



TIMBER MESA FIRE & MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on April 28, 2025, 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, Clerk Jim Molesa (*TEAMS*), Member Joseph (Joey) MacGregor, Member Roger Brown and Member Brian Goodman.

4. APPROVAL OF MINUTES

- a. Regular Session of March 24, 2025
- b. Executive Session (A)(1) minutes of March 24, 2025
- c. Executive Session (A)(3) minutes of March 24, 2025

Chair Jamie Adams moved to approve the Regular Session minutes from March 24, 2025 as presented and Member Roger Brown seconded. The vote was unanimously approved, and the motion passed.

Member Joey MacGregor moved to approve the Executive Session (A)(1) and (A)(3) minutes from March 24, 2025 as presented and Member Jim Molesa seconded. The vote was unanimously approved, and the motion passed.

5. CALL TO THE PUBLIC

None

6. EMPLOYEE RECOGNITION

- a. Swearing In of New Board Member Brian Goodman

7. REPORTS

- A. Fire Board Report – Member Roger Brown thanked FM Pepper and PIO Trinity Savage for the wildfire preparedness presentation held at the Senior Center in Show Low. Very good information.

- B. Fire Chief's Report – Report included in the packet. Chief Chevalier stated we are still in Stage 1 fire restrictions. Reviewed the National Significant Wildland Fire Potential Outlook information. The White Mountain Fire Coordinating Group responsibilities were explained. Letter from Vernon Fire Chairman John Vehar was reviewed. Vernon Fire District hired a new fire chief with an open house scheduled for May 17. Chief Chevalier thanked the Board for approving and supporting the cancer screening benefit for our employees. He was thanked by the board for the successful Darin Reed Foundation event recently held.
- C. Administrative Services Report – Report included in the packet. Chief Livermore gave an update on the current firefighter EMT/CEP posting. Visits were made recently to community colleges to recruit potential candidates. In the process of on-boarding three new firefighters. The firefighter eligibility list has been exhausted with the hiring of the new firefighters.
- D. Operations, Medical Services, and Training Report – Report included in packet. Chief Heisler said resources were sent to help and support a recent fire in St. Johns. Good work by all units. The new off-set schedule was explained to the Board. With this schedule, a new crew would be coming on shift every 24 hours. This would help with keeping the crews "fresh" for the IFT rotation. The annual wildland refresher has been completed for suppression personnel. The updated helicopter dispatch process was explained. Member Brian Goodman commented that with the off-set schedule it is a smart plan for the IFT rotation.
- E. Prevention Report – Report included in the packet. FM Pepper said he and Captain Guy were called out to conduct the "water fire" investigation in St. Johns. He gave the Board an update on the findings. The Drone Program was discussed. Captain Guy showed the current drone to the Board. He is now a licensed pilot. Uses of the drone were discussed.
- F. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood provided the soil reports from Speedie and Associates to the Board. Report will be sent to the engineers and architects for their review. He gave an update on the Administration Building projects. Station security systems are scheduled to be installed by the end of May.

8. ANNOUNCEMENTS and CORRESPONDENCE

Thank letter from Navajo County Board of Supervisor Dawnafe Whitesinger

9. BUSINESS

A. Discussion and Possible Action: March 2025 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for March 2025.

- Revenue for the month of March is \$1,153,000 which is \$204,689 over budget. The majority of that was driven by timing on property tax collection. Navajo County revenue for the month is \$609,549 which is over budget by \$135,910. Non-levy was strong this month. Non-levy revenue is \$543,472 which is over budget by \$68,780. Ambulance revenue is over budget by \$73,742. Interest income is over budget \$8,864.
- Expenses for March total \$1,453,768 which is over budget by \$55,216. Personnel costs are over budget \$41,897, driven by higher than anticipated overtime. Had an uptick in overtime for the month. This was offset by some salary savings. Vehicles & Equipment is under budget by \$6,169 driven by less than anticipated fuel. Communication and IT was over budget by about \$11,000 due to timing and reclassification of Sparklight hitting the utility expenses. Year-to-date, Communications and IT is trending nicely for the month. Meetings & Training is over budget by \$7,772, driven by timing of employee training. Managerial is over by about \$5,200 predominantly related to timing on professional services as well as payroll processing. Have reached out to our payroll company on pricing to see if there are any savings to bring the cost down.

