



## TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on May 23, 2022, 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 Amy Kay called the meeting to order at approximately 3:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Chair Amy Kay, Clerk Lynn Browne-Wagner, Member Jamie Adams, Member Dennis Hughes, and Member Paul Wyatt.
4. **APPROVAL OF MINUTES**  
Regular Session of April 25, 2022  
  
Member Paul Wyatt moved to approve the Regular Session minutes from April 25, 2022, as written and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.
5. **CALL TO THE PUBLIC**  
None
6. **EMPLOYEE RECOGNITION**
  - A. New Hires: Nine firefighters recruits will begin their academy on May 31, 2022
  - B. New Paramedic Certification: Firefighter/CEP Christopher Hoskins
  - C. Completion of Probationary Period: Finance Clerk Robyn McNeil
7. **REPORTS AND CORRESPONDENCE**
  - A. Fire Board Report – None
  - B. Fire Chief's Report – Report included in the packet. Discussion on Stage 2 restrictions
  - C. Administrative Services Report – Report included in the packet. Chief Chevalier gave a report on the fire at Joe Tank road. Discussed Ready, Set, Go alert. Member Jamie Adams appreciated the use of social media for fire information. Discussion on the progress of the Healthy Forest Initiative grant for Porter Mountain Estates.
  - D. Operations, Medical Services and Training Report – Report included in the packet. Chief Heisler gave a report on the FDIC/GEMS training that 10 individuals attended. Training/Working group will be sharing the information with the crews.

- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood gave an update on the mold removal and repairs at Station 15. New rescue unit on site and estimated to be in service in the next 30 days. Discussion on current rescues.
- F. Prevention and Community Risk Reduction report – Report included in the packet.

## 8. ANNOUNCEMENTS

- A. AFDA/AFCA Conference in July, please see Mrs. Baird if you plan to attend

## 9. BUSINESS

### A. Discussion and Possible Action: April 2022 Financial Reports

Mr. Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for April 2022. Mr. Buldra reviewed the key points which include the Revenue, Expenses and the Year-to-date Revenue and Expenses. The following were included in the board packet for review: Balance sheet, Summary of reconciled cash balances, Income Statement of Revenues and Expenditures of General Fund for February, Capital Estimated vs. Actual expenses YTD, Income vs. Expenses graph, Monthly Disbursement report, and 12-month cash flow. He reviewed the Key Points for the monthly revenue and expenses and the year-to-date revenue and expenses. Revenue for the month of April is \$2,511,032 which is \$14,654 under budget. Navajo County revenue is \$2,135,308 which is over budget by \$71,189. Non-levy revenue is \$375,723 which is under budget by \$85,844, driven by Wildland revenue. Expenses for April total \$1,065,624 which is over budget by \$8,126. Personnel Costs are \$913,648 which is \$20,060 under budget, driven by annual Wildland wages. Vehicles & Equipment is \$86,680 which is \$38,387 over budget, driven by costs relating to the engine assembly of Rescue Unit #19. YTD revenue is \$14,899,508 which is \$1,080,727 over budget. Tax Revenue is \$226,524 over budget. Ambulance Revenue is \$745,512 over budget. YTD expenses are \$11,366,225 which is \$279,091 over budget, primarily driven by vehicle maintenance costs and increased utility and fuel expenses. Mr. Buldra reported that he is waiting to hear back from DHS regarding the rate increase. Discussion on when the rate will go into effect if approved.

Chair Amy Kay moved that we approve the financial reports for the month of April 2022 as presented, and Member Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

### B. Discussion and Possible Action: Tentative approval of the Fiscal Year (FY) 2022-23 Fire District budget

Chief Savage referred the Board to the proposed budget for consideration. He informed the Board of the process if the proposed budget is approved today. He updated the Board on items that had been adjusted from last month that decreased the estimated tax rate from \$3.22 to \$3.17. Member Paul Wyatt asked if the District is still looking for property with Chief Savage saying that staff is continuing the search. Discussion on the hiring of new firefighters and the SAFER grant. Member Jamie Adams asked about the ambulance revenue with Chief Savage and Gabe Buldra updating. Discussion on other sources of revenue for the District.

Member Dennis Hughes moved to tentatively approve the Fiscal Year 2022-23 Fire District budget in the amount of \$17,750,746 as presented and direct staff to post the budget as required by law, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

### C. Discussion and Possible Action: Proposal to offer property tax rebates for District residents who choose to install residential fire suppression systems (sprinklers) in their homes

The floor was turned over to Chief Brian Russell. He presented the proposal to offer residential sprinkler incentives in the form of a tax rebate to the citizens of the District. This is the most effective life safety feature to protect people from the effects of a fire in the home. Discussion on incentive and rebate verbiage. Legal counsel provided an opinion that suggests this proposal can be adopted without violating the gifting clause. The application in the packet was explained.

Member Dennis Hughes moved that we approve tax incentives for the installation of residential sprinklers as presented, and Member Paul Wyatt seconded the motion. Discussion on using the word rebate instead of incentives with Member Dennis Hughes amending his motion that we approve tax rebates for installation of residential sprinklers as presented. The vote was unanimous, and the motion carried.

**D. Discussion and Possible Action: Fire Chief recruitment and selection process**

Brenda Tranchina from Human Resources Strategies joined the meeting by phone. She has been the human resources consultant for the District for many years. Chief Savage asked the Board if they had any questions for Ms. Tranchina. Member Dennis Hughes asked how many chief hiring processes she has done with Ms. Tranchina saying roughly 15-18 with one completed earlier this year. The floor was turned over to Ms. Tranchina. She gave a thorough explanation of the process. The timeframe was discussed along with the options of an internal and/or external hiring, the posting of the job advertisement, the number of days and possible exercises used in an assessment center, the option of an executive session for candidate interviews, the pay scale and possibly a special board meeting once all the candidate information has been vetted. Member Jamie Adams asked how the board would communicate with her. She said she could be available in person or by phone. Chief Savage also said he can relay any information to Ms. Tranchina if needed. Both Chief Savage and Ms. Tranchina recommended that the Board review the job description included in the packet. He asked if there were any other questions. The Board had none.


Member Dennis Hughes moved that we direct the Fire Chief to work with the firm Human Resource Strategies and proceed as discussed, Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

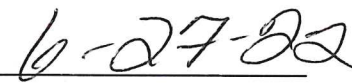
**10. NEW AGENDA ITEMS**

Public Hearing and final budget approval  
Fire Chief Job Description  
Salary Scale and Fire Chief hiring range  
Policy amendments

**11. ADJOURNMENT**

Thereafter, Chair Amy Kay declared the public session adjourned at approximately 4:27 pm.

  
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Board Clerk

  
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Date