



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on May 22, 2023, 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

Clerk Jamie Adams called the meeting to order at approximately 3:00 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD MEMBERS

Chair Lynn Browne-Wagner (*telephonically*), Member Paul Wyatt, Member Amy Kay, and Clerk Jamie Adams

4. APPROVAL OF MINUTES

- a. Regular Session of April 24, 2023

Member Paul Wyatt moved to approve the Regular Session from April 24, 2023, as written, and Member Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

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 met with a realty group, great feedback.
- C. Administrative Services Report – Report included in the packet. Chief Cluff brought attention to the District's participation in a record retention program.
- D. Operations, Medical Services and Training Report – Report included in the packet. Chief Livermore reviewed the preparation for the fire season, updated the Board on the boat program and where the boats are being stored. Chief Heisler informed the Board about the upcoming paramedic program through Northland Pioneer College (NPC).
- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. No questions.
- F. Prevention and Community Risk Reduction report – Report included in the packet. Chief Russell gave the highlights. Brought attention that the tablets have been put into the field and have integrated a management software.

8. ANNOUNCEMENTS

Show Low Days June 9th and 10th, 2023

Recruit Academy graduation May 26, 2023

9. BUSINESS

A. Discussion and Possible Action: April 2023 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for April 2023. The key points that were reviewed include the 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 April 30, 2023, Summary of Reconciled Cash Balances as of April 30, 2023, Income Statement of Revenues and Expenditures of General Fund for April 2023, including budget to actual and year-to-date balances, Capital Estimated vs. Actual expenses year-to-date, Income vs. Expenses graph for April 2023, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of April is \$2,774,725 which is \$88,931 over budget. Navajo County revenue is \$2,271,949 which is over budget by \$114,778. Non-levy revenue is \$502,777 which is under budget by \$25,846. Ambulance revenue is under budget by \$115,208. Insurance claims are over budget by \$150,993, driven by ambulance repairs. Grant revenue is under budget by \$49,641. Expenses for April total \$1,382,055 which is under budget by \$34,949. Personnel Costs are \$9,074 under budget. Vehicles and Equipment under budget by \$12,358. Grant expenses under budget by \$8,250. Year-to-Date revenue is \$15,709,032 which is \$141,135 over budget. Navajo County revenue is \$309,146 over budget. Grant revenue is \$290,284 under budget. Year-to Date expense is \$13,243,834 which is \$78,102 under budget, primarily driven by lower personnel costs related to Wildland deployments and the associated benefit costs. Total cash for April is \$6,001,827 which is \$205,632 higher compared to April 2022.

Member Amy Kay moved that we approve the financial reports for the month of April 2023 as presented, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

B. Discussion and Possible Action: Tentative approval of the Fiscal Year (FY) 2023-24 Fire District Budget

Chief Chevalier referred the Board to the proposed budget included in the packet. The accomplishments and goals were reviewed. The proposed budget was presented and discussed. Clarification on wages, apparatus, and grants was given.

Member Paul Wyatt moved to tentatively approve the Fiscal Year 2023-24 Fire District Budget in the amount of \$18,756,153 for operations, \$1,123,615 for capital, for a total budget of \$19,879,768 as presented and direct staff to post the budget as required by law, and Chair Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

C. Discussion and Possible Action: Approval of amended Memorandum of Understanding (MOU) for the period of 2023-2025 by and between the Timber Mesa Fire and Medical District and the White Mountain Firefighters Association Local 4217

Chief Chevalier referred the Board to resolution #2015-04 authorizing meet and confer and the redline and clean versions for the proposed MOU included in the packet. Captain Jack Gessner and Captain Clay Wallace presented the MOU and discussed it with the board. Questions were answered and legal counsel stated there were no illegal issues.

Member Amy Kay moved that we approve the Memorandum of Understanding for the term from July 2023 through June 2025, by and between the Timber Mesa Fire and Medical District and the White

Mountain Firefighters Association Local 4217 as presented, and Chair Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

D. Discussion and Possible Action: Purchase of one staff vehicle per apparatus replacement plan

The Board was referred to the memo recommending the purchase of a Chevrolet 1500 truck from Horner Auto and the bids for a Ford and Ram truck included in the packet.

Clerk Jamie Adams motioned that we approve the purchase of one Chevrolet 1500 staff vehicle through Horne Auto Center in the amount of \$45,003.27 including applicable fees and taxes, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

E. Discussion and Possible Action: Reschedule June 2023 Board Meeting


Chief Chevalier will be out of town on the regularly scheduled board meeting and recommends that the meeting be rescheduled for June 19th or a date that can accommodate the Board, Finance and still be compliant with the 20-day posting requirement.

Member Paul Wyatt motioned that we reschedule the regularly scheduled board meeting of June 26th, 2023, to June 19th, 2023, at 3:00pm, and Clerk Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

10. NEW AGENDA ITEMS

11. ADJOURNMENT

Thereafter, Clerk Jamie Adams declared the public session adjourned at approximately 4:08 pm.


Board Clerk

6-19-2023
Date