



# TIMBER MESA FIRE & MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on September 23, 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 Amy Kay, Member Lynn Browne-Wagner (*TEAMS*), Member Jim Molesa, and Clerk Paul Wyatt

### 4. APPROVAL OF MINUTES

#### a. Regular Session of August 26, 2024

Clerk Paul Wyatt moved to approve the Regular Session minutes from August 26, 2024, as written, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

### 5. CALL TO THE PUBLIC

None

### 6. EMPLOYEE RECOGNITION

None

### 7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – none.
- B. Fire Chief's Report – Report included in the packet. Chief Chevalier referred the Board to his report that included the 10 year Anniversary, trip to Imuris, Mexico, upcoming Assistant Chief assessment center and the annual audit.
- C. Administrative Services Report – Report included in the packet. Chief Livermore said a total of \$672,240 has been billed for Wildland. Gave an update on the Grants received.
- D. Operations, Medical Services, and Training and Report – Report included in the packet. Chief Loney updated on the On-boarding of the recent new hires.

- E. Prevention Report – Report included in the packet. A brief discussion with the Fire Marshal on new construction. Fire Marshal Pepper was asked how the plan review process is working with him stating that there were no issues with company he is using.
- F. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Clay Wood gave an update on the Type II ambulance. He said the new Type 6 has been deployed to California on a wildland assignment. Discussion Type I vs. Type II ambulances on IFTs.

## 8. ANNOUNCEMENTS and CORRESPONDENCE

Letter from Navajo County Board of Supervisors

## 9. BUSINESS

### A. Discussion and Possible Action: August 2024 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for August 2024. He said the on-site Audit will be on September 24, 2024. The District has received the GFOA seven years running and will apply again this next year. The following key points were reviewed: Revenue, Expenses, Fiscal Year revenue, Year-to-date Expense and Total Cash amount. The following were included in the board packet for review: Balance sheet as of August 31, 2024, Summary of Reconciled Cash Balances as of August 31, 2024, Income Statement of Revenues and Expenditures of General Fund for August 2024, including budget to actual and year-to-date balances, Fixed Asset Additions and Disposals Schedule FY24/25, Income vs. Expenses graph for August 2024, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of August is \$1,258,409, which is \$503,932 over budget. Navajo County revenue for the month is \$45,747 which is over budget by \$9,247. Non-levy revenue is \$1,212,662 which is over budget by \$464,685. Ambulance revenue is over budget by \$225,997. Wildland revenue is over budget by \$226,874. Grant Revenue is over budget \$33,942. Expenses for August total \$1,513,760 which is over budget by \$39,854. Personnel Costs are over budget by \$38,618, driven by OT and Wildland. Vehicles & Equipment is over budget \$7,879, driven by higher than anticipated maintenance. Meetings and Training is over budget \$10,538 driven by Wildland. Managerial Costs are under budget \$8,242, driven by timing of professional services. Fiscal Year Revenue is \$2,316,755 which is \$967,763 over budget. Navajo County revenue is \$5,428 under budget. Wildland revenue is \$407,921 over budget. Ambulance revenue is \$474,648 over budget. YTD expense is \$3,181,958 which is \$142,821 over budget. Total Cash for August is \$4,788,455 which is \$2,511,960 higher compared to August 2023. Wildland and Ambulance are over budget this month. Chief Chevalier thanked Chief Loney and Division Chief Devin Wood for their work on the wildland and ambulance revenue. He referred the Board to the Capital Fund Purchases report that will be for review each month.

Clerk Paul Wyatt moved that we approve the financial reports for the month of August 2024 as presented, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

### B. Discussion and Possible Action: Authorization to Purchase a Two-post Apparatus Lift for Fleet Services

The floor was turned over to Chief Clay Wood. This is a capital purchase. He said with the purchase of the lift, Fleet will be more efficient with vehicle repairs. Quotes were received and recommends the purchase and installation by NAPA Auto Parts. This will be a second lift in Fleet Services. Discussion on outside work amongst Staff and the Board.

Clerk Paul Wyatt moved to authorize staff to proceed with the purchase of a two-post lift and installation in the fleet facility in an amount not exceeding \$21,500, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

**C. Discussion and Possible Action: Proposed Revision of Three HR Policies: 3.05(A) On-Call Pay, 3.12 Absence with Relief (Shift Trades), 4.03 Paid Time Off (PTO)**

The floor was turned over to Chief Livermore. Copies were handed to the Board. The revisions were reviewed by Labor. The updates were minor and align with best practices.

Member Lynn Browne-Wagner moved that we approve the proposed revisions to the following policies: On-Call Pay, Absence with Relief (Shift Trades), Paid Time Off (PTO), and Clerk Paul Wyatt seconded the motion. The vote was unanimously approved, and the motion passed.

**10. NEW AGENDA ITEMS**

Board By-Laws  
Station 13 update

**11. ADJOURNMENT**

Thereafter, Chair Jamie Adams declared the public session adjourned at approximately 3:42 pm.



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Board Clerk

Oct 28-24  
Date