- Year-to-date, we are three-quarters of the way through the year with one-quarter left. Fiscal Year Revenue is \$17,536,689 which is \$2,609,293 over budget. Navajo County revenue is \$115,166 over budget. Ambulance revenue is \$1,183,677 over budget. Wildland revenue is \$1,108,748 over budget. Non-levy revenue has been extremely strong.
- YTD expense is \$13,991,348 which is \$379,998 over budget relating to wildland deployment. Mr. Buldra explained the reasonable percentages for wildland costs. This will be discussed further during the budget session under item B.
- Total Cash for March is \$8,409,219 which is \$2,367,590 higher compared to March 2024.

Member Joey MacGregor asked for further explanation on the off-set schedule and overtime usage. Chief Chevalier explained that new schedule caused an increase to overtime to make the off-set happen. Further discussion on what traditionally causes overtime. Member Jim Molesa asked about call-out should more personnel be needed with Chief Chevalier explaining about staffing, availability for IFT, wildland and modified duty personnel. No additional questions.

Chair Jamie Adams moved to approve the financial reports for the month of March, 2025 as presented and Member Brian Goodman seconded. The vote was unanimously approved, and the motion passed.

B. Budget Study Session: James Vincent Group and Staff will present factors affecting budget prepare including capital improvement projects and seek consensus direction from the Fire Board regarding budget development

Opened the budget study session at approximately 4:00 pm.

Chief Chevalier reminded the Board of the timeline to approve the budget. He thanked staff for working on budget. The floor was turned over to Gabe Buldra. The objectives and budget schedule were explained. Tentative budget approval in May with a public hearing and final approval of the budget at the June board meeting. Any changes to tentative budget can be made between the May and June meetings. Tax and Non-Tax revenue was reviewed. Assessed Value increased by 7.18% for a total of \$436,978,559. Additional revenue of \$966,583. He reviewed the Fire District Assistance Tax (FDAT) cap. Ambulance and Wildland revenue amounts were discussed. The increases to both ambulance and wildland revenue does not have an impact on the tax rate. Chief Chevalier explained the upstaffing of rescues during the busy summer season. Member Brian Goodman said Summit Hospital is asking for more and more patients to be transported so it probably smart to be in a position to absorb that. Miscellaneous Revenue includes Prop 207 funds, Airport Services, Grant Income, Interest Income, Prevention Fees/Permits and Fleet Revenue. An overview of the expenses were presented. Personnel costs include step increases for eligible employees, increase in the hourly medic pay for captains and engineers, 2.5% COLA, increases of PSPRS retirement with a decrease in ASRS, workers compensation decrease, health insurance increase and overtime for staffing of Rescue 131. Recruitment and retention has been a struggle so with a change in the number of steps on the wage scale and a COLA increase, this could be a step in the right direction. Discussion on the open grant administration position with contract services being proposed. Member Roger Brown asked about the observed holidays with Chief Chevalier saying there are 11 paid holidays. Buildings and Land budgeted amount was reviewed. Vehicles and Equipment information was reviewed. Fuel was decreased but EMS supplies and equipment and personal protective equipment (PPE) saw an increase. Communications and IT budgeted amount has a proposed decrease. City of Show Low dispatch costs up 2% but a decrease in computer equipment and supplies. Discussion on other agencies joining the dispatch system. Travel and Training increased due to wildland deployments and employee training based on the needs of the organization. Managerial Costs increased due to liability insurance and professional services to support GIS needs to the District. The graph breakdown of the percentages were reviewed. The goal is to have a balanced budget while meeting the needs of the community and to continue to build financial reserves. The ten-year capital plan needs and a possible bond were discussed. The budget for next fiscal year is a total

revenue of \$22,479,000 with \$1,293,000 of that towards funding capital. Personnel expenses are \$16,860,757 and Operation expenses are \$4,083,845. Debt service was discussed. There is a projected budget deficit of \$108,836 but statute does not allow a board to adopt a deficit budget, so the current budget has a proposed tax rate increase of \$0.0267. Chief Chevalier gave additional information on the current debt service. Apparatus replacement was reviewed. He asked the Board if they had any questions and if we are headed in the right direction. Board members stated that we are headed in the right direction. Mr. Buldra reminded the board we went the last two fiscal years without adjusting the tax rate. The last increase was in the 23/24 fiscal year. The focus was to grow capital funds. The capital needs to purchase apparatus will be brought before the board at next month's meeting. Discussion on refurbishing the ambulances for a quicker turnaround time. There were no additional questions.

