



# TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on February 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 Jim Molesa, Clerk Paul Wyatt, Member Amy Kay and Member Lynn Browne-Wagner (*telephonically*).

### 4. APPROVAL OF MINUTES

- a. Regular Session of January 29<sup>th</sup>, 2024
- b. Executive Session of January 29<sup>th</sup>, 2024

Member Jim Molesa moved to approve the Regular Session minutes from January 29, 2024, as written, and Member Paul Wyatt seconded the motion. The vote was unanimously approved, and the motion passed.

Member Jim Molesa moved to approve the Executive Session minutes from January 29, 2024, as written and Member Paul Wyatt seconded the motion. The vote was unanimously approved, and the motion passed.

### 5. CALL TO THE PUBLIC

None

### 6. EMPLOYEE RECOGNITION

Congratulations to the paramedic students for successful completion of the program.

### 7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – Chair Jamie Adams attended both “Push-In” Ceremonies at Stations 13 and 19.

- B. Fire Chief's Report – Report included in the packet. Chief Chevalier updated the leadership transition with Chief Cluff retiring. Chief Livermore will be assuming the role of Assistant Chief of Admin with Division Chief Loney assuming the role of Assistant Chief of Operations and Captain Devin Wood will assume the Division Chief of Medical Services position. Referred the Board to the 2024 Levy limit Worksheet letter received Navajo County Assessor's office. Discussion on previous years assessed values. Will be able to increase the Capital fund. The next Strategic Plan meeting will be March 6.
- C. Administrative Services Report – Report included in the packet. Chief Cluff informed the Board that TMFMD was asked to host the regional AFG grant for cancer screenings. The awards ceremony held on February 15 was a success with recognition of employees, promotions, and new paramedics.
- D. Operations, Medical Services, and Training and Report – Report included in the packet. Chief Livermore updated the Board on the Mechanical CPR devices that have been used by the crews as a trial. Worked with Guardian Air to renew expiring CPR, PALS and ACLS for the firefighters.
- E. Prevention Report – Report included in the packet. FM Pepper gave update on the fire investigations that the Prevention Division has been working on with Vernon Fire District, Heber/Overgaard Fire District and Taylor/Snowflake Fire Department. The fee schedule adopted at last month's board meeting has been implemented. Captain Lucas Guy attended the NFA Fire Investigator class and was successful in passing and obtaining his certification. Discussion on code violations with FM Pepper saying that the violations are minor in nature.
- F. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood gave an update on the contracts with CORE and WSM Architects. Legal has reviewed and approved the contracts. The exhaust fan installations for the stations are expected in March. The Ford Transit rescues are waiting for the final inspection and then will be in service. Chief Wood appreciated the support for the "Push-In" ceremonies at Station 13 and Station 19.

## 8. ANNOUNCEMENTS and CORRESPONDENCE

None

## 9. BUSINESS

### A. Discussion and Possible Action: January 2024 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for January 2024. The following key points were reviewed: 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 January 31, 2024, Summary of Reconciled Cash Balances as of January 31, 2024, Income Statement of Revenues and Expenditures of General Fund for January 2024, 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 January 2024, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of January is \$1,211,260, which is \$253,138 over budget. This was driven by the ambulance revenue and interest income. Navajo County revenue for the month is \$596,315 which is over budget by \$115,795. Non-levy revenue is \$614,945 which is over budget by \$137,343. Ambulance revenue is over budget by \$121,442. Expenses for January total \$1,289,596 which is under budget by \$41,180. Personnel Costs are under budget by \$50,135 driven by less overtime wages. Buildings & Land is over budget by \$8,700 driven by the timing of utilities. Vehicles & Equipment is under budget by \$5,560 driven by less uniforms and fuel. Meetings & Training is over budget by \$9,689 driven by timing of training costs. Fiscal Year revenue is \$13,185,301 which is \$933,242 over budget. Navajo County revenue is \$112,491 over budget. YTD expense is \$10,003,376 which is \$225,591 under budget. Total Cash for January is \$7,158,470 which is \$838,072 higher compared to January 2023. Mr. Buldra said budget meetings with Staff are upcoming.



Member Amy Kay moved that we approve the financial reports for the month of January 2024 as presented, and Chair Jamie Adams seconded the motion. The vote was unanimously approved, and the motion passed.

**B. Discussion and Possible Action: Request for Proposal (RFP) for the Fire District's Annual Financial Auditing Services**

Chief Chevalier said the District has been engaged with BeachFleischman auditing firm since inception of TMFMD and they have done a great job. To ensure the District is doing its due diligence, he is asking that an RFP (Request for Proposal) be sent for auditing services. Once the proposals are reviewed, they will be an agenda item at an upcoming board meeting.

