



TIMBER MESA FIRE & MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on April 22, 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, Member Amy Kay, and Member Lynn Browne-Wagner.

4. APPROVAL OF MINUTES

a. Regular Session of March 25, 2024

Member Lynn Browne-Wagner moved to approve the Regular Session minutes from March 25, 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

Firefighter Ryan Short completed his probationary period.

7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – none. Asked that the Board continue to be notified when events happen.
- B. Fire Chief's Report – Report included in the packet. Chief Chevalier stated that the New Hire Academy has been completed with 5 completing the academy. He thanked the Cadre-Captain Marc Rova, Engineer James Morin, Firefighter Randal Haugen, and Firefighter Ty Stirling. Suppression employees have completed annual physicals. Now includes mental health, low dose CT scans and calcium score.
- C. Administrative Services Report – Report included in the packet. Chief Livermore has moved to Assistant Chief of Administration. Community Outreach position has been temporarily filled by Trinity Guthrie. She gave an update on the public events she has attended. She gave stats on the District's Facebook and Instagram postings. Chief Chevalier and Chief Livermore thanked Ms. Guthrie for her work in the community and postings on social media.

- D. Operations, Medical Services, and Training and Report – Report included in the packet. Chief Loney asked if any there were any questions, the Board had none.
- E. Prevention Report – Report included in the packet. FM Pepper said he has been in the fire marshal position for six months. Attended the WUI conference in Nevada. Professional reports being created by TMFMD’s Investigators. Chair Jamie Adams thanked FM Pepper for his Firewise presentation.
- F. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Clay Wood said the exhaust systems are close to completion in the stations. He continues to meet with architects on Stations 13 and 15 and hopes to present at the next board meeting. Type 6 estimated to be in service by end of May. Digital sign installed Station 13. Update on the Transits used for interfacility transports.

8. ANNOUNCEMENTS and CORRESPONDENCE

Fire Marshal assessment April 23, 2024

9. BUSINESS

A. Discussion and Possible Action: March 2024 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for March 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 March 31, 2024, Summary of Reconciled Cash Balances as of March 31, 2024, Income Statement of Revenues and Expenditures of General Fund for March 2024, including budget to actual and year-to-date balances, Fixed Asset Additions and Disposals Schedule FY23/24, Income vs. Expenses graph for March 2024, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of March is \$731,030, which is \$120,666 under budget. Navajo County revenue for the month is \$415,644 which is under budget by \$26,450. Non-levy revenue is \$315,386 which is under budget by \$94,216. Ambulance revenue is under budget by \$89,644. Expenses for March total \$1,382,195 which is over budget by \$85,439. Vehicles & Equipment is over budget by \$92,894, driven by grant expenses. Managerial costs is under budget \$8,471, driven by less professional fees. Fiscal Year revenue is \$14,759,163 which is \$869,506 over budget. Navajo County revenue is \$142,386 over budget. Grant revenue is \$355,991 over budget driven by timing of SAFER and WL Type 6 Engine. The funds were spent and waiting to be reimbursed. Ambulance revenue is \$340,711 over budget. YTD expense is \$12,650,850 which is \$206,002 under budget driven by less overtime. Total Cash for March is \$6,040,789 which is \$1,735,012 higher compared to March 2023. Mr. Buldra said ambulance revenue is still going strong. He asked the Board if they had any questions, they had none.

Chair Jamie Adams moved that we approve the financial reports for the month of March 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 3:28 pm.

Chief Chevalier thanked all involved with the budget process. The approach was to be as conservative as possible while still taking care of business. The current tax rate is \$3.30 and working to keep this rate. He said staff is being proactive to keep the rate flat. The floor was turned over to Mr. Gabe Buldra, Principal for James Vincent Group. He presented the Fiscal Year 2025 Budget Workshop power point with the objective reviewed for the budget session. He referred the Board to the budget schedule with final adoption of the budget in June. An overview of the Tax and Non-Tax revenue was presented.

