



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened April 27, 2020 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** Board Chair Paul Wyatt called the meeting to order at approximately 3:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Chair Paul Wyatt (Zoom meeting), Clerk Dennis Hughes (Zoom meeting), Member Ed Lindquist (Zoom Meeting), Member Amy Kay (Zoom meeting) and Member Lynn Browne-Wagner (Zoom meeting) were present.

4. **APPROVAL OF MINUTES**
Regular Session of March 23, 2020

Clerk Dennis Hughes motioned to approve the Regular Session minutes from March 23, 2020 as written, and Member Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

5. **CALL TO THE PUBLIC**
None

6. **REPORTS AND CORRESPONDENCE**

- A. Fire Board Report – Clerk Dennis Hughes asked for an item to be added to next month's agenda.
- B. Fire Chief's Report – Report included in the packet. Chief Savage stated he would give an update on COVID 19 later in the Board meeting.
- C. Operations, Medical Services and Training Report – Report included in the packet
- D. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Chevalier stated that the 2nd set of turnouts have been issued to Captains and Acting Captains. He informed the Board that one of the Type I engines is down due to body and ladder damage.
- E. Prevention and Community Risk Reduction report – Report included in the packet

7. **ANNOUNCEMENTS**
None

8. **BUSINESS**

- A. **Discussion and Possible Action: March 2020 Financial Report**

Gabe Buldra, Principal for James Vincent Group, referred the board members to the March 2020 Financial Report in their packets. Mr. Buldra discussed the Key Points of the report, which included

Revenues and Expenditures for the month of March. The revenue for the month of March was \$544,994 which was over budget. Navajo County revenue was under budget, but Ambulance and Fleet maintenance were over and attributed to the variance. The expenses for the month of March were \$965,258 which was over budget. Year-to-date revenues are \$8,415,035 which is under budget by \$231,843 and is related to Wildland deployments that didn't happen during the first part of the season. Year-to-date expenses are \$8,539,436 which is over budget by \$70,158. Discussion ensued amongst the Board, Chief Savage and the Finance Director regarding the possible impact of COVID 19 to the budget, FEMA reimbursement and the funding that is available to cover PPEs, overtime, and a decrease in Ambulance revenues.

Clerk Dennis Hughes moved to approve the financial reports for the month of March 2020 as presented, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

B. Discussion and possible action: Update from staff on the impact of the COVID 19 virus and a continuation of emergency authorization for the Fire Chief to change, alter, or create policies, procedures intergovernmental agreements, work schedules, or other necessary and related functions associated with the Fire District's response and management of COVID 19 in the communities of the White Mountains

The floor was turned over to Chief Savage. He referred the Board members to the list in the packet. He stated that with the Information changing daily, the list had already changed since the Board received it about a week ago. He informed the Board that the PTO restrictions have been lifted but could be reinstated if needed. He also informed the Board that another crew has been exposed and is being monitored by Navajo County Health Department. They were wearing full PPE during the call. The crew is currently working. Discussion ensued amongst the Board and Staff regarding quarantined employees, temperatures being taken on employees and what happens if an employee shows signs and symptoms. Chief Savage gave an explanation to the Board and referred them to the Individual Assessment Criteria information in the packet.

Member Amy Kay moved that we extend the emergency authorization for the Fire Chief to change, alter, or create policies, procedures, intergovernmental agreements, work schedules, or other necessary and related functions associated with the Fire District's response and management of COVID 19 in the communities of the White Mountains for an additional 30 days and direct the Fire Chief to report on any additional measure taken under this emergency authorization, and Member Ed Lindquist seconded the motion. The vote was unanimous, and the motion carried.

C. Discussion and possible action: Authorization of additional paid time off to cover leave required of employees who contract or are exposed to COVID 19

The floor was turned over to Chief Savage. He stated that there had already been 6 employees quarantined and as of right now we do not have a clear indication if their time off will be covered under any of the federal aid packages. There is little if any expense associated because the individual is paid whether they use their accrued leave or COVID leave. The benefit is the employee is being taken care of and not having to deplete their accrued leave by an occupational hazard. Member Ed Lindquist agreed that the employee should be taken care of and not have to use their PTO.

