



# TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on January 29, 2024, 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, Member Jim Molesa, and Member Amy Kay.

### 4. APPROVAL OF MINUTES

#### a. Regular Session of December 18, 2023

Member Jim Molesa moved to approve the Regular Session minutes from December 18, 2023, as written, and Chair Jamie Adams seconded the motion. The vote was unanimously approved, and the motion passed.

### 5. CALL TO THE PUBLIC

None

### 6. EMPLOYEE RECOGNITION

Congratulations to the paramedic students for successful completion of the program.

### 7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – Member Amy Kay attended AFDA Conference. Good classes and appreciates the information received at each conference.
- B. Fire Chief's Report – Report included in the packet. Chief Chevalier gave an update on the progress of the Strategic plan with the final version tentatively presented at the April board meeting. He has met the new CEO of Summit Healthcare. Firefighter testing will be complete on January 30 with Chiefs interviews for the candidates. Has been selected as a board member for the Darrin Reed Foundation.
- C. Administrative Services Report – Report included in the packet. Chief Cluff thanked staff for the work on the firefighter testing process. Assistance to Firefighters Grant (AFG) opened today (January 29,

- 2024). Discussion on types of grants that the District applies for and how the grants are found. Will be seeking a Cancer Awareness Grant along with other agencies in the State of Arizona. Captain Jerome will be attending an upcoming grant training. Staff was thanked for their work in seeking grants.
- D. Operations, Medical Services, and Training and Report – Report included in the packet. Chief Loney presented the report. Reviewed the end of the year (2023) stats with the Board on structure/non-structure fires, non-medical incidents, 911 calls, medical transports, and inter-facility transports (IFTs). Discussion on medical/non-medical transports and staffing challenges. Mental health has been a challenge in the area and the District continues to work with local agencies for improved solutions. Currently participating in the Arizona Rural EMS Quality Improvement grant with the University of Arizona.
  - E. Prevention Report – Report included in the packet. Fire Marshal JD Pepper stated no large structure fires in the month of December. FM Pepper and Captain Lucas Guy are both certified as Home Ignition Zone Assessors for Firewise Program.
  - F. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood said Staff has completed and submitted the Environmental and Historic Preservation (EHP) plan for the exhaust removal system and it has been approved by FEMA. Received both Type II ambulances from Medix. Informed the Board of the incident with Ladder 14 and the bay door. No damage to the apparatus. Working on the equipment installation for the new Type I engine and the pumper trucks. Will be a “Push In” ceremony for the new fire trucks in the near future.

## 8. ANNOUNCEMENTS and CORRESPONDENCE

Annual Awards Ceremony February 15, 2024, 6 PM at Blue Ridge School District

## 9. BUSINESS

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

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for December 2023. The following key points were reviewed: 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 December 31, 2023, Summary of Reconciled Cash Balances as of December 31, 2023, Income Statement of Revenues and Expenditures of General Fund for December 2023, including budget to actual and year-to-date balances, Breakdown of Ambulance Revenue YTD, Fixed Asset Additions and Disposals Schedule FY23/24, Income vs. Expenses graph for December 2023, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of December is \$1,614,749 which is \$205,636 over budget. Navajo County revenue for the month is \$906,659 which is over budget by \$70,262. Non-levy revenue is \$708,091 which is over budget by \$135,375. Grant revenue is over budget by \$72,599 driven by timing of SAFER payments. Ambulance revenue is over budget by \$47,654. Expenses for December total \$1,229,248 which is under budget by \$65,823. Personnel Costs are under budget by \$41,159 driven by health insurance. Vehicles & Equipment is under budget by \$30,960 driven by less uniforms and PPE. Meetings & Training is under budget by \$13,548 driven by lower training costs. Fiscal Year revenue is \$11,974,040 which is \$680,103 over budget. Navajo County revenue is \$3,304 under budget. Grant revenue is \$374,527 over budget. Ambulance revenue is \$310,053 over budget. YTD expense is \$8,702,815 which is \$195,376 under budget. Total Cash for December is \$7,596,624 which is \$775,698 higher compared to December 2022. Communication/IT expense over budget due to cell phone bills. Managerial Costs over budget due to professional services and legal. The District met the budget for interest income. There were no questions from the Board members.

Chair Jamie Adams moved that we approve the financial reports for the month of December 2023 as presented, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

**B. Discussion and Possible Action: Possible Approval of Resolution 2024-01 Amending and Adopting The Modified Fee Schedule**

Chief Chevalier said that under Title 48, the District is empowered to establish a fee schedule for both In-District and Out-of-District calls.

The floor was turned over to Captain Dan Jerome. He referred the Board to the fee schedules included in the packet. This fee schedule is for out-of-district calls. Calls within the District boundaries typically would not receive an invoice for fire service. The Emergency response fees were reviewed. He explained that the vehicle rates were a match with the rates from the Cooperative Fire Rate Agreement (CFRA) that is used when crews and vehicles are deployed for a wildland assignment. Captain Jerome consulted a local insurance agent during this process. He explained the methodology of the personnel costs and the Other Fees which consist of Consumables, Billing, Out of District and Availability. The Board was referred to the Notes attached to the schedule for further explanation. Captain Jerome gave examples of what could be included on an invoice sent to the homeowner or the insurance company. Discussion ensued amongst the Board and Staff on medical calls and the associated costs. Captain Jerome reiterated that this fee schedule is for out-of-district fire calls. He said the fire reports would need to have an adjustment so that insurance information could be added for these types of calls. The Board asked if the schedule would need to be go before the County with legal counsel saying no because of Title 48. The Board agreed that the out-of-district fee schedule is fair.

