



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on March 22, 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, and Member Lynn Browne-Wagner were present.
4. **APPROVAL OF MINUTES**
Regular Session of February 22, 2021
Executive Session of February 22, 2021

Clerk Amy Kay motioned to approve the Regular Session minutes from February 22, 2021, and the Executive Session minutes from February 22, 2021 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. Resignation of Deanne Reed, Finance Specialist. Accepted a job with Summit Fire and Medical out of Flagstaff
 - B. Firefighter Michael Haas has completed his D.O.D. internship and has accepted a position with TMFMD
7. **REPORTS AND CORRESPONDENCE**
 - A. Fire Board Report – Member Lynn Browne-Wagner thanked the District for responding. She is recovering from her illness. Member Jamie Adams glad to see wildland preparedness happening like Red Tag/Green Tag. Good way to educate the communities.
 - B. Fire Chief's Report – Report included in the packet. No questions.
 - C. Administrative Services Report – Report included in the packet. Deanna Reed will be missed. Interviewed 7 individuals for the Finance Clerk position. Sent out RFP for ambulance billing. Item 9h asking for approval of ambulance billing company. The upcoming Board member training is for newly elected or re-elected board members.

- D. Operations, Medical Services and Training Report – Report included in the packet. Chair Dennis Hughes asked for clarification on the Pittsburg Drill. Chief Livermore explained.
- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood referred the Board to the vehicle information included in the report.
- F. Prevention and Community Risk Reduction report – Report included in the packet. No questions.

8. ANNOUNCEMENTS

None

9. BUSINESS

A. Discussion and Possible Action: February 2021 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for February 2021. He referred the Board to the key points for the revenue and expenses. Revenue for the month of February is \$514,268 which is under budget by \$4,398. Navajo County revenue is \$252,575 which is over budget by \$52,034. Non-Levy revenue is \$261,693 which is under budget by \$56,432. The Board will see a variance due to outsourcing the ambulance billing. Expense totals for the month of February are \$943,365 which is under budget by \$77,948. Year-to-date Revenue is \$9,396,922 which is over budget by \$309,522. YTD Navajo County revenue is \$164,602 over budget. Year-to-date Expenses are \$8,239,663 which is over budget by \$158,967 all driven by personnel costs.

Chair Dennis Hughes moved that we approve the financial reports for the month of February 2021 as presented, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

B. Public Hearing: Pursuant to A.R.S. §48-805(B)(6) the Board shall hold a public hearing on amendment of the Fire District Code to the 2018 International Fire Code, with certain appendices and amendments thereto

Chair Dennis Hughes opened the public hearing at 3:18pm.

No public spoke

Chair Dennis Hughes closed the public hearing at 3:18pm.

C. Discussion and Possible Action: Approval of resolution 2021-01 amending the adopted Fire Code to the 2018 International Fire Code, with certain appendices and amendments thereto

Chief Savage reminded the Board that at last month's board meeting the amendments had tentatively been approved. The Code was posted for the required 20 days. There has been very little public comment. Mr. Brandon Garvin, a local contractor, suggested a modification to the exceptions to residential sprinklers, which has been included. Chief Savage stated that invitations had been sent to local Contractors for a meeting with Chief Russell with very low attendance. Member Jamie Adams met with Chief Savage and Chief Russell. He asked for the representative from the City to comment. Mr. Justin Tregaskes, Planning and Zoning Director for the City of Show Low spoke. The City and TMFMD currently have an IGA. The relationship is positive and beneficial for both the City and the Fire District. Adopting the Fire Code would be a formal agreement between both parties. He realizes this Code will affect more than the Show Low residents. He asked if the Board had any questions. There were no questions. He thanked the Fire Board.

Clerk Amy Kay moved that we approve the amendment of the Fire District's Fire and Life Safety Code to the 2018 International Fire Code with certain appendices and amendments as presented (or as modified) as well as Resolution 2021-01, and Chair Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

D. Discussion and Possible Action: Adoption of a Strategic Management Plan for the period 2021-2023

At last month's Board meeting the adoption of the Strategic Plan was tabled. Attached is the draft for consideration. This is the guide for the District budget and decision making. Chair Dennis Hughes stated the plan is comprehensive. Good job. He asked for clarification of the protection class code. Chief Savage provided an explanation. Member Jamie Adams thanked Chief Savage for meeting with him on the strategic plan. Discussion ensued regarding the tax rate cap.