Assessed value saw an increase of 7.37%. Ambulance, Grant, and Wildland revenues along with the miscellaneous revenue were discussed. With fire season approaching, there are plans to deploy crews on assignments with the District being covered first and then out of District deployments second. The Expenses of Personnel, Communications & IT, Building & Land, Meetings & Training, Vehicle & Equipment, and Managerial costs were reviewed and explained. The financial goals for the District are a balanced budget while meeting the operational needs of the community, management of the increases in expenditures, and growth of the operating and capital funds. Chair Jamie Adams asked Chief Chevalier his thoughts on the budget. He said he is pleased with the numbers, and we will continue to work on having a balanced budget. The Board asked that a printed line item budget be available at the next meeting. There were no other questions.

The Budget session was closed at approximately 4:05 pm.

C. Discussion and Possible Action: Review of Proposals for Auditing Services and Selection of an Independent Firm to Provide Annual Financial Audits

The floor was turned over to Mr. Buldra. He said that RFPs (Request for Proposals) were sent with two proposals received from Walker & Armstrong and BeachFleischman. The proposals were close in terms of costs. The District currently has a relationship with BeachFleischman, and it is recommended that the District engage with BeachFleischman. The auditors come each year with a different approach, so the audit is not the same year after year. Chair Jamie Adams asked for a motion.

Member Jim Molesa moved that we authorize staff to engage with BeachFleischman for annual financial auditing services for the fiscal years 2024, 2025, and 2026, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion passed.

D. Discussion and Possible Action: Adoption of Strategic Management Plan for the Period 2024-2026

Chief Chevalier thanked Captain Jerome for his hard work on the plan. The floor was turned over to Captain Jerome. He presented the Strategic Management Plan power point. He explained the CFAI (Commission on Fire Accreditation International) Accreditation Model that was followed used to assist with creating the strategic plan. Captain Jerome thanked the external stakeholders and the internal working groups for the input provided. The Plan is broken out into Administration, Logistics, and Operations. He explained the responsibilities under each section and that this plan could be used as a working document to achieve short and long-term goals for the District. The annual appraisal was explained and discussed. The Board was very impressed with the proposed Strategic Management Plan. Thanked staff for the tremendous amount of work that has been done. There were no additional questions. Chair Jamie Adams asked for a motion.

Member Amy Kay moved that we adopt the proposed 2024-2026 Strategic Management Plan as presented, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

E. Discussion and Possible Action: Donation of the 2000 Ford, F350, 4x2 VIN#1FDWF36F3YEB52192, Wheeled Coach Ambulance to Imuris, Sonora, Mexico (Sister City) of the City of Show Low

Chief Chevalier explained that the City of Show Low is a sister city with Imuris, Sonora, Mexico. Officials from Imuris came and toured our area and fire stations. The floor was turned over to Chief Clay Wood. He explained that the 2000 Ford F350 ambulance is no longer in service and no longer a fixed asset. It had been scheduled for surplus. Officials from Imuris have expressed interest in the ambulance. Staff recommended donating the ambulance to the community of Imuris.

Chair Jamie Adams moved that Timber Mesa Fire and Medical District donate the 2000 Ford F350 4x2 VIN# 1FDWF36F3YEB52192 Wheeled Coach ambulance to Imuris, Sonora, Mexico, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion passed.

F. Discussion and Possible Action: Regularly Scheduled Board Meeting Date Change for May 2024

Due to the upcoming Memorial Day holiday, it was recommended that the regularly scheduled May board meeting be rescheduled.

Member Jim Molesa moved that we reschedule the May 2024 regularly scheduled board meeting to May 20th, 2024, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimously approved, and the motion passed.

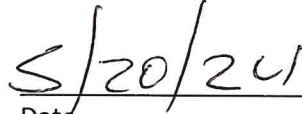
10. NEW AGENDA ITEMS

Tentative Budget
WSM Architects and Core Construction budget numbers

11. ADJOURNMENT

Thereafter, Chair Jamie Adams declared the public session adjourned at approximately 5:04 pm.


Board Clerk Chair


Date