Member Lynn Browne-Wagner moved that we authorize staff to advertise an RFP for the Fire District's annual financial auditing services, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

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

The floor was turned over to Chief Cluff. He referred the Board to 4.20 Travel and Per Diem Reimbursement draft policy include in the packet. The U.S. GSA (General Services Administration) has made updates regarding reimbursement for the use of a personal vehicle for work. The GSA now provides a rate specific to the use of a personal vehicle when a "Government-furnished" vehicle is available. With approval, the current policy will be in line with the GSA rates.

Member Paul Wyatt moved that we approve the revision to Policy 4.20 Travel and Per Diem Reimbursement as drafted, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

**D. Discussion and Possible Action: Approval of Notice Call of Election – 2024 Consolidated Election**

Chief Chevalier said there are 3 board member positions up for election currently held by Chair Jamie Adams, Member Amy Kay, and Clerk Paul Wyatt. Approval of the Call of Election authorizes Navajo County to conduct the election held in November 2024.

Chair Jamie Adams moved that we approve the Notice Call of Election form calling for the election of three Timber Mesa Fire and Medical District Board members and authorize Navajo County to conduct the election during the November 5<sup>th</sup>, 2024, general election including publishing the call for election as required, and Member Paul Wyatt seconded the motion. The vote was unanimously approved, and the motion passed.

**E. Discussion and Possible Action: Possible authorization to purchase a Type I Medix Ambulance**

The floor was turned over to Chief Wood. He reviewed the timeline of the original request back in September 2022 to purchase two new ambulances with the signed non-binding letter of intent with Republic EVS. Since that time, we have had an operational change and elected to re-chassis one Type I Ford ambulance and purchase two Type II Ford Transits and canceled one of the ambulances in the original letter. We have been notified that the remaining Type I ambulance is ready to be built with an expected delivery date in July 2024. The price of the new ambulance was discussed with the final cost unknown at this time. Chief Wood recommended the Board to approve staff to order the Medix Type I to secure the unit and to expend the funds in the 24/25 fiscal year. Discussion on the mileage and number of the current ambulances in service.

Member Paul Wyatt moved that we authorize the purchase of the Medix Type I Ambulance, in the amount not to exceed \$254,000 and to be paid upon delivery after July 1, 2024, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

**F. Discussion and Possible Action: Approval of the AIA B133-2019 Station 13 and Station 15 contract between the District and WSM Architects**

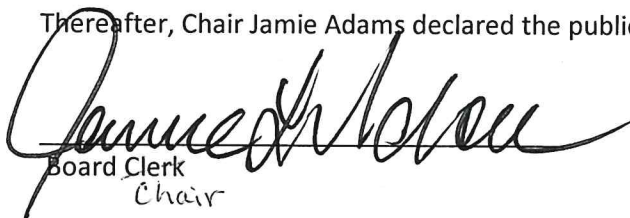
The floor was turned over to Chief Wood. He provided copies of the addendum to the board members and staff. The addendum was recommended by legal counsel and accepted by WSM Architects. Discussion on scope of work to be provided and payment amounts. The final amounts will tentatively be brought before the Board at the next meeting.

Member Jim Molesa moved that we approve the AIA B133-2019 form of contract between the District and WSM Architects as it pertains to Station 13 and the AIA B133-2019 form of agreement between the District and WSM Architects as it pertains to Station 15 and as to each, the terms of the August 14, 2023, proposals from WSM Architects as previously approved by the Board, and any supplement, exhibits, or attachments to each AIA contract, including that certain Supplement and Amendments to the standard form of agreement between owner and architect executed therewith. It is further moved that the expenditures authorized for the Station 13 project shall be limited to \$42,669.20 for the schematic design, architectural design, contractor selection, and construction estimates for the facility, together with the other additional fees as otherwise provided in the above-referenced document B133-2019, and fees as they pertain to Station 15 shall be limited to \$52,798.40 for architectural design, contractor selection, and in addition, the construction estimates otherwise authorized in Document AIA B133-2019 executed in conjunction therewith, and Member Paul Wyatt seconded the motion. The vote was unanimously approved, and the motion passed.

**10. NEW AGENDA ITEMS**

**11. ADJOURNMENT**

Thereafter, Chair Jamie Adams declared the public session adjourned at approximately 3:59 pm.

  
Board Clerk  
Chair

3-28-24  
Date