Chair Dennis Hughes moved that we approve the Fire District's Strategic Management Plan and Staffing and Deployment Analysis for the period 2021-2023 as modified, and Member Lynn Browne-Wanger seconded the motion. The vote was unanimous, and the motion carried.

E. Discussion and Possible Action: Revision of Policy 4.04 Health Insurance

Chief Savage referred the Board to Policy 4.04. There is a one-word change recommended by staff. The current policy allows for retired members to maintain, at their own cost, healthcare coverage. Vision coverage had been left out of the policy. Chief Savage recommended that the policy be updated to include Vision coverage.

Clerk Amy Kay moved that we approve a change to the Fire District's Policy #4.04 Health Insurance to include a reference to Vision coverage for retired members as presented by staff, and Chair Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

F. Discussion and Possible Action: Approval of Waiver of Conflict of Interest and Consent to Joint Representation re: Biomedical Equipment Grant application and Memorandum of Understanding

The Board was referred to the Waiver of Conflict of Interest and Consent to Joint Representation included in the packet. The Fire District's attorney, Mr. William Whittington, also represents some of the other agencies included in the grant. Mr. Whittington is required to disclose to the Fire Board. Discussion ensued regarding a Waiver for other District business involving legal counsel.

Chair Dennis Hughes moved that we approve the Waiver of Conflict of Interest and Consent to Joint Representation for Mr. Whittington regarding the current Assistance to Firefighters Grant (AFG) application for biomedical equipment, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

G. Discussion and Possible Action: Approval of Resolution 2021-02; a resolution approving a Memorandum of Understanding for Joint Biomedical Equipment through the Assistance to Firefighters Grant Program

The Board was referred to Resolution 2021-02 included in the packet. The District is obligated to pay a 10% match on all funds received through the grant. The grant is for \$300,000 and the District amount would be \$30,000 which has been set aside in the budget. Mr. Buldra informed the Board that a 10% match was typical for AFG grants.

Chair Dennis Hughes moved that we approve Resolution #2021-02 approving a MOU for the Joint Biomedical Equipment Grant through the Assistance to Firefighters Grants Program, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

H. Discussion and Possible Action: Approval of service agreement with Ambulance Medical Billing (AMB)

With the departure of Ms. Deanna Reed, the District is in need of a medical billing agreement. RFP (Request for Proposals) were sent out with 4 received. Chief Chevalier's recommendation along with Chief Savage is to pursue an agreement with Ambulance Medical Billing (AMB). AMB is familiar with other agencies for around the state. Chief Savage explained the 3% collection with Mr. Buldra clarifying how the payments would be received and calculated. Member Jamie Adams asked if there any concerns

with a billing company. Chief Savage said a billing company is new for the Fire District so there will be questions. Mr. Whittington discussed the professional addendum that his office has prepared in the past for the District.

Chair Dennis Hughes moved that we approve the service agreement with Ambulance Medical Billing for ambulance billing services as presented, together with their Addendum #1 and #2 and as modified by the District's revised Professional Services Addendum subject to final approval by legal counsel and authorizing the Fire Chief to execute the same and approving the Business Associate Agreement presented in conjunction therewith, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

10. NEW AGENDA ITEMS

None

11. ADJOURNMENT

Thereafter, Chair Dennis Hughes declared the public session adjourned at approximately 3:53 pm.

12. Study Session

- a. **The Fire District Governing Board and staff will review budget priorities for the Fiscal Year (FY) 2021-22. The Fire Board may, by consensus, direct staff to proceed with budget development.**


Study session began at 4:00pm.

Chief Savage reviewed the budget power point with the following items presented and discussed: Budget Limitations, Revenues, impact of the Bond Election, 2021 Revenue Projections Actual spreadsheet, Tax Rate History, Merged Tax Rate graph, Personnel Expenses, Buildings and Land, Vehicles and Equipment, Emergency Medical Services, Communications and Training, Management Expenses, and Capital Needs. Chief Savage stated the District has outperformed and has done what we said we would do. He asked if the Board had any further questions. There were none.

Study session ended at 5:05pm.



Board Clerk



Date