



# TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on March 25, 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 3:00 pm.

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL OF BOARD MEMBERS

Chair Jamie Adams, Member Jim Molesa (*TEAMS*), Member Amy Kay and Member Lynn Browne-Wagner (*TEAMS*).

### 4. APPROVAL OF MINUTES

#### a. Regular Session of February 26, 2024

Member Amy Kay moved to approve the Regular Session minutes from February 26, 2024, as written, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

### 5. CALL TO THE PUBLIC

None

### 6. EMPLOYEE RECOGNITION

None

### 7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – none.
- B. Fire Chief's Report – Report included in the packet. Chief Chevalier said that Captain Dan Jerome has led the strategic plan process. Referred the Board to the Mission, Vision, and Values. Explained what each statement means, the process and goals used. Captain Jerome explained the meaning of Community and that it was the focus of the statements. Asked the Board to think about the statements as presented and come back at the next meeting with any comments. Will give the full report at the next meeting.

- C. Administrative Services Report – Report included in the packet. Chief Cluff absent from the meeting. Captain Jerome referred the Board to the grants listed in the report and updated them on the additional grants being applied for.
- D. Operations, Medical Services, and Training and Report – Report included in the packet. Chief Loney absent from the meeting. Chief Francis said the transition of Chief Loney to Assistant Chief of Operations and Captain Devin Wood to Division Chief of EMS is complete. Second week of the Firefighter Academy, with 6 recruits, is going well. He asked the Board to check out social media to see what the new recruits have been doing during the first week.
- E. Prevention Report – Report included in the packet. Fire Marshal Pepper absent from the meeting. Chief Livermore referred the Board to the significant events in the report. Arrests have been made in the arson fires. Discussing a regional task force with Fire and Police from Navajo and Apache counties. Additional fire investigators have been added to the rotation for callouts on investigations.
- F. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Clay Wood said there is good progress with the discussion on the repairs for Stations 13 and 15. DHS inspections this week on the Type II ambulances. The exhaust systems have arrived with Station 15's system currently being installed. Captain Dennis Stern has returned to the field with Captain Jake Kerr moving into the Logistics Captain position.

## 8. ANNOUNCEMENTS and CORRESPONDENCE

None

## 9. BUSINESS

### A. Discussion and Possible Action: February 2024 Financial Reports

Sara Simonton, Accounting Manager for James Vincent Group, presented the monthly financials for February 2024. The following key points were reviewed: Revenue, Expenses and the Year-to-date Revenue and Expenses and Total Cash amount. The following were included in the board packet for review: Balance sheet as of February 29, 2024, Summary of Reconciled Cash Balances as of February 29, 2024, Income Statement of Revenues and Expenditures of General Fund for February 2024, including budget to actual and year-to-date balances, Breakdown of Ambulance Revenue YTD, Fixed Asset Additions and Disposals Schedule FY23/24, Income vs. Expenses graph for February 2024, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of February is \$844,456, which is \$58,554 over budget driven by property tax collection. Navajo County revenue for the month is \$382,031 which is over budget by \$56,345. Non-levy revenue is \$462,425 which is over budget by \$2,209. Expenses for February total \$1,264,027 which is under budget by \$67,102. Personnel Costs are under budget by \$33,883 driven by less employee benefits. Buildings & Land is under budget by \$6,283 driven by less repairs and maintenance. Vehicles & Equipment is under budget by \$9,613 driven by less equipment and fuel. Meetings & Training is under budget by \$7,411 driven by less trainings. Managerial Costs is under budget by \$8,498, driven by fewer legal and professional fees. Fiscal Year revenue is \$14,028,133 which is \$990,172 over budget. Navajo County revenue is \$168,837 over budget. Grant revenue is \$367,571 over budget driven by timing of SAFER and WL Type 6 Engine. Ambulance revenue is \$430,355 over budget. YTD expense is \$11,264,741 which is \$295,355 under budget driven by vehicle and equipment relating to lower grant costs, fuel expenses and the timing of the PPE purchases. Meetings and Trainings are under budget driven by lower training costs, tuition reimbursement and the timing of CEP training. Communication and IT is under budget due to the timing of the dispatch fees from the City of Show Low. Total Cash for February is \$6,615,219 which is \$1,379,588 higher compared to February 2023.

Chair Jamie Adams moved that we approve the financial reports for the month of February 2024 as presented, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

**B. Budget Study Session: James Vincent Group and Staff will present factors affecting budget preparation and seek consensus direction from the Fire Board regarding budget development**

The Budget session opened at approximately 3:51 pm.

The floor was turned over to Sara Simonton from James Vincent Group. Chief Chevalier and Ms. Simonton referred the board to the power point. The objects discussed were FY 2025 Revenue, Significant Budget Numbers, Budget Schedule, and Direction from the Board with any discussion amongst the Board and Staff. Ms. Simonton explained the primary sources of funding which are tax levy and non-levy revenues. The Assessed Value increase is 7.37% or just over \$900,000. The non-levy revenues include ambulance, grants, wildland, airport services, Prop 207 and miscellaneous income which make up about 34% of the budget. The significant budget numbers are an increase in PSPRS and ASRS employer contributions for suppression and non-suppression personnel, health insurance costs increase, liability insurance, and operational expenses. She reminded the Board that Station 14 and the Ladder Truck lease purchases are paid off. Early numbers are the budget is over by about \$450,000. Will continue to work on keeping within the budget. Ms. Simonton asked if there were any questions from the Board on the significant budget numbers. There were none. The financial goals for the future are a balanced budget while meeting the operational needs of the community; management of expenditures that include operational expenses, salaries & wages and employee benefits, and growth of operating and capital funds that include develop and refine 10 year capital plan and build up financial reserves. Chief Chevalier appreciated the work that has been done on the capital improvement plan. Ms. Simonton reviewed the budget schedule with continued meetings in April, tentative budget adoption in May, and the public hearing and final adoption in June. Chief Chevalier said the current tax rate is \$3.30 broken down into \$3.00 to fund maintenance and operations and \$.30 to fund capital. He asked the Board if they had any direction for staff. The Board had no direction for staff at this time. There were no questions from the Board. Chief Chevalier said he is satisfied with where the organization is with the current budget. We are a fiscally responsible fire district.

The Budget session was closed at approximately 4:16 pm.

**10. NEW AGENDA ITEMS**

Budget  
Draft Strategic Plan

**11. ADJOURNMENT**

Thereafter, Chair Jamie Adams declared the public session adjourned at approximately 4:18 pm.

  
Board Clerk Chair

4-22-24  
Date