



## TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened February 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, Member Paul Wyatt, and Member Lynn Browne-Wagner (*telephonically*) were present.

4. **APPROVAL OF MINUTES**

Regular Session of January 25, 2021

Member Paul Wyatt motioned to approve the Regular Session minutes from January 25, 2020, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

5. **CALL TO THE PUBLIC**

None

6. **EMPLOYEE RECOGNITION**

- A. Medical Services Captain Jeff Farkas Retirement; Reassignment of Division Chief Conrad Loney
  - B. Promotion to Captain: Dan Jerome and Ian Schalow
  - C. Promotion to Engineer: Clay Wallace and Mike Atchley
  - D. Reassignment to Fire Inspector: JD Pepper
  - E. Reassignment of Training Captain(s): Brandon Decker and Taber Heisler
- Chief Savage said these items have been added to the agenda to keep the Board informed.

7. **REPORTS AND CORRESPONDENCE**

- A. Fire Board Report – Chair Dennis Hughes appreciates the information in the reports presented to the Board. Member Jamie Adams glad to see the Fired District on social media.
- B. Fire Chief's Report – Report included in the packet. No questions from the Board.
- C. Administrative Services Report – Report included in the packet. Chair Dennis Hughes asked about Patient Statements and demand letters. Chief Chevalier gave an explanation.
- D. Operations, Medical Services and Training Report – Report included in the packet. Chief Livermore stated that Training did an amazing job of putting the new employees through a 2-week academy. He referred to the customer comments in the report and said that the negative comment that was received is being addressed.

- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Board member Jamie Adams asked if a contractor was involved in the building of the Board/Training room. Chief Wood explained that the construction was being done inhouse.
- F. Prevention and Community Risk Reduction report – Report included in the packet. No questions from the Board.

## 8. ANNOUNCEMENTS

### A. Levy limit worksheet and letter from Navajo County Assessor's Office

Chief Savage referred the Board to the letter and levy worksheet received from Navajo County. Navajo County is required to provide the information to the District. This is information only.

## 9. BUSINESS

### A. Discussion and Possible Action: January 2021 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for January 2021. He referred the Board to the key points for the revenue and expenses. The revenue for January is \$768,683 which is \$162,925 over budget due to timing on property taxes and Wildland. Expenses totaled \$1,080,854 which is under budget by \$59,699. Year-to-Date Revenue is \$8,882,627 which is \$301,393 over budget and Year-to Expenses are \$7,294,706 which is \$234,911 over budget. Mr. Buldra stated that the Year-to-Date is looking strong. Chair Dennis Hughes asked about Bill.com and the approving process. Mr. Buldra gave an explanation.

Chair Dennis Hughes moved that we approve the financial reports for the month of January 2021 as presented, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

### B. Board Training: The Fire District's attorney will review Board member Roles and Responsibilities and the requirements of the open meeting law with the members of the Board

Mr. Whittington explained that he would be presenting a refresher. He provided a handout for the board members. He reminded the Board that they are still required to attend the statutory training. The training is scheduled to begin in April 2021. Mr. Whittington reviewed Board Powers, Agendas, Executive Sessions, Open Meeting Law Violations, Conflict of Interest, the Table of Consanguinity, and Criminal Statutes. Discussion ensued regarding emergency situations for large purchase with Mr. Buldra reminding the Board of the Financial Polices. Chair Dennis Hughes asked if the Chief was an exempt employee. Mr. Whittington replied no that he is a contract employee. The Board had no further questions for Mr. Whittington.

### C. Discussion and Possible Action: Intergovernmental Agreement with Navajo County for the provision of election services

Chief Savage referred the Board to the letter and IGA received from Navajo County Elections Director, Rayleen Richards. The District has maintained a similar agreement and it is necessary, from time to time, to update and renew the agreement so the County is able to provide for the District's elections.

Clerk Amy Kay moved that we approve the Intergovernmental Agreement between the County of Navajo and Timber Mesa Fire and Medical District for the provision of election services, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

### D. Discussion and Possible Action: Tentative approval of resolution 2021-01 amending the adopted Fire Code to the 2018 International Fire Code, with appendices, and amendments thereto

Chief Savage referred the Board to Resolution 2021-01 and the 2018 IFC Code Adoption Amendments. The District's ISO rating is in part dependent upon maintaining a current fire and life safety code. The



2015 IGA with the City of Show Low provides various services to each other. The City is requesting that the District consider amending our code to the 2018 International Fire Code. The minor changes that Chief Russell is recommending take what was already being done and condenses it into one location to make it easier for the contractors, builders, etc. Chief Russell has attended and held meetings with building officials from the City of Show Low, Town of Pinetop/Lakeside, Navajo County, and local contractors and developers. Chief Savage referred the Board to the input received from the various stakeholders. Member Jamie Adams asked if the Cities and County have reviewed the draft. Chief Savage said yes. Chief Russell said Pinetop Fire District has asked for the 2018 IFC. Member Jamie Adams asked who enforces the code. Chief Russell said the Fire Marshal/Prevention Staff would. Chief Savage said that he is asking for a tentative approval. Members Paul Wyatt and Jamie Adams had further questions and concerns. Chief Savage invited them to meet with Chief Russell and him to address the questions and concerns. Discussion ensued amongst the Board to either table item D or tentatively approve.

Chair Dennis Hughes moved that we tentatively approve the amendment of the Fire District's fire and life safety code to the 2018 International Fire Code with appendices and amendments as presented. Further, that we direct staff to post the required notice at least 20 days prior to the next regularly scheduled meeting of March 22<sup>nd</sup>, 2021 and schedule a public hearing on that date, Clerk Amy Kay seconded the motion. The vote was Chair Dennis Hughes, Clerk Amy Kay and Member Lynn Browne-Wagner aye and Member Paul Wyatt and Member Jamie Adams nay, and the motion carried.

- E. Discussion and Possible Action: Adoption of a Strategic Management Plan for the period 2021-2023**  
Chief Savage reminded the Board that the current Strategic Plan has expired. Included in the packet is the previous plan and a draft of the new Plan. Meetings were held with citizens and stakeholders and with employees to solicit input for a new Plan. Discussion ensued regarding the boundary map and the District chaplain. Chief Savage explained the need for a chaplain for personnel. He said that the Strategic Plan is used for budgeting and planning for the District. Further discussion ensued with the option to possibly table until the next board meeting.

Member Jamie Adams moved to table the Strategic Management Plan for the Timber Mesa Fire and Medical District for the period from 2021 to 2023 until the next regularly scheduled meeting, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

- F. Discussion and Possible Action: Fire Chief's performance evaluation and employment contract. The Board may choose to go into executive session pursuant to A.R.S. §38-431.03(A)(1) for a personnel matter. The Fire Chief has been notified in writing of this meeting and has the option to have this session in public**

Chair Dennis Hughes moved that we go into executive session pursuant to A.R.S. §38-431.03(A)(1) for personnel matter specific to the Fire Chief's performance evaluation and employment contract, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

Thereafter, the Board entered into executive session at 4:43 pm

Thereafter, the Board reconvened the regular board meeting at 5:05 pm.

Chair Dennis Hughes moved that we approve the Fire Chief's employment contract as indicated in executive session, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

## 10. NEW AGENDA ITEMS

**11. ADJOURNMENT**

Thereafter, Chair Dennis Hughes declared the public session adjourned at approximately 5:09 pm.

Amy Kay  
Board Clerk

22 Mar 2021  
Date