



## TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on June 27, 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.
4. **APPROVAL OF MINUTES**  
Regular Session of May 23, 2022

Member Lynn Browne-Wagner moved to approve the Regular Session minutes from May 23, 2022, as written and Member Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

5. **CALL TO THE PUBLIC**  
None
6. **EMPLOYEE RECOGNITION**
  - A. Captain Promotion: Firefighter/CEP Jake Valichnac has been promoted to Fire Captain/CEP
  - B. Completion of Probationary Period: Firefighter Maurissa (Alice) Wilhelm
  - C. Academy Graduation: We have nine firefighters who graduated the academy on Friday, June 24<sup>th</sup>, 2022
  - D. Resignation: Firefighter Brad Burton
7. **REPORTS AND CORRESPONDENCE**
  - A. Fire Board Report – None
  - B. Fire Chief's Report – Report included in the packet. Member Dennis Hughes asked about the Labor/Management regarding forced overtime. Chief Savage gave an explanation. He said that overtime is a growing issue throughout the fire service.
  - 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. Discussion on two significant events.

- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood gave an update on the new Rescue funded through Gila Indian Gaming Grant. It has been fitted with equipment, decals, and supplies. Scheduled to be in service next week.
- F. Prevention and Community Risk Reduction report – Report included in the packet. Chief Savage said the fire restrictions were lifted Friday, June 24, 2022.

## 8. ANNOUNCEMENTS

- A. Presentation of Citizen Recognition Awards: PTLIS Officer Michaela “Mickey” Raimo and Citizen Taylor Willis
- B. Semiannual Awards and Commendations ceremony tentatively planned for the evening of August 18, 2022

## 9. BUSINESS

### A. Discussion and Possible Action: May 2022 Financial Reports

Mr. Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for May 2022. Mr. Buldra 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, Summary of reconciled cash balances, Income Statement of Revenues and Expenditures of General Fund for May, Capital Estimated vs. Actual expenses YTD, Income vs. Expenses graph, Monthly Disbursement report, and 12-month cash flow. He reviewed the Key Points for the monthly revenue and expenses and the year-to-date revenue and expenses. Revenue for the month of May is \$1,043,158 which is \$191,679 under budget. Navajo County revenue is \$580,965 which is under budget by \$236,806. Non-levy revenue is \$462,194 which is over budget by \$45,127, driven by Ambulance revenue. Expenses for May total \$1,396,555 which is under budget by \$17,229. Personnel Costs are \$831,686 which is \$90,186 under budget, driven by Wildland wages due to no deployment which created a savings. Vehicles & Equipment is \$98,984 which is \$35,399 over budget, driven by costs relating to the extrication equipment grant. YTD revenue is \$15,941,373 which is \$887,755 over budget due to ambulance revenue. Tax Revenue is \$10,281 under budget. Ambulance Revenue is \$807,576 over budget. YTD expenses are \$13,080,644 which is \$321,400 over budget, primarily driven by maintenance costs, increased utilities, and fuel expenses. Mr. Buldra referred the Board to the Balance Sheet as of May 31, 2022, showing the total checking/savings amount of just over \$5 million.

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

### B. Public Hearing: The Board will consider public comment concerning the Fiscal Year (FY) 2022-23 Fire District Budget

Chief Savage said the budget had been posted for the required 20 days at the District’s posting places with no public comments.

Chair Amy Kay declared the public hearing open at 3:25pm.

There were no public comments.

Chair Amy Kay closed the public hearing.

### C. Discussion and Possible Action: Final approval of the Fiscal Year (FY) 2022-23 Fire District Budget

Chief Savage referred the Board to the operating budget that was tentatively approved by the Board at last month’s meeting. He stated that there were no changes to the budget presented today. He referred the Board to goals listed that the approved budget would accomplish. Discussion and explanation on the tax rate cap.

