



## TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on June 28, 2021 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 Amy Kay called the meeting to order at approximately 3:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS** – Clerk Amy Kay, Member Jamie Adams, Member Lynn Browne-Wagner, and Member Paul Wyatt.
4. **APPROVAL OF MINUTES**  
Regular Session of May 25, 2021

Member Lynn Browne-Wagner motioned to approve the Regular Session minutes from May 25, 2021 as written and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

5. **CALL TO THE PUBLIC**  
None
6. **EMPLOYEE RECOGNITION**
  - A. Engineer Jason Todora has submitted his retirement paperwork. His last day is July 8, 2021. Chief Savage thanked him for his service. He will be missed.
  - B. Receptionist Cynde Weddle has submitted her retirement paperwork. Her last day is August 6, 2021. She has been the face of Timber Mesa Fire and Medical District and taken care of those that call and come in. She will be missed at the front desk.
  - C. Firefighter Cody Irwin has successfully completed his probationary period.
7. **REPORTS AND CORRESPONDENCE**
  - A. Fire Board Report – Member Jamie Adam proud to be associated with the Fire District.
  - B. Fire Chief's Report – Report included in the packet. Thanked Logistics staff for the work on the training/board room in the Administration building.
  - C. Administrative Services Report – Report included in the packet. Member Jamie Adams asked how the new ambulance billing company was working. Chief Chevalier said things are working well. Crews are doing a good job in providing the necessary information.
  - D. Operations, Medical Services and Training Report – Report included in the packet. Chief Livermore out of town.

- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood out of town.
- F. Prevention and Community Risk Reduction report – Report included in the packet. No questions.

**8. ANNOUNCEMENTS**

AFDA/AFCA conference in Glendale on July 6<sup>th</sup>-9<sup>th</sup>

Plaque presentation to Perkins Cinders for their assistance in our Engineer Training Academy. Perkins Cinders unable to attend.

**9. BUSINESS**

**A. Discussion and Possible Action: May 2021 Financial Reports**

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for May 2021 which include the Balance sheet, Summary of reconciled cash balances, Income Statement of Revenues and Expenditures, Capital Estimated vs Actual expenses YTD, Income vs. Expenses graph, Monthly Disbursement report and 12-month cash flow. He referred the Board to the key points for the revenue and expenses. Revenue for the month of May is \$907,390 which is \$461,101 under budget. Anticipating 3 months before ambulance revenue meets the budgeted amount. Will update the Board after 3-6 months of data collection on how the company is doing. Expenses for May total \$1,165,741 which is under budget by \$12,343. Wildland driving the variance. YTD Revenue is \$13,184,257 which is \$701 over budget which is right in line with the budget. YTD Expenses are \$11,494,550 which is \$98,454 under budget. Mr. Buldra added year end is looking good with about a 2.4 million projected fund balance which is an increase of about \$600,000 from the prior year. The first CON payment of \$200,000.00 has been wired to Show Low EMS.

Clerk Amy Kay moved that we approve the financial reports for the month of May 2021 as presented, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

**B. Public Hearing: The Board will consider public comment concerning the Fiscal Year (FY) 2021-22 Fire District budget**

Clerk Amy Kay opened the public hearing at 3:18pm.

No public spoke.

Clerk Amy Kay closed the public hearing at 3:19pm.

**C. Discussion and Possible Action: Approval of the FY 2021-22 Fire District Budget**

Chief Savage stated that the tentative budget had been approved at the last regular board meeting and met the posting requirements. No public comment was received. He referred the board to the 11 items listed in the packet. There were no changes to the budget.

Member Lynn Browne-Wagner moved to approve the Fiscal Year 2021-22 Fire District budget in the amount of \$15,658,434 as presented, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

**D. Discussion and Possible Action: Policy Revisions**

- i. **1.05 Temporary/Acting Appointments**
- ii. **1.08 Probationary Periods**
- iii. **1.13 Medical/Physical Examinations**
- iv. **2.08 Corrective Action/Disciplinary Procedure**
- v. **2.12 Drug/Alcohol Testing**



- vi. **3.12 AWR/Shift Trades**
- vii. **4.03 PTO**
- viii. **4.19 Educational Assistance**

With the authorization of the Memorandum of Understanding (MOU) earlier this year, the policies were required to be updated. Chief Chevalier has worked with the District's HR Consultant, Brenda Tranchina to conform to the law or best practices where appropriate. Member Jamie Adams asked if the updates were standard. Chief Savage replied that they are typical of a fire district. There will be future policies to review. This has been a good review exercise.

