



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on August 28, 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, Clerk Jamie Adams, Member Amy Kay, Member Jim Molesa, and Member Paul Wyatt.

4. APPROVAL OF MINUTES

- a. Regular Session of July 24, 2023
- b. Executive Session of July 24, 2023

Member Jim Molesa moved to approve the Regular Session minutes from July 24, 2023, and the Executive Session minutes from July 24, 2023, as written, and Member Amy 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 CORRESPONDENCE

- A. Fire Board Report – Member Jamie Adams had the opportunity to go with Chief Chevalier to the Cottonwood Fire incident command center, very impressive and met some great people.
- B. Fire Chief's Report – Report included in the packet. Chief Chevalier will be out of town September 4-10.
- C. Administrative Services Report – Report included in the packet. Chief Cluff explained that the ARPA funding is federal money that the District applied for and it is anticipated that TMFMD will be receiving the full amount submitted. Updated the Board on the training attended by Chief Cluff and Jo Baird.
- D. Operations, Medical Services, Training and Prevention Report – Report included in the packet. Chief Livermore gave an update on the wildland fire assignments. The fire restrictions have been lifted. Feedback from the Medic students has been positive. With the retirement of Chief Russell, Deputy Fire Marshal JD Pepper has been temporarily assigned as Fire Marshal. He has been reaching out to our

community partners. Chief Loney updated the Board on discussions with Summit Healthcare on the Pre-Hospital Care Coordinator position.

- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood gave update on continued improvements to stations. Will bring the diesel exhaust removal system and electronic sign board before the Board next month.

8. ANNOUNCEMENTS and CORRESPONDENCE

Thank you notes

9. BUSINESS

A. Discussion and Possible Action: July 2023 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for July 2023. This is the first month of the new fiscal year. 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 July 31, 2023, Summary of Reconciled Cash Balances as of July 31, 2023, Income Statement of Revenues and Expenditures of General Fund for July 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 July 2023, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of July is \$664,864, which is \$81,957 over budget. Navajo County revenue for the month is \$63,211 which is over budget by \$14,647. Non-levy revenue is \$601,653 which is over budget by \$67,310. Grant revenue is over budget by \$73,227. Expenses for July total \$1,451,359 which is under budget by \$97,024. Personal costs are under budget by \$27,434 driven by lower wildland wages. Grant revenue and wildland expenses were explained. Meetings and Training are under budget by \$17,816 driven by lower training costs and wildland expenditures. Vehicle and Equipment is under budget by \$26,009 driven by lower grant costs and equipment maintenance. Total cash for July is \$3,404,617 which is \$371,923 lower compared to July 2022. James Vincent Group has been working on the audit prep. Will have a single audit completed due to receiving the ARPA funds which is federal money. Beach Fleischman will be onsite November 6.

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

B. Discussion and Possible Action: Purchase of two new staff vehicles

The floor was turned over to Chief Clay Wood. Bids were solicited from various car dealerships across Arizona. Member Paul Wyatt asked if there was any discount pricing applied to the quotes with Chief Wood replying yes. These vehicles will replace the Suburban and an F150 that are scheduled to be surplus. Chief Chevalier appreciated Chief Wood's work on getting the quotes and would like to spend money in our area, but the lowest bid was from Sands Motor Company. Member Jamie Adams asked if the vehicles were ready to purchase with Chief Wood saying no they will be available depending on if TMFMD is in phase one or two. He went on to explain the phases. Member Amy Kay asked if a Toyota pickup is an option with Chief Wood saying staff vehicles are typically either a Ford or Chevrolet and that TMFMD's fleet division carries stock items for those two vehicles. Chair Lynn Browne-Wagner asked if the lowest bid had to be accepted with Chief Chevalier saying no but if the Board decided to select a higher bid those extra funds could impact the money set aside for outfitting the vehicles or the Fleet division's budget.

Member Jamie Adams moved that we approve the purchase of two new staff vehicles through Show Low Ford in the amount of \$108,028.80 including sales tax, and Member Jim Molesa seconded the motion. The vote count was 4 yes with Member Paul Wyatt abstaining, and the motion carried.

C. Discussion and Possible Action: Approval of lease purchase documents for new Type 1 Rosenbauer Pumper and equipment

Chief Chevalier said last year the Board approved the purchase of a new Type 1 Rosenbauer Pumper and equipment. Staff has completed the final inspection and we expect delivery by October 1, 2023. Chief Wood updated the Board on the apparatus movements once the apparatus is in service. Gabe Buldra said the lease purchase is through Zions Bank in the amount of \$780,000 with a 7 year note at 4.9% and includes the equipment. Chief Chevalier referred the Board to the lease purchase documents. They have been reviewed by legal counsel and all satisfy the bank's requirements.

Member Amy Kay moved that we approve the Lease Purchase documents, including but not limited to the Lease Purchase Agreement dates September 14, 2023, together with the exhibits and attachments thereto, and Addendum thereto, and the Board Resolution relating to the same and the Certificate of Authority, and authorizing the Chair and Chief to execute the documents. I further authorize the Fire Chief to modify the documents as needed to consummate the transaction, and Chair Lynn Browne-Wagner seconded the motion. The vote was unanimously approved, and the motion carried.

D. Discussion and Possible Action: Policy Update and Revisions

The floor was turned over to Chief Cluff. There was some confusion about the current EAP policy. A separate policy titled Traumatic Event Counseling has been created to help with clarification. Chair Lynn Browne-Wagner asked about the traumatic event reporting form and the state statute referenced. Discussion ensued on both A.R.S §38-672 and 38-673 criteria and the types of events listed. No motion made.

Item D tabled until a future board meeting.

E. Discussion and Possible Action: Contract Services with Shum Coda Associates (SCA) and Northern Arizona Inspection Services (NAIS)

The floor was turned over to Chief Livermore. The idea of outsourcing plan reviews has been discussed for a while now. This will help with the workload with the departure of Chief Brian Russell. Prevention was moved to Operations and evaluation began with Interim Fire Marshal JD Pepper bringing forth the possibility of using a 3rd party vendor. Member Paul Wyatt asked if this was a common practice with Chief Livermore saying yes. He gave names of other agencies around the state that outsource plan reviews. He said these companies provide other services, but TMFDM would be using them for plan reviews at this time. FM Pepper will be engaged with both companies and be kept informed throughout each review process. The cost for each company was discussed with Chief Livermore saying that it will not cost the District any additional funds. Member Jamie Adams asked about the annual revenue with Chief Livermore saying at this time it is difficult to predict. May need to look at the current fee schedule but that will be at a different time. Discussion with Staff and the Board on TMFDM maintaining the authority to approve unique or out of the norm plans with the final approval by TMFMD. Discussion on general liability insurance coverage with legal counsel recommending \$2,000,000 minimum. With the Prevention Division being short staffed, this is a stop gap while FM Pepper receives additional education.

Member Paul Wyatt moved that we approve the service contracts with Shum Coda Associates and Northern Arizona Inspection Services as presented, and Chair Lynn Browne-Wagner seconded the motion. Discussion on the general liability coverage in the amount of not less than \$1,000,000. Member Paul Wyatt amended the motion to include the certificate of liability coverage with a \$2,000,000 minimum. The vote was unanimously approved, and the motion carried.

10. NEW AGENDA ITEMS

Policies

11. ADJOURNMENT

Thereafter, Chair Lynn Browne-Wagner declared the public session adjourned at approximately 4:22 pm.


Board Clerk

9-28-23
Date