The floor was turned over to FM Pepper. He reviewed the changes that were made to fee schedule for the Fire Code Plan Reviews and Permits. He pointed out that the fee was waived for new residential installations and modifications/additions. The Commercial Development Plan fee for construction up to 10,000 square feet was set at \$350. This is a more reasonable cost for small businesses. Discussion amongst the Board and Staff regarding violations and enforcement. FM Pepper said the District does not have the authority to fine businesses and would rely on code enforcement from the Cities or County. He said he is working well with the City of Show Low, Town of Pinetop/Lakeside and Navajo County. Chief Chevalier was asked if he had any issues with the fee schedules with him saying he does not. He is confident about the fees presented to the Board.

The Board thanked Captain Jerome and FM Pepper for their work on the fee schedule. There were no more questions.

Member Amy Kay moved that we approve the Resolution 2024-01 for the purpose of amending and adopting the modified fee schedule as presented by Staff, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

**C. Discussion and Possible Action: Possible Purchase of a Ford F550 Diesel, 4X4, Four Door Cab and Chassis from Show Low Ford for the Gila River Type 6 Grant Project**

The floor turned over to Chief Wood. He reminded the Board of the Type 6 grant previously received in the amount of \$165,000. This agenda item is for the cab and chassis. Staff solicited bids from three vendors and received quotes from Sanderson Ford and Show Low Ford. The Show Low Ford quote was recommended. Discussion on the number of brush trucks currently in service and the needs of the District. The vehicle would be available by the first part of March.

Member Jim Molesa moved that we approve the \$71,547.54 from Show Low Ford for the purchase of one 2024 Ford F-550 Diesel, 4X4, four door cab and chassis, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

**D. Discussion and Possible Action: Possible Purchase Bed, Skid Unit, and Associated Fire Equipment Necessary to Complete the Gila Rivier Type 6 Grant Project**

The floor turned over to Chief Wood. This agenda item would be for the necessary equipment to complete the buildout of the 2024 Ford F-550 and chassis. The remaining funds would be used to purchase the equipment through TMFMD's procurement process. The intent is to have the brush truck in service by the first part of June.

Member Jim Molesa moved that we approve Staff to purchase fire equipment listed for the Gila River Type 6 Grant, not to exceed \$93,452.46, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

**E. Discussion and Possible Action: Possible Acceptance of CORE Construction as the Construction Manager at Risk (CMAR) and Possible Approval of the Standards Agreement and General Conditions Submitted by CORE Construction for the Station 13 and Station 15 Renovation Projects. Possible Authorization to Management to Separate the Station 13 and Station 15 Projects**

Chief Chevalier explained he is asking for the Board to approve CORE Construction as the Construction Manager at Risk (CMAR) and the agreement in the packet for Station 13 and Station 15 renovation projects.

The floor was turned over to Chief Wood. In December 2023, CORE Construction participated in an interview process for the CMAR services for both Stations 13 and 15. Staff recommended that CORE Construction serve as the CMAR. The Board was directed to the agreement included in the packet. Chief Wood explained that phase one would be preconstruction services to develop a guaranteed maximum price (GMP) for the projects provided by CORE Construction. Milo Thomas and Leroy Trujillo from CORE Construction were available for any questions from the Board. Once the GMP was completed, then staff would bring that information to the Board for approval. Chief Wood said that both projects could be worked on at the same time or separately with Station 13 having the immediate needs. Chief Chevalier said that Station 14 had been paid for in full and that this could create additional funds for the other stations. Chief Wood is asking for approval of CORE Construction as the CMAR and to approve the agreement so that the preconstruction services can begin. An updated supplements and amendments to standard agreement was given to the Board with legal counsel explaining the additions. Mr. Thomas and Mr. Trujillo from CORE Construction said they are looking forward to working with Timber Mesa.

Member Jim Molesa moved that we approve the Standards Agreement and General Conditions with CORE Construction for the Station 13 and Station 15 renovation projects with the recommended amendments provided by legal counsel. Additionally, authorize the Fire Chief to separate out the Station 13 and Station 15 projects as necessary to achieve the District expectations in regard to the expected GMP for each station. I further authorize the Fire Chief and Staff to begin preconstruction services with CORE Construction in the amount not to exceed \$50,000, and Chair Jamie Adams seconded the motion. The vote was unanimously approved, and the motion passed.

**F. Discussion and Possible Action: Fire Chief's Performance Evaluation and Employment Contract. The Board may choose to go into Executive Session pursuant to A.R.S. §38-431.03(A)(1) for a personnel matter and A.R.S §38-431.03(A)(3) for legal advice. The Fire Chief has been notified in writing of this meeting and has the option to have this session in public.**

Chair Jamie Adams moved that we go into executive session pursuant to A.R.S. §38-431.03(A)(1) for a personnel matter specific to the Fire Chief's performance evaluation and employment contract and A.R.S. §38-431.03(A)(3) for legal advice, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

Thereafter, the Board entered into executive session at approximately 4:37 pm.

Thereafter, the Board reconvened the regular board meeting at approximately 15:07 pm.

Legal counsel said the Board can make any statement they would like now that they are back in the public session about the fire chief's performance and then make a motion in regard to his step increase.

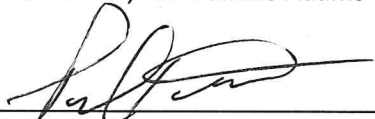
Chair Jamie Adams moved to recognize Chief Chevalier for a fantastic job and recommend Step 9 as compensation, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

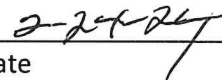
**10. NEW AGENDA ITEMS**

Notice Call of Election  
GMP from CORE Construction

**11. ADJOURNMENT**

Thereafter, Chair Jamie Adams declared the public session adjourned at approximately 5:11 pm.

  
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Board Clerk

  
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Date