



# TIMBER MESA FIRE & MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on May 20, 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 3:11 pm.

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL OF BOARD MEMBERS

Chair Jamie Adams, Member Jim Molesa, Member Amy Kay, Member Lynn Browne-Wagner (*TEAMS*) and Clerk Paul Wyatt (*arrived at approximately 3:24 pm*).

### 4. APPROVAL OF MINUTES

#### a. Regular Session of April 22, 2024

Member Jim Molesa moved to approve the Regular Session minutes from April 22, 2024, as written, and Chair Jamie Adams seconded the motion. The vote was unanimously approved, and the motion passed.

### 5. CALL TO THE PUBLIC

None

### 6. EMPLOYEE RECOGNITION

JD Pepper promoted to Fire Marshal

### 7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – Board Member Lynn Browne-Wagner appreciated the care given.
- B. Fire Chief's Report – Report included in the packet. Chief Chevalier referred the Board to his report and updated on the open positions, engineer academy, the donation of a surplus ambulance and equipment to Show Low's sister city, Imuris, Mexico.
- C. Administrative Services Report – Report included in the packet. Chief Livermore updated on wildland billing, grants, and social media.
- D. Operations, Medical Services, and Training and Report – Report included in the packet. Chief Loney updated on the transports that TMFMD shuttled from the ER to OPP, the MLK Day of service by Show Low Bluffs, new hires have been assigned to shifts, and Firewise information presented at the city council meetings. Brief information on wildland season in our area and around the state.

- E. Prevention Report – Report included in the packet. Fire Marshal Pepper out of town. Chief Livermore presented the Prevention report.
- F. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood out of the office. Captain Kerr referenced the Grants in the report, Stations 13 and 15 projects, and the four surplus items.

**8. ANNOUNCEMENTS and CORRESPONDENCE**

None

**9. BUSINESS**

**A. Discussion and Possible Action: April 2024 Financial Reports**

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for April 2024. 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 April 30, 2024, Summary of Reconciled Cash Balances as of April 30, 2024, Income Statement of Revenues and Expenditures of General Fund for April 2024, including budget to actual and year-to-date balances, Fixed Asset Additions and Disposals Schedule FY23/24, Income vs. Expenses graph for April 2024, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of April is \$3,115,415, which is \$70,507 over budget. Navajo County revenue for the month is \$2,471,420 which is under budget by \$88,886. Non-levy revenue is \$643,995 which is over budget by \$159,393. Ambulance revenue is over budget by \$191,366. Expenses for April total \$1,646,043 which is over budget by \$160,313. Personnel costs are over budget \$74,257, driven by OT and timing of annual physicals. Vehicles & Equipment is over budget by \$28,991, driven by Type 6 grant expenses. Communications & IT is over budget \$66,335, driven by timing of dispatch fees. Managerial costs is over budget \$6,131, driven by timing of legal fees. Fiscal Year revenue is \$17,875,727 which is \$941,162 over budget. Navajo County revenue is \$53,500 over budget. Grant revenue is \$357,292 over budget driven by timing of SAFER and WL Type 6 Engine. Ambulance revenue is \$533,226 over budget. YTD expense is \$14,295,639 which is \$46,943 under budget. Total Cash for April is \$7,481,788 which is \$1,477,491 higher compared to April 2023. Asked if the Board if there were any questions, there were none.

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

**B. Discussion and Possible Action: Tentative Approval of the Fiscal Year (FY) 2024-2025 Fire District Budget**

The floor was turned over to Gabe Buldra, Principal for James Vincent Group. No major changes to the budget were made from last month's presentation. Chief Chevalier updated on the new pay scale for Engineer and Captain CEPs. Receptionist Trinity Guthrie's position is now the Community Relations Coordinator, and the receptionist position will now be covered by modified duty personnel. Mr. Buldra gave an overview of the revenues and expenses for the proposed budget. Discussion on the Capital needs and the 10 year capital plan. This is a plan and will not bind future boards. Mr. Buldra asked if the Board had any questions. Chair Jamie Adams and the Board thanked Chief Chevalier and Staff for the work and realizes the hard decisions and discussions on the budget.

Member Jim Molesa moved to tentatively approve the Fiscal Year 2024-2025 Fire District budget in the amount of \$19,092,416 for Operations, \$1,206,349 for Capital, for a total budget of \$20,298,765 as presented and direct staff to post the budget as required by law, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

**C. Discussion and Possible Action: Cooperative Agreement Renewal with AZ Department of Forestry and Fire Management for the Period of 2025-2035**

The floor was turned over to Chief Livermore. He referred to the Cooperative Agreement in the packet. Recommended the Board approve the agreement. Chief Chevalier explained what the agreement provides. Legal had no concerns with the agreement.

Member Jim Molesa moved that we authorize the renewal of the AZ Department of Forestry and Fire Management Cooperative Agreement, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

**10. NEW AGENDA ITEMS**

CORE presentation  
Public Hearing  
Adoption of Budget

**11. ADJOURNMENT**

Thereafter, Chair Jamie Adams declared the public session adjourned at approximately 4:09 pm.

  
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Signature

  
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Date