



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on January 23, 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 Paul Wyatt, and Member Jim Molesa.

4. APPROVAL OF MINUTES

- a. Regular Session of December 19, 2022
- b. Executive Sessions of November 21, 2022

Member Paul Wyatt moved to approve the Regular Session minutes from December 19, 2022 as written, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried. Member Jamie Adams moved to approve the Executive Session minutes from November 21, 2022, as written and Member Jim Molesa seconded the motion. The vote was unanimous, and the motion carried.

5. CALL TO THE PUBLIC

None

6. EMPLOYEE RECOGNITION

- a. Retirement of Kirk Webb and Darin Whiting

7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – none.
- B. Fire Chief's Report – Report included in the packet. Chief Randy Chevalier referred the Board to the updated organizational chart included in the packet and explained the changes. Member Jamie Adams asked about the Ice Rescue training with Chief Chevalier explaining that the Show Low City pool has been used to simulate a rescue. He thanked the City of Show Low for their willingness to let the crews use the facility.
- C. Administrative Services Report – Report included in the packet. Chief Darren Cluff gave an update on the \$13,000 Firehouse Subs grant that the District received for extrication equipment. Discussion on the number of full sets in use.
- D. Operations, Medical Services and Training Report – Report included in the packet. Chief Josh Livermore referred the Board to Highlights and the End of Year Response Stats for 2022. Informed the Board that

Chief Loney has been working with Summit Hospital to develop protocols for the transport of behavioral patients and that Chief Heisler gave a presentation on the Bike the Bluff incident at the AEMS symposium. Chief Livermore gave further information on the ice rescue training. Member Paul Wyatt asked about the airport standbys with Chief Chevalier saying that payment will be based on the CPI and will be part of the budget.

- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Clay Wood gave updates on the repairs for the Station 14 water line break, the completion of the gym at Station 15 and the Transit rescue. He explained that there will be equipment and vehicles that will be ready for surplus.
- F. Prevention and Community Risk Reduction report – Report included in the packet. Chief Josh Livermore explained the annexation process.

8. ANNOUNCEMENTS

- a. Thank you letter from Mr. Robertson

9. BUSINESS

A. Discussion and Possible Action: December 2022 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for December 2022. The key points 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 December 31, 2022, Summary of Reconciled Cash Balances as of December 31, 2022, Income Statement of Revenues and Expenditures of General Fund for December 2022, including budget to actual and year-to-date balances, Capital Estimated vs. Actual expenses year-to-date, Income vs. Expenses graph for December 2022, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of December is \$1,215,146 which is \$104,414 under budget. Navajo County revenue is \$752,158 which is under budget by \$81,279. Non-levy revenue is \$462,988 which is under budget by \$23,135, driven by grant revenue. Expenses for December total \$1,385,322 which is over budget by \$10,474. Personnel Costs are \$1,205,416 which is \$31,844 over budget, driven by wages and overtime costs that are partially offset by lower than anticipated health insurance benefits costs. Managerial Costs are \$38,932, which is \$13,782 over budget, driven by HR costs. Vehicle s & Equipment Costs are \$76,144, which is \$38,836 under budget, driven by less than anticipated vehicle repair costs. Year-to-Date revenue is \$10,190,280 which is \$42,101 over budget. Navajo County revenue is \$229,717 over budget. Grant revenue is \$220,903 under budget. Year-to Date expense is \$7,540,892 which is \$183,454 under budget, primarily driven by lower personnel costs related to Wildland deployments and the associated benefit costs and election costs. Total cash for December is \$6,821,202 which is \$711,731 higher compared to December 2021. Mr. Buldra said the District receive \$117,000 in Prop 207 funds. Member Jim Molesa asked Mr. Buldra if he keeps up with the legislation update with Mr. Buldra answering that he does follow the updates.

Chair Lynn Browne-Wagner moved that we approve the financial reports for the month of December 2022 as presented, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

B. Discussion and Possible Action: Board Officer Elections, Fiscal year 2021-2022 financial audit presentation. The Fire District's independent auditing firm will present the audit findings.

Lydia Hunter from the auditing firm of Beach Fleischman presented the audit virtually due to the weather. She congratulated the Board and the District for the unmodified opinion on the financial statements and the single audit. She stated that there were no disagreements with management. 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). Discussed the ambulance collections, capital assets and pension liability. She reviewed the Statement of Net Position, Statement of Activities, Cash Flow Summary, Internal Controls and the three sections (Introductory, Financial and Statistical) of the ACFR. Ms. Hunter thanked the Board for their oversight. She asked if the Board had any questions on the audit and there were none. Chief Chevalier thanked Ms. Hunter for completing the audit for TMFMD and asked her to explain the GFOA certification. She said that this is the fourth year that TMFMD has been recognized and that this is the Gold Standard for reporting. This increases the transparency and readability. There were no other questions or discussions.

Chair Lynn Browne-Wagner moved that we accept the audit findings from the Fire District's independent auditing firm for fiscal year 2021-2022 and approve the Annual Comprehensive Financial Report as presented, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

- C. Mirabelli leave and possible collection. It is anticipated that the Board will vote to go into Executive Session pursuant to A.R.S. § 38-431.03(A) and A.R.S. § 38-431.03(A)(4) for legal advice and to give instructions to legal counsel relating to the same**

Discussion with legal counsel on possible motion to table item C.

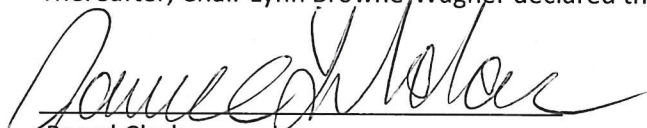
Chair Lynn Browne-Wagner moved to table item C until next month, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

10. NEW AGENDA ITEMS

Mirabelli leave and possible collection.

11. ADJOURNMENT

Thereafter, Chair Lynn Browne-Wagner declared the public session adjourned at approximately 3:42 pm.


Board Clerk

2-27-2023
Date