



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on July 26, 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, and Member Jamie Adams.
4. **APPROVAL OF MINUTES**
Regular Session of June 28, 2021

Clerk Amy Kay motioned to approve the Regular Session minutes from June 28, 2021, as written and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

5. **CALL TO THE PUBLIC**
None
6. **EMPLOYEE RECOGNITION**
 - A. Promotion to Engineer – Steve Kramer. Been with the District for 6 years.
 - B. Successfully completed probationary period – Brett Baker, Nick Baker, Joseph Roberts. All three were pinned with their badges. Congratulations.
 - C. Five recruits completed transitional academy – Sam Dotson, Jack Renner, Lanie O'Donnell, Wyatt Snyder, Matthew Hoover.
 - D. Resignation – Support Services Supervisor Kent McQuillan. FF/EMT Raul Scholnick.
7. **REPORTS AND CORRESPONDENCE**
 - A. Fire Board Report – Clerk Amy Kay attended AFDA/AFCA. Enjoyed the classes.
 - B. Fire Chief's Report – Report included in the packet. Will be gone for next month's board meeting. Chief Chevalier will attend in his absence. No questions
 - C. Administrative Services Report – Report included in the packet. No questions
 - D. Operations, Medical Services and Training Report – Report included in the packet. Chief Livermore out of town. No questions
 - E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. No questions
 - F. Prevention and Community Risk Reduction report – Report included in the packet. No questions

8. ANNOUNCEMENTS

Letter from the City of Show Low thanking the District for helping with the 4th of July celebration.

9. BUSINESS

A. Discussion and Possible Action: June 2021 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for June 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 referred the Board to the key points for the revenue and expenses. Revenue for the month of June is \$643,321 which is \$104,830 under budget due to Grant and wildland. Received \$370,043 in ambulance revenue which is over budget by \$117,130. Expenses for June total \$1,489,163 which is over budget by \$150,461 due to the CON payment. Additional item over budget was vehicle and equipment due to Opti-com system payment and EMS supplies. June is the end of the fiscal year YTD Revenue is \$13,827,495 which is \$104,212 under budget. YTD Expenses are \$12,977,789 which is \$46,082 under budget driven by overtime. Staff has done a good job managing the budget. Cash on hand for the year end was \$2,456,000. Invested in new assets.

Member Jamie Adams moved that we approve the financial reports for the month of June 2021 as presented, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

B. Discussion and Possible Action: General Policy Changes

Chief Savage referred the board to the list of general policy changes included in the packet. With the authorization of the MOU there was some language that needed to be changed to be reflected of what the District does. Other recommendations were from the District's HR consultant, Brenda Tranchina.

Chair Dennis Hughes moved that we approve the recommended semantic changes to the Policy Manual to use more modern language and to provide consistency as indicted, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

C. Discussion and Possible Action: Policy 4.11 (B) Pregnancy and Pre-Related Medical Conditions

Chief Savage referred the Board to Policy 44.11(B). This policy was drafted by the District's HR Consultant, Brenda Tranchina, to update with current law. Chief Savage gave a brief overview of the policy.

Chair Dennis Hughes moved to approve Policy 4.11B Pregnancy and Pregnancy-Related Medical Conditions as presented, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

D. Discussion and Possible Action: Policy 2.03(B) Americans with Disabilities Act-Reasonable Accommodations

Chief Savage referred the Board to Policy 2.03(B). This policy was drafted by the District's HR Consultant, Brenda Tranchina, to update with current law. Chief Savage explained that this policy specifically addresses what it means to make reasonable accommodations.

Clerk Amy Kay moved to approve Policy 2.03(B) Americans with Disabilities Act (ADA – Reasonable Accommodations as presented, and Chair Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

E. Discussion and Possible Action: Amendment to the Memorandum of Understanding (MOU) by and between the Timber Mesa Fire and Medical District and the White Mountain Firefighters Association, Timber Mesa Chapter

Chief Savage reminded the board of the approval of the MOU a few months ago. The amendment to the MOU will clarify certain issues in the Policy and bring consistency to the document while adhering to the original intent of the document and to best practices. Leadership in the Firefighter Association reviewed and found no issues.

Chair Dennis Hughes moved to approve the amendment to the MOUS by and between the Timber Mesa Fire and Medical District and the White Mountain Firefighters Association, Timber Mesa Chapter as presented, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

10. NEW AGENDA ITEMS

Policies
MOU with Arizona State Training Committee
General Rate increase for Ambulance Services

11. ADJOURNMENT

Thereafter, Chair Dennis Hughes declared the public session adjourned at approximately 3:29 pm.



Board Clerk



Date