Member Ed Lindquist moved that we authorize COVID leave to cover any scheduled work hours for up to 28 consecutive calendar days for any employee that is exposed to, or contracts, COVID 19 and is therefore required by the Navajo County Health Department or the Fire District's Physician to be off from work to isolate or be hospitalized as a result. This benefit should run through January 1st, 2020

until December 31st, 2020 unless extended by the Fire Board, and Clerk Dennis Hughes seconded the motion. The vote was unanimous, and the motion carried.

D. Discussion and Possible Action: Authorization of Arizona Department of Emergency and Military Affairs (ADEM) Request for Grant Portal Access form and ADEM Designation of Applicant's Agent Form

Chief Savage stated that the documents have been completed and sent to the State. He has also appointed Chief Chevalier as designated applicant's agent and main point of contact. The floor was turned over to Chief Chevalier. Chief Chevalier stated that the District would be eligible for reimbursement of extra-ordinary expenses through the ADEM grant. These required forms need to be approved by the Board and the minutes attached with the application. He will be working with a designated grant specialist. Will be using a form called LEMO form. Ms. Deanna Reed is familiar with the form. This is the beginning of the process to be reimbursed through ADEM for COVID 19 related expenses.

Clerk Dennis Hughes moved that we approve the State of Arizona Department of Emergency and Military Affairs (ADEM) Request for Grant Portal Access for Federal Disaster Declaration and the ADME Designation of Applicant's Gent Form as presented identifying the Fire Chief as the authorized representative, Chief Chevalier as the primary public assistance coordinator, the District's finance director as the alternate public assistant coordinator, and Chief Wood and Deanna Reed as the project point of contact, and Member Ed Lindquist seconded the motion. The vote was unanimous, and the motion carried.

E. Discussion and Possible Action: BUDGET STUDY SESSION – The Board will review current budget under development and direct staff on how to proceed with budget preparation for tentative approval at the regularly scheduled Board meeting in May

Chief Savage referred the Board to the draft budgets included in the packet. The only difference between the two drafts is the tax rate and revenue, and the financial reserve amount. He stated that the budget proposal includes a continuation of the District's competitive wages and benefits, 6 new positions to include three new firefighters to staff Rescue 14, Deputy Chief of Administration, Mechanic and Fire Prevention Specialist, move to the Arizona Fire Districts workers compensation pool which will include upfront capitalization costs, fund Opticom program and increase the contributions to financial reserves. Discussion ensued amongst the Board, Staff and Finance Director regarding the 6 new positions, financial reserve balance, reimbursement for COVID expenses, and tax rate.

Clerk Dennis Hughes moved that we direct staff to prepare a budget for tentative approval at our next meeting which increase the District's contribution to financial reserve to a minimum of \$860,000, and Member Ed Lindquist seconded the motion. The vote was unanimous, and the motion carried.

F. Discussion and possible action: Approval of Notice of Call of Election – 2020 Consolidated Election. There will be three seats on the Timber Mesa Fire and Medical District Governing Board up for election

Chief Savage referred to the Notice Call of Election form in the packet. There are three board positions up for election. This form is necessary to call for an election. So far, the process to collect signatures has not changed. Member Ed Lindquist reminded the Board of the extra form that will need to be completed and sent to Navajo County before signatures can be collected.

Member Ed Lindquist moved that we approve the Notice Call of Election form calling for the election of three Timber Mesa Fire and Medical District Board members and authorize Navajo County to conduct the election during the November 2nd, 2020 general election including publishing the call for election

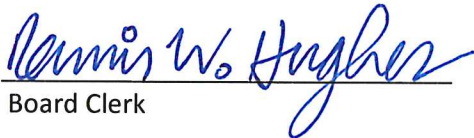
as required, and Member Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

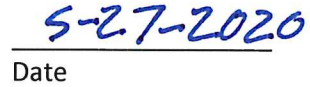
9. New Agenda Items:

Phone call from Mayor Seymore
New training information for EMS personnel

10. Adjournment

Thereafter, Chair Paul Wyatt declared the public session adjourned at approximately 3:53pm.


Board Clerk


Date