Member Lynn Browne-Wagner moved that we approve the revisions to policies 1.05 Temporary/Acting appointments, 1.08 Probationary Periods, 1.13 Medical/Physical Examinations, 2.08 Corrective Action/Disciplinary Procedure, 2.12 Drug/Alcohol Testing, 3.12 AWR/Shift Trades, 4.03 PTO and 4.19 Educational Assistance as presented and in order to conform to the requirements of the Memorandum of Understanding (MOU) with the employee group, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

**E. Discussion and Possible Action: Purchase agreement for a new Type 1 4x4 ambulance**

Chief Savage referred the board to the purchase agreement for a new Type 1 4x4 ambulance. Chief Wood reviewed the four Request for Proposals (RFP) that were received and recommended the RFP submitted by Republic EVS Type 1, ME for a 153" F+350, 2021 4x4 diesel. This ambulance is identical to the previous unit purchased through Medix. The chassis is available so the timeframe to build will be shorter. Looking at November to receive the unit. Discussion on equipment for the new unit.

Member Jamie Adams moved to approve the purchase agreement for a new Type 1, four-wheel drive ambulance from Medix in the amount of \$179,171 excluding tax, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

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

Mr. Buldra stated that this an annual requirement that the Board adopt a PSPRS pension funding policy. This is the policy that has been approved in the past by the Board. Changes to Tiers I, II and III are based on the recent actuary. The policy states that the District will pay down the unfunded liability based on the actuarial calculated payments to be fully funded by June 2046. Added language regarding Prop 207 verbiage stating that any funds received will go towards paying down the unfunded liability.

Member Paul Wyatt moved that we approve the Public Safety Personnel Retirement System Pension Funding Policy as presented and direct staff to post the policy as required by law, and Member Jamie Adams seconded the motion. The vote was unanimous, and the motion carried.

**G. Discussion and Possible Action: Renewal of the Fire District's revolving credit agreement with Wells Fargo Bank, as directed by the Navajo County Treasurers Office**

Mr. Buldra stated that the credit agreement is similar to last years. The credit limit is \$1 million. Discussion ensued regarding the line of credit. Mr. Buldra stated that he did a cash flow analysis, and he is predicting that the most that the District will need is about \$800,000. Member Jamie asked if there is a charge to have the line of credit. Mr. Buldra replied only if the District uses any funds, then interest would be due.

Clerk Amy Kay moved that we approve the borrowing request to Wells Fargo Bank for a revolving line of credit as directed by the Navajo County Treasurers Office in the amount of \$1,000,000.00, and Member Lynn Browne-Wagner seconded the motion. The vote was unanimous, and the motion carried.

**H. Discussion and Possible Action: Department of Forestry and Fire Management (DFFM) Lease agreement for the use of the Timber Mesa Fire and Medical District Porter Mountain fire station facility**

Chief Savage referred the Board to the lease agreement with Arizona Department of Forestry and Fire Management (DFFM). The District has been in discussions with DFFM for the last year. The facility has not been staffed or utilized by the District. With the lease of the building, DFFM crews would be in one location with more resources to assist in wildfire response. Discussion ensued regarding repairs and modifications to the building. DFFM would be responsible for the repairs.

Member Paul Wyatt moved that we authorize the lease agreement with the State of Arizona for the Department of Forestry and Fire Management to lease and occupy the Porter Mountain facility located at 101 Firehouse Lane in Lakeside as presented, and further that we authorize the Fire Chief to execute the agreement and all other necessary documents to affect the same, and Clerk Amy Kay seconded the motion. The vote was unanimous, and the motion carried.

**10. NEW AGENDA ITEMS**

Policies

**11. ADJOURNMENT**

Thereafter, Clerk Amy Kay declared the public session adjourned at approximately 3:44 pm.

Amy Kay  
Board Clerk

26 July 2021  
Date