



## TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened November 23, 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** Chair Paul Wyatt called the meeting to order at approximately 3:04 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Chair Paul Wyatt, Member Ed Lindquist, and Member Amy Kay were present.
4. **APPROVAL OF MINUTES**  
Regular Session of October 26, 2020  
Special Session of October 30, 2020  
Executive Session of October 30, 2020  
  
Member Ed Lindquist motioned to approve the Regular Session minutes from October 26, 2020, Special Session minutes of October 30, 2020, and the Executive Session minutes of October 30, 2020, 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 – none
  - B. Fire Chief's Report – Report included in the packet. Chief Savage introduced Chief Josh Livermore. He has been hired as an Assistant Chief of Operations. Chief Livermore gave a brief history of his fire career.
  - C. Administrative Services Report – Report included in the packet. Chief Chevalier is the Assistant Chief of Administrative Services and will be presenting the report going forward. He asked that if there are any items that need to be added to please let him know.
  - D. Operations, Medical Services and Training Report – Report included in the packet. Beginning next board meeting Chief Livermore will be presenting the report going forward.
  - E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood is the Assistant Chief of Logistics and will be presenting the report going forward. Chief Chevalier gave an update on the property search for Station 15 and that it is still a priority.

- F. Prevention and Community Risk Reduction report – Report included in the packet. Chief Russell attended the first meeting with the stakeholders regarding the Fire Code. There is a second meeting scheduled.

## **7. ANNOUNCEMENTS**

Thank you letter in packet

Chief Savage presented a plaque to Mr. Ed Lindquist thanking him for his willingness to serve as a fire board member first as a Show Low Fire District board member and as a founding board member for Timber Mesa Fire and Medical District.

## **8. BUSINESS**

### **A. Discussion and Possible Action: Financial Report**

Gabe, Buldra, Principal for James Vincent Group, referred the Board to the October 2020 Financial Report in the packets. Mr. Buldra reviewed the Key Points of the report, which included Revenues and Expenditures for the month of October. Revenue for the month of October is \$4,209,605 which is \$132,998 over budget. Discussion on Capital purchases with more information being provided in item B of the agenda. Expenses for October totaled \$1,069,771 which is over budget by \$67,682. This was driven by overtime and wildland. YTD Revenue is \$5,648,191 which is \$194,289 over budget and YTD Expenses are \$3,917,042 which is \$5,778 over budget.

Member Amy Kay moved to approve the financial reports for the month of October 2020 as presented, and Member Ed Lindquist seconded the motion. The vote was unanimous, and the motion carried.

### **B. Discussion and Possible Action: Tentative Approval of an amended budget for fiscal year 2020-2021 to include additional revenues and expenses from the Fire District 's ambulance operations and grant related funds and expenditures**

Chief Savage referred the Board to the Amended budget included in the packet. This revised budget includes additional revenues and expenses related to the acquisition of the CON and the awarding of the SAFER grant for 9 new firefighters. Discussion regarding the SAFER grant with Chief Savage giving an explanation. The overall impact of the CON acquisition and the SAFER grant is improved services with no impact to the taxpayers.

Member Ed Lindquist moved that we tentatively approve the revised fiscal year 2020-21 Fire District budget in the amount of \$13,931,708 and direct staff to post the budget as required by law for the final approval at our next meeting in December, and Member Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

### **C. Discussion and Possible Action: Approval of updated job description for Fire Chief's position**

Chief Savage referred the Board members to the current and proposed job description for the Fire Chief's position. All the current job descriptions in the organization have been updated to include a new section titled Management Expectations of Employees. Also updated was the change in title from Deputy Chief to Assistant Chief. He reminded the Board that he has been delegated the authority to manage the job descriptions for all other employees but only the Board can authorize a change to the Fire Chief's job description.

Member Amy Kay moved that we approve the revised Fire Chief's job description as presented, and Member Ed Lindquist seconded the motion. The vote was unanimous, and the motion carried.

**D. Discussion and Possible Action: Acceptance of jurisdictional canvass results for the Timber Mesa Fire and Medical District for the 2020 general election including three positions on the Fire District's Governing Board and the Fire District's bond initiative**

Chief Savage provided the election results to the Board. There were three positions up for election with the top three candidates being Paul Wyatt, Jamie Adams and write-in Amy Kay. Board members were congratulated for their success. He referred the Board members to the Bond initiative results which failed by a 60%/40% margin.

Member Amy Kay moved that we accept the official Jurisdictional Canvass results from the Navajo County Elections Department for the Timber Mesa Fire and Medical District Governing Board indicating that Paul Wyatt, Jamie Adams and Amy Kay have been elected to a four year term, and Member Ed Lindquist seconded the motion. The vote was unanimous, the motion carried.

**E. Discussion and Possible Action: Presentation of the Comprehensive Annual Financial Report (CAFR) inclusive of the fiscal year 2019/2020 financial audit**

Lydia Hunter, BeachFleischman PC, presented the annual audit for fiscal year 2019/2020. Ms. Hunter referred the Board to the enclosed letter in the packet stating that the District received an Unmodified opinion or "clean" audit which is the best audit offered. The District received the financial excellence award again. She reviewed the results summary and there were no concerns with the adjustments. She explained the financial highlights and the cash flow summary. Ms. Hunter discussed the internal controls and reminded the Board how important the oversight role was for the members. The recommendations were discussed and ways to improve. Ms. Hunter was thanked by the Board and Staff for her presentation of the audit. Chair Paul Wyatt asked if Mr. Whittington reviews the audit before it is presented. Mr. Whittington stated he sees the audit at the same time as the District. There were no more questions. Chair Paul Wyatt asked for a motion.

Member Amy Kay moved that we accept the audit findings from BeachFleischman for the fiscal year 2019/2020 as presented and approve the Comprehensive Annual Financial Report, and Member Ed Lindquist seconded the motion. The vote was unanimous, and the motion carried.

**F. Discussion and possible Action: Application to change employee health benefits from the United Arizona Firefighters Healthcare Trust to EMI Health Smart Benefits**

Chief Savage referred the Board the application to engage with EMI Health Smart Benefits for the employee's health coverage. Also included was the rate comparison information. He reviewed the cost savings. He recommended to increase the Fire District's coverage for dependents to 70% and increase the District's contribution to the employees' HSA account by \$7.50 per pay check for employee only and \$15.00 for employees with dependents.

Member Ed Lindquist moved that we authorize staff to proceed with the application to join EMI Health Smart Benefits for employee health benefits and that we cover employee dependents at 70%. Additionally, that the Fire District contribution to the employee's Health Saving Account be increased by \$7.50 per pay check for employee only and by \$15.00 for employees with dependents, and Member Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

**9. New Agenda Items:**

Chairman and Clerk positions

**10. Adjournment**

Thereafter, Clerk Dennis Hughes declared the public session adjourned at approximately 3:58 pm.

Amy Kay  
Board Clerk

21 Dec 2020  
Date