Closed the budget study session at approximately 4:42 pm.

C. Discussion and Possible Action: Capital Purchase for Station 14 Fitness Project

Captain Jake Kerr presented the proposal to construct an enclosed gym for the PT/fitness equipment. The equipment is currently in the truck bay. To help with the health and safety risks, Staff is proposing a design consistent with the gym area of the other stations. The construction for the fitness gym will be completed in-house with Logistics and the crews. Additional crew members require increased accommodations with Station 14 undergoing further modifications over the coming years. He explained the Go/No-Go Lighting system.

Chair Jamie Adams moved to authorize staff to proceed as presented with the Capital Project for Station 14 in the amount not to exceed \$20,000 and Member Joey MacGregor seconded. The vote was unanimously approved, and the motion passed.

D. Discussion and Possible Action: Utilization of Financial Reserves for Purchase of Rapid Extrication Module Support (REMS) Equipment for Wildland and In-District Response

Chief Chevalier referred the Board to the information in the packet. The floor was turned over to Chief Heisler for further explanation. He gave an update on how this evolved from a single medic deployment to the proposed REMS team. This team would provide experience and revenue to the District. Chief Heisler said this would be a specialized group of firefighters and a first for a team like this for Timber Mesa Fire. The proposal includes two ¾ ton pickup trucks, two enclosed trailers, one UTV, one combination extrication tools and the associated equipment. Quotes from local dealers were received. Discussion on the current UTV ensued. Member Joey MacGregor asked about the proposed revenue with Chief Heisler providing the information. Chair Jamie Adams asked about the turnaround time for the purchases with Chief Heisler saying the trucks, trailers and UTV are in stock, and the additional items could be purchased and received within a few weeks. Member Joey MacGregor has some concern with such large purchases. Discussion ensued regarding deployments, use and care of the equipment, and recouping the funds for the District. Chair Jamie Adams asked that social media be used to be transparent to the public regarding how this equipment will be used for our area and the support outside our district. Member Brian Goodman said how this is viewed is very important. Chief Heisler said members take pride in the equipment that is used. Member Roger Brown said this will provide additional safety to our area. Chair Jamie Adams confirmed that the vehicles will be bought locally. There was no other questions.

Member Roger Brown moved to approve staff to purchase two ¾ ton pickups, two enclosed trailer, one UTV, one combination extrication tool and other associated equipment for a REMS team as presented in an amount not to exceed \$295,613.00 and Member Brian Goodman seconded. The vote was unanimously approved, and the motion passed.

E. Discussion and Possible Action: Possible Regular Board Meeting Date Change for May

The regularly scheduled board meeting will fall on the Memorial Day holiday. Chief Chevalier is asking to move the meeting up one week to May 19 at 3:00pm.

Member Brian Goodman moved that the regular board meeting in May be changed to May 19th and Member Joey MacGregor seconded. The vote was unanimously approved, and the motion carried.

F. Discussion and Possible Action: Possible Amendment to Fire Chief Contract. Vote to go into Executive Session Pursuant to A.R.S. §38-431.03(A)(3) for Legal Advice and Discussion for Possible Personnel Matter Pursuant to A.R.S. §38-431.03(A)(1)

Chair Jamie Adams asked for a motion to enter into executive session.

Member Brian Goodman moved to go into Executive Session Pursuant to A.R.S. §38-431.03(A)(3) for Legal Advice and Discussion for Possible Personnel Matter Pursuant to A.R.S. §38-431.03(A)(1) and Chair Jamie Adams seconded. The vote was unanimously approved, and the motion carried.

Thereafter, the Board entered into executive session at approximately 5:36 pm.

Thereafter, the Board reconvened the regular board meeting at approximately 5:54 pm.

Chair Jamie Adams moved to approve the addendum to the Fire Chief contract dated January 8, 2023 based off the current salary as adjusted and Member Brian Goodman seconded. The vote was unanimously approved, and the motion carried.

10. NEW AGENDA ITEMS

Budget

11. ADJOURNMENT

Thereafter, Chair Jamie Adams declared the public session adjourned at approximately 5:57 pm.


Board Clerk Chair

5-19-2025
Date