



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on September 27, 2021, 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 Dennis Hughes called the meeting to order at approximately 3:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Chair Dennis Hughes, Clerk Amy Kay, Member Jamie Adams, Member Paul Wyatt, and Member Lynn Browne-Wagner.

4. **APPROVAL OF MINUTES**
Regular Session of August 23, 2021

Member Lynn Browne-Wagner motioned to approve the Regular Session minutes from August 23, 2021, as written and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

5. **CALL TO THE PUBLIC**
None

6. **EMPLOYEE RECOGNITION**
 - A. Reassignment – Captain Dennis Stern to Logistics Support Services Supervisor
 - B. Resignation – Firefighter Louis Mirabelli
 - C. Awards – 2020 Annual Awards Presentation. The following were nominated and awarded:
 - Firefighter Nik Cruze – Meritorious Service award
 - Firefighter Clifford Maxwell – Meritorious Service award
 - Firefighter Marc Rova – Probationary Firefighter of the Year
 - Firefighter Ethan Neff – Firefighter of the Year
 - Firefighter Chris Burkhart – Medic of the Year
 - Receptionist Cynde Weddle – Employee of the Year
 - Engineer cadre – Captain Billy Rova, Captain Dan Jerome, Captain Taber Heisler, Engineer Aaron Webb, Engineer Bebe Crook, Firefighter Marc Rova – Unit Commendation Citation
 - Chief Darren Cluff – Distinguished Service Award
 - Firefighter Jonathan Willis – Purple Heart

7. **REPORTS AND CORRESPONDENCE**
 - A. Fire Board Report – None

- B. Fire Chief's Report – Report included in the packet. Chief Savage referred to the Capital Plan bullet point and gave an explanation. Chair Dennis Hughes asked about the Federal Aviation Administration bullet point. Chief Savage said the District worked with the City of Show Low to provide a prop for ARFF training for suppression personnel. Discussion ensued regarding Prop 202 grant for a new ambulance.
- C. Administrative Services Report – Report included in the packet. Member Paul Wyatt asked about providing information to the public. Chief Chevalier said the District is currently working with the White Mountain Independent, radio, TV and using social media.
- D. Operations, Medical Services and Training Report – Report included in the packet. Member Jamie Adams commented on the increased traffic and accidents. Discussion ensued regarding the traffic and the number of ambulances in service.
- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood stated that the Facilities Maintenance Assistant position has been filled and will begin employment on October 4, 2021.
- F. Prevention and Community Risk Reduction report – Report included in the packet. No questions from the Board.

8. ANNOUNCEMENTS

None

9. BUSINESS

A. Discussion and Possible Action: August 2021 Financial Reports

Mr. Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for August 2021 which include the Balance sheet, Summary of reconciled cash balances, Income Statement of Revenues and Expenditures, Capital Estimated vs Actual expenses YTD, Income vs. Expenses graph, Monthly Disbursement report and 12-month cash flow. He pointed out that the District is two months into the fiscal year. Revenue for the month of August is \$536,836 which is over budget by \$88,447. Property tax collection is running a little behind. Navajo County revenue is \$23,548 which is under budget by \$11,822. Non-levy revenue is \$536,836 which is over budget by \$100,269. Ambulance revenue is \$422,741 which is over budget by \$181,074 and continues to run strong. Wildland revenue is \$75,000 under budget due to timing of billing. Expenses for August total \$958,696 which is under budget by \$47,009. Personnel expense is \$818,035 which is \$33,51 under budget. YTD revenue is \$886,842 which is \$63,080 under budget. YTD expense is \$1,958,075 which is \$74,276 under budget primarily driven by benefits and utilities. Mr. Buldra informed the Board that the District would not be using the line-of-credit during the month of September.

Chair Dennis Hughes moved that we approve the financial reports for the month of August 2021 as presented, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

B. Discussion and Possible Action: Policy 1.10 Separation of Employment

Chief Savage referred the Board to Policy 1.10. The changes were recommended by the District's Human Resources consultant to update language, conform to current law, and adjust policy to match current best practices.

