



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on June 19, 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

Clerk Jamie Adams, Member Amy Kay, and Member Jim Molesa.

4. APPROVAL OF MINUTES

- a. Regular Session of May 22, 2023

Member Jim Molesa moved to approve the Regular Session from May 22, 2023, as written, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion carried.

5. CALL TO THE PUBLIC

None

6. EMPLOYEE RECOGNITION

Excellence in EMS Award

7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – None.
- B. Fire Chief's Report – Report included in the packet. Reminded the Board about the upcoming Awards Ceremony on Thursday, June 22, 2023, at the Blue Ridge School District. Invited the Board to the 4th of July picnic. Out of town June 23-27, 2023.
- C. Administrative Services Report – Report included in the packet. Chief Cluff gave an update on the Porter Mountain acreage. Accomplished a lot during May and June. Deadline is June 30, 2023.
- D. Operations, Medical Services and Training Report – Report included in the packet. Chief Livermore gave an update on the fire danger. Winds are up. Two fires in the area. Working with Forest Service on restrictions. One unit (Water Tender) on assignment in the Tucson area.
- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood updated on the new ambulance received and we are on schedule to receive the repaired ambulance. Working with Fireworks Productions for the upcoming fireworks show.

- F. Prevention and Community Risk Reduction report – Report included in the packet. Chief Russell gave an update on the participation of the smoke alarm walk. Partnered with the Arizona Burn Foundation and Red Cross.

8. ANNOUNCEMENTS and CORRESPONDENCE

None

9. BUSINESS

A. Discussion and Possible Action: May 2023 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for May 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 May 31, 2023, Summary of Reconciled Cash Balances as of May 31, 2023, Income Statement of Revenues and Expenditures of General Fund for May 2023, including budget to actual and year-to-date balances, Breakdown of Ambulance Revenue YTD, Capital Estimated vs. Actual expenses year-to-date, Income vs. Expenses graph for May 2023, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of May is \$1,104,623 which is \$298,522 under budget. Navajo County revenue for the month is \$571,402 which is under budget by \$255,433. Non-levy revenue is \$533,222 which is under budget by \$43,089. Ambulance revenue is under budget by \$34,869. Expenses for May total \$1,474,322 which is over budget by \$106,734. Personnel Costs are \$56,209 over budget. Wages and Salaries are \$54,888 over budget, driven by Admin. OT wages are \$40,954 over budget. Discussion on paramedic program funding and overtime. Meetings and Trainings is over budget by \$49,496. Employee Training is over budget by \$55,258 due to \$46,323 expense for Tuition Media course fees paid to Northland Pioneer College. Year-to-Date revenue is \$16,813,656 which is \$157,387 under budget. Navajo County revenue is \$53,713 over budget. Grant revenue is \$286,244 under budget. Ambulance revenue is \$189,176 under budget. Year-to Date expense is \$14,618,159 which is \$184,945 over budget, primarily driven by OT. Total cash for May is \$5,516,766 which is \$83,253 lower compared to May 2022.

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

B. Public Hearing: The Board will consider public comment concerning the Fiscal Year (FY) 2023-24 Fire District Budget

Clerk Jamie Adams opened the public hearing at approximately 3:22 pm.

Letter from members of the public:

Dear chairman and board members

We would first like to complement Timber Mesa for a professional and very well run organization. We see you in our community and the accomplishments that have been made in fire and medical services.

The proposed combined tax rate of \$3.30 for 23/24 is an increase. We would like to propose the same tax rate or lower as last year, which was \$3.17. The district will receive more revenue because of valuations going up.

The proposed tax rate of \$3.30 will put a further burden on your neighbors.

Thank you for your consideration,

Jerry and Colleen Brownlow

Lakeside

Clerk Jamie Adams closed the public hearing at approximately 3:23 pm.

