



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on November 20, 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

Chair Lynn Browne-Wagner called the meeting to order at approximately 3:00 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD MEMBERS

Chair Lynn Browne-Wagner, Member Jim Molesa, and Member Paul Wyatt.

4. APPROVAL OF MINUTES

- a. Regular Session of October 23, 2023
- b. Executive Session of October 23, 2023

Member Jim Molesa moved to approve the Regular Session minutes from October 23, 2023, as written, and member Paul Wyatt seconded the motion. The vote was unanimously approved, and the motion carried.

Member Paul Wyatt moved to approve the Executive Session minutes from October 23, 2023, as written and Chair Lynn Browne-Wagner seconded the motion. The vote was unanimously approved, and the motion carried.

5. CALL TO THE PUBLIC

None

6. EMPLOYEE RECOGNITION

- a. Medical Services Captain and Training Division Chief

7. REPORTS AND CORFAA RESPONDENCE

- A. Fire Board Report – none.
- B. Fire Chief's Report – Report included in the packet. Chief Chevalier informed the Board that the onsite audit with BeachFleischman has been completed. Sara Simonton from James Vincent Group said the

audit included a single audit due to grant funding, payroll was reviewed with the final report possibly being presented in December. Chief Chevalier brought attention to the Healthy Forest Initiative (HFI) Grant with the City of Show Low regarding the 948 south of Snow Creek and Sierra Pines subdivisions. Member Paul Wyatt asked about the property around Show Low Lake with Chief Chevalier giving an update on the development.

- C. Administrative Services Report – Report included in the packet. Chief Cluff said staff worked to provide the requested audit information. Captain Jerome worked with the City of Show Low on the HRI grant. Staff are continuing to work on the annexation project.
- D. Operations, Medical Services, and Training and Report – Report included in the packet. Chief Livermore gave a report on the Engineer promotion. Eight individuals made the list with two promoted immediately. He gave an update on the alternative transport protocol to Changepoint Behavioral Health versus Summit ED. Discussion ensued regarding the monitoring of patients.
- E. Prevention Report – Report included in the packet. FM Pepper said that both Marriott and Plant Fitness passed inspections and are open for business. Chief Chevalier said he spoke with Bruce Ironside, and he is appreciative of the work that FM Pepper is doing.
- F. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood is out of the office. Chief Chevalier said that WSM Architectural has been meeting weekly with Chief Wood and the selection of the CMAR is tentatively scheduled for early December.

8. ANNOUNCEMENTS and CORRESPONDENCE

Arizona Fired Districts Association Conference January 10th, 2024

9. BUSINESS

A. Discussion and Possible Action: October 2023 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for October 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 October 31, 2023, Summary of Reconciled Cash Balances as of October 31, 2023, Income Statement of Revenues and Expenditures of General Fund for October 2023, 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 October 2023, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of October is \$5,495,237, which is \$160,841 under budget. Navajo County revenue for the month is \$5,000,182 which is under budget by \$170,374. Year to date property tax collection is in good shape. Non-levy revenue is \$495,055 which is over budget by \$9,533. Ambulance revenue is over budget by \$8,703. Expenses for October total \$1,449,577, which is under budget by \$26,596. Personal costs are over budget by \$14,985 driven by overtime wages. When the medic students are back on their regular schedule, there should be a decrease in overtime. Vehicles and Equipment are under budget by \$16,344 driven by less equipment maintenance. Meetings and Training are under budget by \$16,226 driven by lower training costs. Fiscal Year revenue is \$8,743,800 which is \$60,158 under budget. Navajo County revenue is \$240,102 over budget. Ambulance revenue is \$166,952 over budget. Miscellaneous revenue is under budget by \$522,628. Grant revenue is \$21,883 over budget. YTD expense is \$5,664,965 which is \$139,475 under budget. Total Cash for October is \$7,381,704 which is \$520,396 higher compared to October 2022. The Net overall is under budget due to overtime costs. He asked if the Board had any questions and there were none.

Member Paul Wyatt moved that we approve the financial reports for the month of October 2023 as presented, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion carried.

B. Discussion and Possible Action: Policy Update and Revisions

The floor was turned over to Chief Cluff. He explained why this policy was brought before the Board and that the policy had been reviewed by our outside human resources consultant. With the updated policy changes, in the event an employee is promoted within 3 pay periods (6 weeks) prior to their current evaluation date, the employee shall be adjusted to the closest step in the new pay range that represents at least 5% higher than what was being received. They shall also be eligible to receive a step increase in the promoted pay scale with a successful evaluation. With this updated policy, there will be a solid timeline for future promotions that are similar. Chair Lynn Browne-Wagner asked when the policy will be effective with Chief Chevalier saying as soon as it is approved.

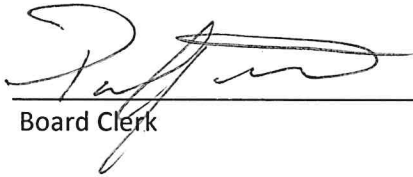
Member Jim Molesa moved that we approve the revision to Policy 3.10 Promotions be added as drafted, and Member Paul Wyatt seconded the motion. The vote was unanimously approved, and the motion carried.

10. NEW AGENDA ITEMS

Annexation
CMAR contractor
Board clerk election

11. ADJOURNMENT

Thereafter, Chair Lynn Browne-Wagner declared the public session adjourned at approximately 3:27 pm.



Board Clerk

Dec 18-23
Date