



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on December 18, 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 phone*), Clerk Jamie Adams, Member Jim Molesa, Member Paul Wyatt, and Member Amy Kay.

4. APPROVAL OF MINUTES

- a. Regular Session of November 20, 2023

Member Jim Molesa moved to approve the Regular Session minutes from November 20, 2023, as written, and Clerk Jamie Adams seconded the motion. The vote was unanimously approved, and the motion carried.

5. CALL TO THE PUBLIC

None

6. EMPLOYEE RECOGNITION

- a. Captain Dennis Stern has 30 years of accredited service to the community.

7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – Clerk Jamie Adams thanked Chief Chevalier for the district tour. Chair Lynn Browne-Wagner will be having hip surgery on December 27th and will be out for a few weeks.
- B. Fire Chief's Report – Chief Chevalier reports that the Annexation for Silver Lake Estates and Porter Mountain Estates did not pass. Chair Lynn Browne-Wagner asked if Timber Mesa will be charging an out of district fee. Clerk Jamie Adams asked how the new fee schedule will be developed. Chief Chevalier explain the plan and approach for out of district service.
- C. Administrative Services Report – Report included in the packet. No questions.

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

8. ANNOUNCEMENTS and CORRESPONDENCE

Arizona Fire Districts Association Conference January 10th, 2024

9. BUSINESS

- A. Discussion and Possible Action: Board Officer Elections. Per the Fire District Board Bylaws, the current Board Clerk will ascend to the Board Chairperson position and the Board will elect from themselves a new Board Clerk.**

Chair Jamie Adams nominated Member Paul Wyatt to serve as the Board Clerk for the next year, after which, he will ascend to the Board Chairperson's position.

Member Lynn Browne-Wagner moved that we elect Member Paul Wyatt to serve as the Board Clerk for the next year, after which, he will ascend to the Board Chairperson's position, and Member Jim Molesa seconded the motion. The vote was unanimous, and the motion carried.

- B. Discussion and Possible Action: November 2023 Financial Reports**

Sara Simonton, Representative for James Vincent Group, presented the monthly financials for November 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 November 30, 2023, Summary of Reconciled Cash Balances as of November 30, 2023, Income Statement of Revenues and Expenditures of General Fund for November 2023, including budget to actual and year-to-date balances, Breakdown of Ambulance Revenue YTD, Fixed Asset Additions and Disposals Schedule FY23/24, Income vs. Expenses graph for November 2023, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of November is \$1,749,546, which is \$231,650 under budget. Navajo County revenue for the month is \$1,257,926 which is under budget by \$313,668. Non-levy revenue is \$491,620 which is over budget by \$82,018. Ambulance revenue is over budget by \$95,446. Expenses for November total \$1,740,940, which is under budget by \$37,740. Personal costs are over budget by \$17,901 driven by overtime wages. When the medic students are back on their regular schedule, there should be a decrease in overtime. Vehicles and Equipment are under budget by \$22,944 driven by less fuel and uniforms. Meetings and Training are under budget by \$18,310 driven by lower training costs. Fiscal Year revenue is \$10,359,641 which is \$474,817 over budget. Navajo County revenue is \$73,566 under budget. Ambulance revenue is \$262,399 over budget. Miscellaneous revenue is under budget by \$56,013. Grant revenue is \$301,928 over budget. YTD expense is \$7,428,077 which is \$175,043 under budget. Total Cash for November is \$7,355,334 which is \$175,931 higher compared to November 2022. She asked if the Board had any questions and there were none.

Member Lynn Browne-Wagner moved that we approve the financial reports for the month of November 2023 as presented, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion carried.

- C. Discussion and Possible Action: Fiscal year 2022-2023 financial audit presentation. The Fire District's independent auditing firm will be attending virtually to present audit findings.**

Lydia Hunter from the auditing firm of Beach Fleischman presented the audit virtually. She congratulated the Board and the District for the unmodified opinion on the financial statements and the single audit. She explained that a single audit was done due to the federal funds received by the District. She reviewed the Required Communications, the Summary of Financial Information, Consideration of Internal Control, and the Annual Comprehensive Financial Report (ACFR). She stated there were no disagreements with management. She reviewed the Financial Highlights which included the Statement of Net Position and Statement of Activities, the Cash Flow Summary, Internal Controls, and the three sections of the ACFR which included the Introductory, financial, and statistical. Chief Chevalier thanked Ms. Hunter, James Vincent Group, and Timber Mesa's admin team for a successful audit. Chair Jamie Adams also thanked the team that worked on the audit. There were no other questions or discussions.

Member Lynn Browne-Wagner moved that we accept the audit findings from the Fire District's independent auditing firm for fiscal year 2022-2023 and approve the Annual Comprehensive Financial Report as presented, and Clerk Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

D. Discussion and Possible Action: 2024 Arizona Mutual Aid Compact

Chief Chevalier explained to the board the purpose of the Mutual Aid Compact. Chair Jamie Adams asked Chief Chevalier if the Compact was a normal thing for Fire Districts. Chief Chevalier answered yes that it was normal.

Member Jim Molesa moved that we authorize the Fire Chief to execute the 2024 Arizona Mutual Aid Compact agreement as presented, and Chair Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

10. NEW AGENDA ITEMS

Fee schedule for out of district service
Chief Chevalier's evaluation
January board meeting rescheduled for January 29, 2024

11. ADJOURNMENT

Thereafter, Chair Jamie Adams declared the public session adjourned at approximately 3:42 pm.


Board Clerk

1-29-2024
Date