



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on May 25, 2021 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 Dennis Hughes called the meeting to order at approximately 3:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Chair Dennis Hughes, Clerk Amy Kay, Member Jamie Adams, and Member Lynn Browne-Wagner.

4. **APPROVAL OF MINUTES**
Regular Session of April 26, 2021

Member Lynn Browne-Wagner motioned to approve the Regular Session minutes from April 26, 2021 as written and Chair Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

5. **CALL TO THE PUBLIC**
None

6. **EMPLOYEE RECOGNITION**
 - A. Firefighter recruitment process. Five candidates successfully earned a spot on the hiring list

7. **REPORTS AND CORRESPONDENCE**
 - A. Fire Board Report – Clerk Amy Kay, Member Jamie Adams, and Member Paul Wyatt took the statutory training offered. Good information was received.
 - B. Fire Chief's Report – Report included in the packet. Chair Dennis Hughes asked for clarification on Item 1 of the Chief's Report. Chief Savage explained. Board member Jamie Adams asked about collection on delinquent taxes. Chief Savage and Mr. Gabe Buldra explained. Chief Savage provided a copy of a thank letter from a citizen.
 - C. Administrative Services Report – Report included in the packet. Chief Chevalier provided a copy of a letter received from Navajo County Emergency Manager, Catrina Jenkins, regarding grant funding under Healthy Forest Initiative (HFI) for the citizens in Porter Mountain Estates. Discussion ensued regarding additional areas that are high hazardous
 - D. Operations, Medical Services and Training Report – Report included in the packet. Chair Dennis Hughes asked for a CON update with Chief Savage providing the update. Chief Livermore referred the Board to the patient care graph that he received from the State.

- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood referred the Board to the breakdown of fleet work performed.
- F. Prevention and Community Risk Reduction report – Report included in the packet. No questions.

8. ANNOUNCEMENTS

AFDA/AFCA conference in Glendale on July 6th-9th.

9. BUSINESS

A. Discussion and Possible Action: April 2021 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for April 2021 which include the Balance sheet, Summary of reconciled cash balances, Income Statement of Revenues and Expenditures, Capital Estimated vs Actual expenses YTD, Income vs. Expenses graph, Monthly Disbursement report and 12-month cash flow. He referred the Board to the key points for the revenue and expenses. Revenue for the month of April is \$2,035,903 which is \$102,740 over budget. Navajo County revenue for the month is \$1,849,432 which is over budget by \$396,894. Non-levy revenue is \$86,472 which is under budget by \$294,153. Ambulance revenue is \$33,501 which is under budget by \$219,416 and Wildland revenue is \$11,799 which is under budget by \$88,201. Expense totals for the month of April are \$982,664 which is under budget by \$340,386. CON purchase cost was \$0 which is driving the variance. Year-to-date Revenue is \$12,279,621 which is \$461,556 over budget. Year-to-date Navajo County revenue is \$575,874 over budget. Year-to-date Expenses are \$10,265,949 which is \$148,972 over budget.

Chair Dennis Hughes moved that we approve the financial reports for the month of April 2021 as presented, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

B. Discussion and Possible Action: Tentative approval of the Fiscal Year (FY) 2021-22 Fire District budget

Chief Savage referred the Board to the proposed budget in the amount of \$15,658,434. The estimated tax rate has decreased from the \$3.17 amount that was discussed in the budget session to \$3.15. He gave the timeline for approving the budget. Chair Dennis Hughes asked how many fire districts are at the \$3.25 maximum tax rate. Chief Savage said about 45%. Discussion ensued regarding the \$3.25 cap rate. Member Jamie Adams asked about the financing for the training tower. Discussion ensued regarding the budget for the training tower and the rental of the facility to outside agencies.

Member Jamie Adams moved to tentatively approve the Fiscal Year 2021-22 Fire District budget in the amount of \$15,658,434 as presented and direct staff to post the budget as required by law, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

C. Discussion and Possible Action: Policy Revision: FIN 1332 – Purchasing and Purchase Order System

Chief Savage referred the Board to the redlined and clean versions of the purchasing policy. The change to the policy was recommended by the Administrative Chief and the Financial Director to increase the threshold from \$500 to \$1,500. There are significant internal controls in place when purchasing items.

Chair Dennis Hughes moved to approve a change to the Fire District's Financial Policy #1332 – Purchasing and Purchase Order System as presented, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

D. Discussion and Possible Action: Hiring additional firefighters to fill vacancies caused by long-term injury/illness

Chief Savage reminded the Board of the current firefighter hiring list. There are 5 candidates who were successful. There are two budgeted openings that have not been filled. The previous hiring list has been

exhausted. There are three firefighters that are out on long-term injury/illness. Chief Savage is asking that all five individuals on the list be hired. This would improve daily staffing, improve the ability to deploy wildland resources, allow for staffing during the busiest season and positively impact overtime usage.


Chair Dennis Hughes moved to authorize the Fire Chief to extend offers of employment to all five candidates on the Fire District's hiring list to fill positions currently vacant due to long-term injury and illness, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

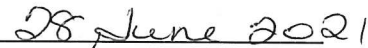
10. NEW AGENDA ITEMS

Final approval of the budget

11. ADJOURNMENT

Thereafter, Chair Dennis Hughes declared the public session adjourned at approximately 3:28 pm.


Board Clerk


Date