Clerk Amy Kay moved that we approve Policy 1.10 as presented, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

C. Discussion and Possible Action: Policy 1.12 Exit Interviews

Chief Savage referred the Board to Policy 1.12. The changes were recommended by the District's Human Resources consultant to update language, conform to current law, and adjust policy to match current best practices.

Chair Dennis Hughes moved that we approve Policy 1.12 as presented, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

D. Discussion and Possible Action: Policy 2.04 Sexual Harassment/Other Unlawful Harassment

Chief Savage referred the Board to Policy 2.04. The changes were recommended by the District's Human Resources consultant to update language, conform to current law, and adjust policy to match current best practices.

Member Lynn Browne-Wagner moved to approve Policy 2.04 as presented, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

E. Discussion and Possible Action: Policy 2.09 Disciplinary Appeals

Chief Savage referred the Board to Policy 2.09. The changes were recommended by the District's Human Resources consultant to update language, conform to current law, and adjust policy to match current best practices.

Chair Dennis Hughes moved to approve Policy 2.09 as presented, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

F. Discussion and Possible Action: Policy 2.10 Standards of Conduct

Chief Savage referred the Board to Policy 2.10. The changes were recommended by the District's Human Resources consultant to update language, conform to current law, and adjust policy to match current best practices.

Member Paul Wyatt moved to approve Policy 2.10 as presented, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

G. Discussion and Possible Action: Approval of Highway Safety Contract and Acceptance of Governor's Office of Highway Safety Grant for Extrication Equipment in the amount of \$35,782

Chief Savage referred the Board to the Highway Safety Contract (grant) to purchase extrication equipment or "jaws of life" and asked for the Board to approve so the Chair and Fire Chief can execute the contract. Member Jamie Adams asked how many sets the District currently has. Chief Savage gave an update on the four sets of extrication equipment in use.

Chair Dennis Hughes moved that we approve the Governor's Office of Highway Safety grant for the purchase of extrication equipment in the amount of \$35,782 and authorize the Board Chairman and the Fire Chief to execute all documents necessary thereto, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

H. Discussion and Possible Action: Approval and Award of Bid for Fuels Reduction Services in accordance with Arizona Department of Forestry and Fire Management Grant agreement no. HVR 21-305

Chief Savage said the District received five bids and all were in excess of the \$160,000 grant award. He said the District is working with Arizona Department of Forestry and Fire Management (DFFM) and Navajo County to determine how the overage will be funded. Member Paul Wyatt asked if the contractor needed to put up a Bond. Chief Chevalier said yes if needed but the agreement is between the District, the customer and the contractor and the contractor does not get paid until work is completed then the customer will submit for reimbursement. Chief Savage recommended that the Board accept the bid from Bob Lee & Sons Tree Service and authorize staff to work with the contractor to meet the deadlines. Further discussion ensued. Chair Dennis Hughes thanked those that commented and asked for a motion.

Member Paul Wyatt moved that we approve the bid from Bob Lee and Sons Tree Service in the amount of \$173,448 and authorize staff to work with Navajo County and the selected contractor to complete the hazardous vegetation removal project in accordance with Grant Agreement No. HVR 21-035, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

I. Discussion and Possible Action: Rescheduling the regular meetings of the Fire Board for November and December in consideration of holiday schedules

Chief Savage said that the November and December regular board meetings fall close to the Thanksgiving and Christmas holidays and wanted to make sure that there would be a quorum for the meeting. He said the Audit presentation would need to be scheduled at one of the board meetings. The Board discussed days that would work.

Chair Dennis Hughes moved to keep the date of the regularly scheduled meeting in November to the 22nd and to change the date of the regularly scheduled meeting in December to the 20th, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

10. NEW AGENDA ITEMS

11. ADJOURNMENT

Thereafter, Chair Dennis Hughes declared the public session adjourned at approximately 4:00 pm.

Amy Kay
Board Clerk

25 Oct. 2021
Date