



# TIMBER MESA FIRE & MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on July 22, 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 Amy Kay (*TEAMS*), Member Lynn Browne-Wagner, and Member Jim Molesa

### 4. APPROVAL OF MINUTES

#### a. Regular Session of June 24, 2024

Member Jim Molesa moved to approve the Regular Session minutes from June 24, 2024, as written, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimously approved, and the motion passed.

### 5. CALL TO THE PUBLIC

None

### 6. EMPLOYEE RECOGNITION

None

### 7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – None.
- B. Fire Chief's Report – Report included in the packet. Chief Chevalier referred the Board to his report. He brought attention to the Firewise Block Party. Good attendance and public contact. Final touches on the Community Wildfire Protection Plan (CWPP). Great 4<sup>th</sup> of July with a lot of people attending the parade and fireworks. Thank Chief C Wood, Captain D Brimhall and Captain Jerome for their work on the events. The District is very active with wildland assignments with multiple crews out. Four individuals submitted an election packet to the Navajo County elections office.
- C. Administrative Services Report – Report included in the packet. Chief Livermore updated the Board on the current firefighter job posting. Firefighter recruitment closed on July 12, 2024, with a total of 33

applications submitted. Gave an update on the social media totals. The Board viewed a short video that was posted. Thanked Trinity Guthrie for her work on creating videos and postings.

- D. Operations, Medical Services, and Training and Report – Report included in the packet. Chief Loney reminded the Board that July and August are typically the peak months due to visitors. The Board had no questions.
- E. Prevention Report – Report included in the packet. Fire Marshal Pepper gave a short presentation on the current smoke detector program. Smoke alarms are donated by the Arizona Burn Foundation.
- F. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Clay Wood gave an update on the vehicle received through the Gila River Grant. Should be in service next week. The pontoon boat no longer part of TMFMD's fleet.

## **8. ANNOUNCEMENTS and CORRESPONDENCE**

None

## **9. BUSINESS**

### **A. Discussion and Possible Action: June 2024 Financial Reports**

Sara Simonton, Accounting Manager for James Vincent Group, presented the monthly financials for June 2024. The following key points were reviewed: Revenue, Expenses, Fiscal Year revenue, Year-to-date Expense and Total Cash amount. The following were included in the board packet for review: Balance sheet as of June 30, 2024, Summary of Reconciled Cash Balances as of June 30, 2024, Income Statement of Revenues and Expenditures of General Fund for June 2024, including budget to actual and year-to-date balances, Fixed Asset Additions and Disposals Schedule FY23/24, Income vs. Expenses graph for June 2024, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of June is \$949,692 which is \$741,529 under budget. Will see revenue coming as billing is submitted for payment. Navajo County revenue for the month is \$120,963 which is under budget by \$8,963. No major issues. Non-levy revenue is \$828,729 which is under budget by \$732,566. Ambulance revenue is over budget by \$259,601. Strong ambulance revenue for June. Wildland revenue is under budget by \$65,227. Miscellaneous Revenue is under budget \$446,235 driving by timing of ARPA. Ms. Simonton said the ARPA funds were recorded in fiscal year 2023. Grants is under budget \$509,964 driven by timing of funds received. Expenses for June total \$1,534,795 which is under budget by \$359,050. Buildings & Land is under budget \$300,973 driven by timing of debt payments. Vehicles & Equipment is under budget \$60,467 driven by timing of debt payments. Managerial costs are under budget \$19,181 driven by less than anticipated professional services. Fiscal Year revenue is \$20,125,359 which is \$245,591 over budget. This is great news. Navajo County revenue is \$19,018 under budget. Grant revenue is \$161,939 under budget. Ambulance revenue is \$947,906 over budget. YTD expense is \$17,735,307 which is \$462,021 under budget. Total Cash for June is \$6,173,866 which is \$2,125,702 higher compared to June 2023. Strong revenue due to managing costs. Discussion on the Government Finance Officers Association (GFOA) with Ms. Simonton giving a brief explanation.

