



## TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on March 27, 2023, 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 Lynn Browne-Wagner called the meeting to order at approximately 3:00 pm.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. ROLL CALL OF BOARD MEMBERS

Chair Lynn Browne-Wagner, Member Paul Wyatt, Member Jim Molesa, and Member Amy Kay.

#### 4. APPROVAL OF MINUTES

- a. Regular Session of February 27, 2023
- b. Executive Session of February 27, 2023

Chair Lynn Browne-Wagner moved to approve the Regular Session from February 27, 2023 as written, and Member Jim Molesa seconded the motion. The vote was unanimous, and the motion carried.

Member Paul Wyatt moved to approve the Executive Session from February 27, 2023 as written, and Member Jim Molesa seconded the motion. The vote was unanimous, and the motion carried.

#### 5. CALL TO THE PUBLIC

None

#### 6. EMPLOYEE RECOGNITION

- a. Firefighter Marcos Paz obtained Paramedic certification
- b. Engineer Jack Gessner – new Chapter Vice President for the White Mountain Firefighters Association L4217

#### 7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – none.
- B. Fire Chief's Report – Report included in the packet. Chief Chevalier informed the Board of the passing of former Fire Chief Marilyn Price. Referenced the motor vehicle collision of Rescue 14. Public records request submitted. Chief Chevalier gave an update on the annexations. Working on tracking down the individuals that have sold properties since the initial mailings. Has had conversations with those in support of and opposed to the annexations.

- C. Administrative Services Report – Report included in the packet. Chief Cluff gave an update to the Board on the meeting he and Chief Chevalier had with Bob Lee & Sons. The grant has been extended into the summer months.
- D. Operations, Medical Services and Training Report – Report included in the packet. Chief Livermore updated the Board on the Public Safety Integrated Response Training that TMFMD and other agencies attended. Hope to continue to have these types of shared trainings. Discussion ensued amongst the Board and staff on what future trainings could look like.
- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood said the new rescue unit ordered last year is ready to be picked up. Working with First Due on the Asset Management module to inventory stock. Update on bulk fuel.
- F. Prevention and Community Risk Reduction report – Report included in the packet. Chief Russell gave update on the Marriott hotel under construction and other new businesses coming into the area. Visited Linden Schools during the science fair. Chief Chevalier thanked Chief Russell for the grant he wrote and received for message boards for Admin and the Stations.

## 8. ANNOUNCEMENTS

None

## 9. BUSINESS

### A. Discussion and Possible Action: February 2023 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for February 2023. The key points were reviewed include the Revenue, Expenses and the Year-to-date Revenue and Expenses and Total Cash amount. The following were included in the board packet for review: Balance sheet as of February 28, 2023, Summary of Reconciled Cash Balances as of February 28, 2023, Income Statement of Revenues and Expenditures of General Fund for February 2023, including budget to actual and year-to-date balances, Capital Estimated vs. Actual expenses year-to-date, Income vs. Expenses graph for February 2023, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of February is \$945,417 which is \$142,973 over budget. Navajo County revenue is \$293,321 which is over budget by \$19,500. Non-levy revenue is \$652,097 which is over budget by \$6,524, driven by a catch up of SAFER Grant reimbursements and an increase in Ambulance revenue. Expenses for February total \$1,257,904 which is under budget by \$35,597. Personnel Costs are \$1,002,695, which is \$18,910 over budget, driven by the timing of health insurance costs. Vehicle s & Equipment Costs are \$67,037, which is \$26,943 under budget, driven by timing of Uniform purchase and EMS supplies. Managerial Costs are \$89,175, which is \$27,015 over budget, driven by professional fees for property acquisition. Year-to-Date revenue is \$12,189,921 which is \$274,428 under budget. Navajo County revenue is \$174,403 over budget. Wildland revenue is \$178,164 under budget. Year-to Date expense is \$10,605,040 which is \$171,672 under budget, primarily driven by lower personnel costs related to Wildland deployments and the associated benefit costs. Total cash for February is \$5,237,798 which is \$324,995 higher compared to February 2022. Mr. Buldra said the asset management module is another added measure of security.

Member Amy Kay moved that we approve the financial reports for the month of February 2023 as presented, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

### B. Budget Study Session: James Vincent Group and Staff will present factors affecting budget preparation and seek consensus direction from the Fire Board regarding budget development

Chief Chevalier opened the study session explaining what would be discussed during the session. Gabe Buldra reviewed the power point which included the Objectives on the Update on Process, Significant Budget Numbers, Budget Schedule and Discussion and Board Direction. Also reviewed were FY 2024

Revenue, Significant Budget Numbers, Personnel Request, Financial Goals for Future, Budget Schedule. He explained the primary sources of funding for the Fire District with an explanation on the differences between the assessed value and tax rate. Update on assessment ratio changes. Non-levy Revenues, which are 35% of the budget, were discussed. Chief Chevalier asked when an ambulance rate increase could be applied for again with an explanation from Mr. Buldra. He said wildland funding, Airport Services, Prop 207, Grants, and miscellaneous revenues are good sources of income. Discussion on submission of SAFER grant that Chief Cluff applied for. Further discussion on assessed and cash values. Significant Budget Numbers presented with PSPRS, wages, and health insurance discussed. Update on the American Rescue Plan Allocations (ARPA funds) for COVID reimbursement expenses. Operational Expenses are still being refined and developed. Station 13 and CON acquisition will be paid off. FY24 Capital requests \$6.8 million. Personal position requests reviewed. Explanation of 40-hour ambulance and Intern program requests. Financial goals for the future flow chart and the budget timeline were reviewed. Chief Chevalier said the budget process is still being vetted and asked the Board to communicate with him on the budget. Discussion on legislative happenings. Chief Chevalier asked if the Board would like to see any other information with them asking to have a line-item budget presented.

**C. Discussion and Possible Action: Authorize the purchase of replacement chassis and remount of module unit for rescue involved in the motor vehicle collision**

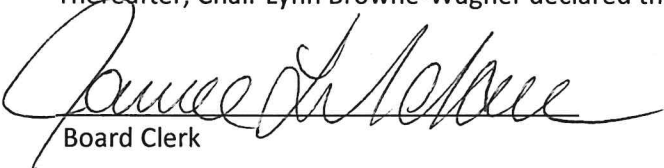
Chief Chevalier and Chief Wood updated the Board on the insurance reimbursement and payment for the purchase of the chassis from Medix ambulance vendor. The rear module of the unit appears to be intact and would need to be inspected to be remounted. Continue to work with insurance company and vendors.

Member Paul Wyatt moved that we approve the purchase of a new chassis and the remount of the existing module unit in the amount of \$152,742.78 and further authorize the Fire Chief and staff to executive necessary documents to complete the purchase, and Member Jim Molesa seconded the motion. The vote was unanimous, and the motion carried.

**10. NEW AGENDA ITEMS**

**11. ADJOURNMENT**

Thereafter, Chair Lynn Browne-Wagner declared the public session adjourned at approximately 4:19 pm.

  
Board Clerk

4-24-2023  
Date