Member Dennis Hughes moved that we adopt the Fiscal Year 2022-23 budget as presented in the amount of \$17,750,746, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

**D. Discussion and Possible Action: Fire Chief recruitment and selection process; Approve update to Fire Chief Job Description; Approve hiring salary range; Review anticipated timeline for hiring process**

Brenda Tranchina, the District's human resources consultant, was brought into the meeting via phone. She directed the Board to the cover letter with the proposed timeline, the updated Fire Chief job description, the wage scale, and the ideal candidate traits information included in their packet. Ms. Tranchina and Chief Savage explained the changes to the current job description. Residency within the District, benefits and PTO accrual were discussed. Member Dennis Hughes asked about internal candidates applying. Ms. Tranchina said there is a policy in place that addresses that. Discussion on Labor's involvement in the interview process with the Board. Ms. Tranchina asked the Board if they had any questions on the candidate traits or would like to add to the list. The traits were reviewed with communications skills being important. Discussion on the proposed timeline with a possible change of date for the board meeting in November due to the Thanksgiving holiday and the amount of time the new fire chief and current fire chief would work together before Chief Savage's retirement in April 2023. Ms. Tranchina stressed to the board of the importance of hiring the right fire chief for the District and that all the board members should be involved throughout the process. Discussion on the motion with clarification given by legal counsel.

Member Dennis Hughes moved that we approve the updated Fire Chief Job Description as presented and establish the salary hiring range for external candidates at \$129,852 to \$146,677 and further that we direct the Fire Chief and Mrs. Tranchina to proceed as discussed, and to approve any modifications discussed during this meeting and as we go through the process, and Chair Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

**E. Discussion and Possible Action: Arizona Mutual Aid Compact**

Chief Savage referred the Board to the Arizona Mutual Aid Compact agreement in the packet. It was brought to our attention recently that Timber Mesa Fire and Medical District had never executed the Mutual Aid Compact upon our formation. Chief Savage recommended that the board sign the agreement. There were no questions from the Board.

Chair Amy Kay moved that we authorize the Fire Chief to execute the Arizona Mutual Aid Compact by and among the Timber Mesa Fire and Medica District and the Arizona Department of Emergency and Military Affairs, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

**F. Discussion and Possible Action: Audit engagement letter with the firm Beach Fleischman**

Chief Savage referred the board to the letters in the packet. He reminded the Board that Beach Fleischman has served as the auditing firm since the District was formed and that the Board has the option to engage with Beach Fleischman or can request proposals from other firms. Chief Savage recommended that the Board authorize him to engage Beach Fleischman for auditing services again this year. Mr. Bill Whittington, legal counsel, asked if it was anticipated that additional documents would be signed with Chief Savage saying the engagement letter would be signed. He referred to ARS 38.511-Cancellation of political subdivision and state contracts and he suggested the Board authorize the Fire Chief to add such provisions from the District's professional small contract addendum as appropriate.

Member Lynn Browne-Wagner moved that we authorize the Fire Chief to engage Beach Fleischman for auditing services for the Fiscal Year ending June 30, 2022, and further that the Fire Chief be authorized to add to the engagement letter such portions of the Professional Services Contract Addendum as

required by law or as directed by the Fire Chief, and Chair Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

**G. Discussion and Possible Action: Amend Policies 3.02 Compensation Administration and 3.06 Work Schedules – Suppression Personnel**

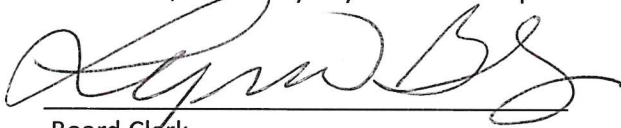
The floor was turned over to Chief Randy Chevalier. He explained the reason for the changes to the policies to allow the forced overtime mentioned in Chief Savage's report. There were no questions from the Board.

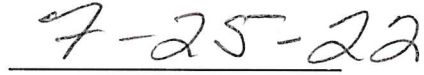
Chair Amy Kay moved that we approve Policy 3.02 Compensation Administration and Policy 3.06 Work Schedules – Suppression Personnel as presented, and Member Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

**10. NEW AGENDA ITEMS**

**11. ADJOURNMENT**

Thereafter, Chair Amy Kay declared the public session adjourned at approximately 4:06pm.

  
Board Clerk

  
Date