Member Lynn Browne-Wagner moved that we approve the financial reports for the month of June 2024 as presented, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

### **B. Discussion and Possible Action: Station 13 Roof Renovation Presentation**

Chief Clay Wood introduced John Price and Leroy Trujillo. The floor was turned over to Mr. Price and Mr. Trujillo. They presented a PowerPoint report with the discovery findings and the critical issues. Recommendations and costs options to repair the roof were reviewed. The insurance claim discrepancies were reviewed with Board member Jim Molesa asking about the initial funds received from the insurance company. Chief Wood explained and will schedule to visit with them again. The

ROM Option Estimate Totals and the Design Alternates were reviewed with a discussion on a 10 or 20 year roof warranty. Discussion on needs and funding for other stations. This would be a lease purchase with some cash to fund. Timeframe for repairs discussed. Would like to have the integrity of the building assessed. The Guaranteed Maximum Price (GMP) was discussed. Legal counsel was asked if the motion could include the Alternates, GMP, lease purchase and a structural integrity report with Mr. Whittington yes the motion can include all items discussed.

Member Lynn Browne-Wagner moved to authorize staff to proceed as presented by Shive-Hattery Architects and CORE Construction on the Station 13 Roof Renovation Project including all alternatives as presented, direct the project team to develop draft GMP documents, and further authorize staff to seek lease purchase options on this project. Additionally, authorize staff to have a structural engineer prepare a report on the structural integrity of Station 13, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

**C. Discussion and Possible Action: Purchase Staff Vehicle and Equipment**

Chief Wood referred the Board to the quote and additional equipment costs. This is part of the capital improvement plan. Show Low Ford came in as the low bid. Chair Jamie Adams asked where this vehicle would be used with Chief Wood saying frontline Operations. Discussion on milage and surplus options of vehicles in the fleet. Discussion on possibly purchasing smaller vehicles.

Member Lynn Browne-Wagner moved to approve the purchase of the new staff vehicle through Show Low Ford for \$45,500.00 including sales tax and the additional equipment, at a price not to exceed \$61,750.00, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

**D. Discussion and Possible Action: Fiscal Year 2023 AFG Cancer Screening Grant**

Chief Livermore referred the Board to the award letter included in the packet. This is a regional grant with four other Arizona agencies. He thanked Captain Jerome for his work on securing this grant. He said Timber Mesa Fire will be the host of the grant. There will be a cost share of 10% for TMFMD.

Chair Jamie Adams moved to authorize acceptance of the Fiscal Year 2023 AFG grant funding opportunity for \$585,826.89, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

**E. Discussion and Possible Action: Fiscal Year 2023 AFG Behavioral Health Screening and Resiliency Training Grant**

Chief Livermore said that Timber Mesa Fire is part of this regional grant with eleven other agencies with Arizona Fire and Medical District as the host. TMFMD's coast share will be 10%.

Member Jim Molesa moved that we authorize acceptance of the Fiscal Year 2023 AFG Behavioral Health grant funding opportunity for \$44,091, and Chair Jamie Adams seconded the motion. The vote was unanimously approved, and the motion passed.

**F. Discussion and Possible Action: Purchase of Boat Docks**

The floor was turned over the Chief Loney. He said the boats are currently sitting in the water and over time could be damaged. A working group was formed to consider options with a recommendation to purchase boat docks. Discussion on the quote and additional equipment, hardware, etc. needed.

Member Lynn Browne-Wagner moved to approve staff to purchase two boat docks for Show Low and White Mountain Lakes including associated equipment, not to exceed \$12,000, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

**G. Discussion and Possible Action: Purchase of Controlled Substance CompX Electronic Locks**

Chief Loney said that locks have been used for many years. There are currently 24 locks that require manual updates. With the CompX 300 series this system is more efficient. Asking to move forward to purchase phase two of the locks. The Board asked who makes with the updates with Chief Loney saying currently he is authorized to make the updates. The Board reviewed the quote with Chief Loney explaining the pricing.


Member Jim Molesa moved to approve staff to purchase CompX electronic locks and associated equipment, not to exceed \$10,000, and Chair Jamie Adams seconded the motion. The vote was unanimously approved, and the motion passed.

**10. NEW AGENDA ITEMS**

None

**11. ADJOURNMENT**

Thereafter, Chair Jamie Adams declared the public session adjourned at approximately 5:04 pm.

  
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Board Clerk

Aug 26-24  
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Date