



## TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on April 25, 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 March 28, 2022  
Executive Session of February 28, 2022

Chair Amy Kay motioned to approve the Regular Session minutes from March 28, 2022, and the Executive Session minutes from February 28, 2022, as written and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

5. **CALL TO THE PUBLIC**  
None
6. **EMPLOYEE RECOGNITION**
  - A. Retirements: Captain Brent Mix; Firefighter Thad Webb
  - B. New Hires: Gilbert Lopez, Facilities Maintenance; Firefighter/CEP Trevor Overson; Firefighter/CEP Levi Penrod
  - C. Completion of probationary period: Firefighter Michael Haas
7. **REPORTS AND CORRESPONDENCE**
  - A. Fire Board Report – No report.
  - B. Fire Chief's Report – Report included in the packet. Chief Savage referred the board to letter in their packet regarding his retirement in April 2023. Member Paul Wyatt asked about the current wildland vehicles. Chief Savage gave an update on the apparatus.
  - C. Administrative Services Report – Report included in the packet. No questions from the Board.

- D. Operations, Medical Services and Training Report – Report included in the packet. Chief Livermore out of the town. Member Dennis Hughes asked for an update on a couple of significant incidents with Chief Savage giving an update.
- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. No questions from the Board.
- F. Prevention and Community Risk Reduction report – Report included in the packet. No questions from the Board.

## 8. ANNOUNCEMENTS

- A. AFDA/AFCA Conference in July, please see Mrs. Baird if you plan to attend
- B. We have personnel attending the FDIC conference in Indianapolis during the week of April 25

## 9. BUSINESS

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

Mr. Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for March 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 March is \$773,369 which is \$74,790 over budget. Navajo County revenue is \$341,874 which is under budget by \$39,638. Non-levy revenue is \$431,495 which is over budget by \$114,428, driven by Ambulance revenue. Expenses for March total \$1,279,138 which is over budget by \$91,894. Personnel Costs are \$999,2027 which is \$31,508 over budget, drive by annual medial screenings. Buildings and Land is \$85,887 which is \$22,295 over budget, driven by utility costs. Vehicles & Equipment is \$130,211 which is \$51,334 over budget, driven by costs relating to the Enforcer engine overhaul and increased fuel prices. YTD revenue is \$12,389,452 which is \$1,096,357 over budget. Tax Revenue is \$155,335 over budget. Ambulance Revenue is \$715,331 over budget. YTD expenses are \$10,236,444 which is \$206,808 over budget, primarily driven by vehicle maintenance costs and increased utility and fuel expenses. Member Jamie Adams asked if the District was pleased with the ambulance billing company. Mr. Buldra said from the finance side they are happy and that monthly collections were up. Discussion ensued regarding the contact with AMB and the ambulance rate increase.

Member Dennis Hughes moved that we approve the financial reports for the month of March 2022 as presented, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

### B. Study Session – Draft Fire District budget for fiscal year 2022/23

Chief Savage referred the Board to the draft budget included in the packet. He stated that staff and labor had been invited to participate in budget discussions. The draft budget shows the proposed tax rate as \$3.2246. Chief Savage reviewed the 17 features listed in the packet. Discussion ensued regarding the proposed tax rate and future tax rates for the District. Member Dennis Hughes appreciated that the District has stayed under the maximum tax rate. Chief Savage explained the timeframe for approving the budget before July 1, 2022. Chief Chevalier stated that staff has worked hard and feels good about the budget numbers. The funds have been managed very well over the last seven years. Chief Savage referred the Board to the capital requests included in the proposed budget. Discussion ensued regarding the needs of the District. The proposed pay scale was explained with medic pay increasing to be a little more competitive. Chief Savage stated that he will continue to fine tune the budget and asked the Board to continue to work with him on any items of the proposed budget.

No motion necessary.

**C. Discussion and Possible Action: Policy 3.04 Time Keeping Requirements**

Chief Savage referred the Board to the policy included in the packet. The minor change is being made to conform to the District's current practices.

Member Paul Wyatt moved that we approve Policy 3.04 Time Keeping Requirements as presented and Member Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

**D. Discussion and Possible Action: Approval of Notice Call of Election – 2022 Consolidated Election**

Chief Savage informed the board that two Board seats are up for election. They are currently held by Lynn Browne-Wagner and Dennis Hughes. The Notice will authorize Navajo County to conduct the election.

Member Paul Wyatt moved that we approve the Notice Call of Election form calling for the election of two Timber Mesa Fire and Medical District Board members and authorize Navajo County to conduct the election during the November 8<sup>th</sup>, 2022, general election including publishing the call for election as required and Chair Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

**10. NEW AGENDA ITEMS**

Engage with HR consultant for hiring of new Fire Chief

**11. ADJOURNMENT**

Thereafter, Chair Amy Kay declared the public session adjourned at approximately 4:10 pm.

  
Board Clerk

5-23-22  
Date