



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on July 25, 2022, 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 Amy Kay called the meeting to order at approximately 3:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Chair Amy Kay, Clerk Lynn Browne-Wagner, Member Dennis Hughes, Member Paul Wyatt, and Member Jamie Adams.
4. **APPROVAL OF MINUTES**
Regular Session of June 27, 2022

Member Paul Wyatt moved to approve the Regular Session minutes from June 27, 2022, as written and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

5. **CALL TO THE PUBLIC**
None
6. **EMPLOYEE RECOGNITION**
 - A. Completion of Probationary Period: Firefighter Lanie O'Donnell, Firefighter Matthew Hoover, Firefighter Sam Dotson, Firefighter Wyatt Snyder, and Firefighter William Sloan
7. **REPORTS AND CORRESPONDENCE**
 - A. Fire Board Report – AFDA/AFCA conference was very good. Congratulations to Chief Savage for his award.
 - B. Fire Chief's Report – Report included in the packet. Chief Savage referred the board to the fire chief application packet with a few small corrections being made and is on schedule for a mid-August posting. Discussion on relationship with the City of Show Low. Overall good.
 - C. Administrative Services Report – Report included in the packet. No questions from the Board.
 - D. Operations, Medical Services and Training Report – Report included in the packet. Member Paul Wyatt asked about airport training with Chief Savage giving an explanation.
 - E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. No questions from the Board.

- F. Prevention and Community Risk Reduction report – Report included in the packet. No questions from the Board.

8. ANNOUNCEMENTS

- A. Annual awards ceremony scheduled for August 18, 2022, at 6pm at the Hampton Inn

9. BUSINESS

A. Discussion and Possible Action: June 2022 Financial Reports

Sara Simonton, Accounting Manager for James Vincent Group, presented the monthly financials for June 2022. Ms. Simonton reviewed the key points which include the Revenue, Expenses and the Year-to-date Revenue and Expenses. The following were included in the board packet for review: Balance sheet as of June 30, 2022, Summary of Reconciled Cash Balances as of June 30, 2022, Income Statement of Revenues and Expenditures of General Fund for June 2022, including budget to actual and year-to-date balances, Capital Estimated vs. Actual expenses year-to-date, Income vs. Expenses graph for June 2022, Monthly Disbursement report, and 12-month cash flow. She reviewed the Key Points for the monthly revenue and expenses and the year-to-date revenue and expenses. Revenue for the month of June is \$707,224 which is \$102,408 over budget. Navajo County revenue is \$167,787 which is over budget by \$6,737. Non-levy revenue is \$539,437 which is over budget by \$95,671, driven by the receipt of Prop 207 monies and Ambulance revenue. Expenses for June total \$1,381,723 which is over budget by \$54,533. Personnel Costs are \$1,053,308 which is \$35,473 over budget, driven by overtime wages. Vehicles & Equipment is \$151,350 which is \$72,785 over budget, driven by increased fuel costs and costs relating to PPE. Building & Land is \$19,597 which is \$53,816 under budget, driven by the expectation of a lease payment for a Training Tower that was not purchased. YTD revenue is \$16,648,597 which is \$990,163 over budget. Tax Revenue is \$3,544 under budget. Ambulance Revenue is \$870,489 over budget. YTD expense is \$14,461,109 which is \$374,675 over budget, primarily driven by vehicle maintenance costs and increased utilities, and fuel expenses. The 2021-2022 cash on hand beginning balance was 2.5 million dollars and the ending balance was 4.3 million dollars. The amount spent on the CON process has been recovered. Member Dennis Hughes pleased with the budget. Chief Savage updated the Board on the two DHS applications. Both have been approved with the rate increase currently in the 90-day waiting period.

Chair Amy Kay moved that we approve the financial reports for the month of June 2022 as presented, and Member Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

- B. Discussion and Possible Action: Public Safety Personnel Retirement System (PSPRS) Funding Policy**
State law requires that the Fire Board adopt a policy each year addressing Public Safety Personnel Retirement System (PSPRS) funding. The policy is very similar to previous years. Discussion on the unfunded liability.

Member Dennis Hughes moved that we approve the Public Safety Personnel Retirement System Pension Funding Policy as presented and direct staff to post the policy as required by law, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

- C. Discussion and Possible Action: Amend Policies 2.32 Use of District Issued Credit Cards, 4.03 (A) Earned Paid Sick Time, and 4.20 Travel and Per Diem Reimbursement**

Chief Savage referred the Board to policies included in the packet. The updates reflect changes in law, updates for best practices, and aligning our policies with our current practices. Member Jamie Adams asked if fuel was purchased with a District credit card with Chief Savage explaining that a fuel card with a PIN number is used.

Member Paul Wyatt moved that we approve Policies 2.32 Use of District Credit Cards, 4.03(A) Earned Paid Sick Time, and 4.20 Travel and Per Diem Reimbursement as presented and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

D. Discussion and Possible Action: Authorization of distribution of funds for Timber Mesa Fire and Medical District's required match regarding Assistance Firefighters Grant (AFG) program grant award for the purchase of biomedical Equipment

Chief Savage reminded the Board that TMFMD was one of the recipients of a \$621,433.72 grant funded for biomedical equipment. This equipment included new heart monitors, new powered gurneys, and power load systems for each ambulance. All equipment has been received and in service. The required match is \$109,772.50 payable to Pinetop Fire District as the administrator of the grant. The amount required Chief Savage to bring this item to the Board for approval.

Member Jamie Adams moved that we approve payment in the amount of \$109,772.50 to the Pinetop Fire District as Timber Mesa's required matching funds for the Assistance to Firefighters Grant program grant award in the amount of \$621,433.72, and Member Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

10. NEW AGENDA ITEMS

11. ADJOURNMENT

Thereafter, Chair Amy Kay declared the public session adjourned at approximately 3:45pm.

Amy Kay
Board Clerk Chair

22 Aug 2022
Date