chief Wood reminded the Board that Station 15 remodel had already been discussed and once a contractor has been selected, they will oversee repairs for both stations. Chief Wood reviewed Station 15 project design work phases that included Pre-design, Schematic Design, Construction Documents, Bidding and Permitting and Construction Administration. Chief Chevalier reviewed the budgeted amounts set aside for these projects. Discussion on the insurance funds received from the roof claim. The budgeted amount for the concrete pad at Station 13 will be on hold until decisions are made on the repairs to the building. Discussions will continue with the insurance company on any additional funds. Chief Chevalier clarified that the full amount proposed in the contract would not be expended to get us to the bid process. Chair Lynn Browne-Wagner appreciated that there would be continuity with the management of both projects. Member Paul Wyatt asked what the amount would be with Chief Chevalier saying there isn't an exact amount but that he could recommend and approve an amount if he would like. Discussion ensued amongst the Board and Staff on the amount and that there would be monthly reports on the spending of the funds. After further discussion, Member Paul Wyatt said he had no problems with the contract amounts. Chair Lynn Browne-Wagner asked for a motion.

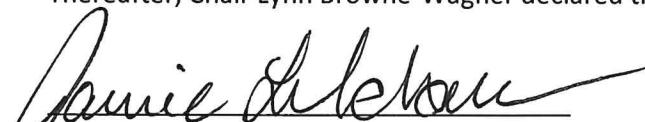
Member Paul Wyatt moved that we approve the Professional Service Contract with WSM Architects for the Station 13's roof repair and Station 15's remodel project as outlined in the proposed contracts and include the professional services addendum as recommended by legal counsel, and Member Amy Kay seconded the motion. Member Jamie Adams asked if Member Paul Wyatt wanted to modify his motion. Mr. Wyatt did not modify his motion and the vote was unanimously approved, and the motion carried.

**10. NEW AGENDA ITEMS**

November Board Meeting  
Hiring Strategy

**11. ADJOURNMENT**

Thereafter, Chair Lynn Browne-Wagner declared the public session adjourned at approximately 3:54 pm.

  
Board Clerk

10/23/23  
Date