



## TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on August 23, 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 July 26, 2021

Member Paul Wyatt motioned to approve the Regular Session minutes from July 26, 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. Resignation – Firefighter Raul Schcolnick
  - B. Retirement – Receptionist Cynde Weddle
  - C. Hiring – Receptionist Trinity Guthrie
  - D. Education – Captain Taber Heisler earned his master’s degree
7. **REPORTS AND CORRESPONDENCE**
  - A. Fire Board Report – None
  - B. Fire Chief’s Report – Report included in the packet. Chief Savage out of town. Discussion ensued regarding the audit and fees with an explanation provided by Mr. Gabe Buldra. Member Jamie Adams asked about the hiring process for the Receptionist position. Chief Chevalier walked the Board through the hiring process. Mr. Buldra explained the internal controls in place.
  - C. Administrative Services Report – Report included in the packet.
  - D. Operations, Medical Services and Training Report – Report included in the packet. Chief Livermore referred the Board to the additional page added to the Operations report-YTD IFT Trend. He informed the Board that the District is talking to Summit Hospital to increase the level of training for our medics.

- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood gave an update on the Administration Training room project. He gave an update on the Facilities Maintenance Assistant hiring process. Will be having a second interview process. Updated the Board on the damaged fence at the Administration property.
- F. Prevention and Community Risk Reduction report – Report included in the packet. Chief Russell gave an update on plan reviews.

## 8. ANNOUNCEMENTS

None

## 9. BUSINESS

### A. Discussion and Possible Action: July 2021 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for July 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 July is \$334,478 which is \$144,507 under budget. Navajo County revenue is \$38,913 which is under budget by \$47,005. Non-levy revenue is \$294,565 which is under budget by \$97,502 which is due to Wildland and Grant revenue. Ambulance revenue is on track for the month. Expenses for July total \$1,034,327 which is over budget by \$7,681 due to a pump repair and a three maintenance contacts on the cardio monitor.

Chair Dennis Hughes moved that we approve the financial reports for the month of July 2021 as presented, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

### B. Discussion and Possible Action: Policy 1.01 Employment-at-Will

Chief Chevalier referred the board to the redlined and clean versions of Policy 1.01. The changes are to clean up the language/verbiage and mirror the Memorandum of Understanding (MOU).

Member Jamie Adams that we approve Policy 1.01 Employment-at-Will as presented, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

### C. Discussion and Possible Action: Policy 1.02 Recruitment and Selection

Chief Chevalier referred the Board to the redlined and clean versions of Policy 1.02. The changes are to clean up the language/verbiage and mirror the Memorandum of Understanding (MOU).

Member Paul Wyatt moved that we approve Policy 1.02 Recruitment and Selection as presented, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

### D. Discussion and Possible Action: Policy 3.04 Time Keeping Requirements

Chief Chevalier referred the Board to the redlined and clean versions of Policy 3.04. The changes are to clean up the language/verbiage and mirror the Memorandum of Understanding (MOU). Chair Dennis Hughes asked about how employee's time was recorded. Chief Chevalier explained the current software (Telestaff) used for time keeping.

Member Lynn Browne-Wagner moved to approve Policy 3.04 Time Keeping Requirements as presented, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.



- E. Discussion and Possible Action: Funding agreement between the Timber Mesa Fire and Medical District and the Arizona State Fire Training Committee for Statewide Fire Servicer Certification and Training Project**  
No action taken

**F. Discussion and Possible Action: Certificate of Necessity General Rate Increase**

Mr. Buldra referred the Board to Chief Savage's cover sheet and the Memorandum provided by James Vincent Group. He explained that the District is seeking a rate increase for ambulance services. The District has not applied for a rate increase in quite some time. As part of the CON expansion the rates were maintained for three years, and this month is the end of that three years. Department of Health Services (DHS) set the rates for the District. This is the formal process to increase rates. Mr. Buldra referred to Chief Livermore's report regarding the volume of calls with an increase of 62% since the District took over the entire CON. He pointed out that the District has waived co-pays and deductibles for property tax holders so the increase would not impact residents directly with more money out of pocket. The District is asking for a general rate increase in the amount of \$2,100. The approval of the Board and the minutes will need to be included with the application. Member Jamie Adams asked about the mileage rate of \$15.30. Mr. Buldra explained the way that DHS comes to rates and that it will more than likely be a long process and not completed in this budget year.

Clerk Amy Kay moved that we authorize staff to apply for a general rate increase for ambulance transportation to the amount of approximately \$2,100 with a corresponding mileage rate of \$15.30, and further that staff is authorized to execute all documents necessary thereto, and Member Paul Wyatt seconded the motion. Discussion ensued regarding the word "to" with Clerk Amy Kay amending her motion to say "in" the amount of approximately \$2,100. The vote was unanimous, and the motion carried.

**G. Discussion and Possible Action: Approval of grant award from the State of Arizona for hazardous fuel reduction in, and around, the Porter Mountain Estates community**

Chief Chevalier referred the Board to the Hazardous Vegetation Removal grant included in the packet. This is in-line with the District's strategic plan. He explained how the grant would be administered using private contractors. The property owner is responsible to pay the contractor and then submit their paid invoice for reimbursement. Member Paul Wyatt asked if the District would be doing the work. Chief Chevalier said no, the District is not set up with a fuels crew to make that happen. Member Jamie Adams asked about the length of the Grant with Chief Chevalier stating that is was through June of 2022 with an extension if needed.

Chair Dennis Hughes moved that we accept the grant award from the State of Arizona for Hazardous fuels reduction in the Porter Mountain community in the amount of \$160,000, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

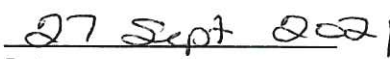
**10. NEW AGENDA ITEMS**

Policies

**11. ADJOURNMENT**

Thereafter, Chair Dennis Hughes declared the public session adjourned at approximately 3:40 pm.

  
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Board Clerk

  
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Date