- C. Discussion and Possible Action: Approval of the Fiscal Year (FY) 2023-24 Fire District Budget**
Tentative budget posted for required days and asking for approval of the FY 223-24 budget. One call to the public on record. There were no questions from the Board members.

Member Amy Kay moved to 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 Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion carried.

- D. Discussion and Possible Action: Approval of Gila River Grant Funds for a Type 6 Brush Truck**
The floor was turned over to Chief Cluff. Explained the Gila River Grant to fund a Type 6 Brush Truck. Discussion on a brush truck buildout with the option of building our own. Timeframe was discussed. Chief Chevalier explained the funding process through Navajo County. Great partnership with the Navajo County.

Clerk Jamie Adams made a motion that we accept the Gila River Indian Community grant award in the amount of \$165,000 for the purchase of a Type 6 Wildland Engine, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion carried.

- E. Discussion and Possible Action: Approval of Assistance to Firefighters Grant (AFG) for Diesel Exhaust Removal Systems**

Received a FEMA Assistance to Firefighters Grant (AFG) for station exhaust removal systems. Explanation on how the systems work. Station 17 currently has a system installed. The grant amount is \$183,941.81 with a match from the District in the amount \$18,394.19.

Member Amy Kay made a motion that we accept the Assistance to Firefighters Grant in the amount of \$183,941.81 for the purpose of installing four (4) diesel exhaust removal systems in the appropriate stations, and Clerk Jamie Adams seconded the motion. The vote was unanimously approved, and the motion carried.

- F. Discussion and Possible Action: Public Safety Personnel Retirement System (PSPRS) Pension Funding Policy**

State law requires that a policy is adopted each year. The floor was turned over to Gabe Buldra to update the notable changes to the District's funding. Will continue to follow the payment schedule.

Member Jim Molesa moved that we approve the Public Safety Personnel Retirement Pension Funding Policy as presented and direct staff to post the policy as required by law, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion carried.

- G. Discussion and Possible Action: Approval of Participation in the Public Safety Personnel Retirement System (PSPRS) Deferred Compensation 457 Plan**

Chief Chevalier gave an overview of the current ASRS 457 plan and explained why the PSPRS 457 plan needed to be approved by the Board. Members prior to September 2022 can remain in the ASRS 457 plan.

Clerk Jamie Adams moved that we authorize Chief Chevalier and staff to execute the necessary documents for participation in the Public Safety Personnel Retirement System 457 Plan, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion carried.

H. Discussion and Possible Action: Policy Update and Revisions

Chief Chevalier referred the Board members to the 5 policies included in the packet that require updating because of the authorization of the Memorandum of Understanding (MOU) at last month's regular board meeting. Policy 3.05(A) is a new policy addressing on-call pay for Fleet and Prevention.

Member Jim Molesa moved that we approve the revisions to policies 2.08 Corrective Action/Disciplinary Procedure, 3.05(A) On-Call Pay, 4.03 PTO, 4.19 Educational Assistance, and 4.20 Travel and Per Diem Reimbursement as presented and in order to conform to the requirements of the Memorandum of Understanding (MOU) with the employee group, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion carried.

I. Discussion and Possible Action: Mirabelli Leave and Possible Collection. It is anticipated that the Board will vote to go into Executive Session Pursuant to A.R.S. §38-431.03(A)(3) and A.R.S. §38-431.03(A)(4) for legal advice and to give instructions to legal counsel relating to the same.

Discussion on executive session with the recommendation to table.

Member Jim Molesa moved that we table item I until the July 2023 board meeting, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion carried.

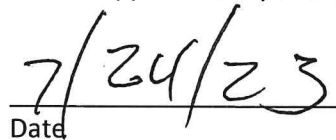
10. NEW AGENDA ITEMS

- Update on station conditions
- New staff vehicles
- New apparatus

11. ADJOURNMENT

Thereafter, Clerk Jamie Adams declared the public session adjourned at approximately 3:43 pm.


Board Clerk


Date