



TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on April 24, 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 Jim Molesa, Member Amy Kay, and Clerk Jamie Adams

4. APPROVAL OF MINUTES

- a. Regular Session of March 27, 2023

Chair Lynn Browne-Wagner moved to approve the Regular Session from March 27, 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

- a. Citizen recognition
- b. Responder recognition

7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – none.
- B. Fire Chief's Report – Report included in the packet. Chief Chevalier updated the Board on the captain's testing process. Engineer Clay Wallace and Engineer Jack Gessner have accepted the captain's promotions.
- C. Administrative Services Report – Report included in the packet. No questions from the Board.
- D. Operations, Medical Services and Training Report – Report included in the packet. Chief Livermore said that TMFMD has been busy with move-up assignments. Have covered Heber/Overgaard Fire District recently. Anticipating a busy fire season.
- E. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Captain Dennis Stern is available for any questions. Update on Station 13 roof leaks.

- F. Prevention and Community Risk Reduction report – Report included in the packet. Chief Russell gave a brief update on projects. Captain Lucas Guy has been instructing CPR classes since the retirement of Deputy Fire Marshal Kirk Webb. He gave an update on the continuing annexation.

8. ANNOUNCEMENTS

Chief Savage retirement recognition is April 27, 2023, at 3:00pm

9. BUSINESS

A. Discussion and Possible Action: March 2023 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for March 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 March 31, 2023, Summary of Reconciled Cash Balances as of March 31, 2023, Income Statement of Revenues and Expenditures of General Fund for March 2023, including budget to actual and year-to-date balances, Capital Estimated vs. Actual expenses year-to-date, Income vs. Expenses graph for March 2023, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of March is \$860,888 which is \$56,866 under budget. Navajo County revenue is \$409,096 which is over budget by \$19,965. Non-levy revenue is \$451,792 which is under budget by \$76,831. Ambulance revenue is under budget by \$45,871. Grant revenue is under budget by \$61,644. Expenses for March total \$1,295,266 which is over budget by \$35,047. Personnel Costs are \$32,875 over budget driven by Overtime and Medical Screenings. Managerial Costs are \$16,933 over budget driven by legal fees. Year-to-Date revenue is \$12,934,307 which is \$52,204 over budget. Navajo County revenue is \$194,368 over budget. Grant revenue is \$240,644 under budget. Year-to Date expense is \$11,851,365 which is \$53,5637 under budget, primarily driven by lower personnel costs related to Wildland deployments and the associated benefit costs. Total cash for March is \$4,302,866 which is \$146,650 lower compared to March 2022. With the summer months approaching, may see an increase in ambulance revenue.

Chair Lynn Browne-Wagner moved that we approve the financial reports for the month of March 2023 as presented, and Member Paul Wyatt seconded the motion. The vote was unanimous, and the motion carried.

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

Chief Chevalier stated that staff and various groups have been working on budget requests for fiscal year 23\24. The floor was turned over to Mr. Gabe Buldra, Financial Consultant. He presented a power point which included Budget Schedule, Legislative/Economic Challenges, Overview of Revenues, Overview of Expenses, Current Rollup, and Capital expenses. Mr. Buldra reviewed the legislative challenges which included Prop 117, Commercial Property assessment ratio reduction and Prop 310. The economic challenges discussed were Western States CPI, cost of materials and services, and employee recruitment and retention. Member Jim Molesa asked about possible bonuses for new hires. Chief Chevalier said recruitment and retention is an issue not only statewide but nationwide and that paying bonuses is not a solution. Tax and non-tax levy revenues were reviewed and discussed. Member Paul Wyatt asked about the interest on Certificate of Deposits (CD) as a source of funding with Mr. Buldra saying that by law fire districts can use CDs and bonds as investments. Wildland deployment was discussed with Chief Chevalier saying that the District would send resources as long as the District continued to be covered first. The Board was reminded that the current SAFER grant would be ending in FY24 and that an application would be submitted again. Personnel costs would increase due to the new pay plan, PSPRS and ASRS increases, overtime, workers compensation and health insurance premium increases. Buildings and Land would be decreased by paying off Station 13, utilities and supplies based on utilization and a potential lease purchase. Vehicles and Equipment would increase

due to fuel prices, uniforms, PPE replacement plan and purchase new sets, rise in EMS supplies from vendors, and purchase of EMS equipment. Communications and IT would increase due to dispatch services. Travel and Training would increase due to paramedic and overall employee training, and additional tuition reimbursements. Managerial costs would decrease due to CON acquisition payoff and professional services for Station 15 architecture services. The graph provided in the power point was explained and discussed. Chief Chevalier and finance will continue to work on a balanced budget while meeting the operational needs of the community. Chief Chevalier pleased with the Labor group and the work they are doing on the items presented in the MOU. The tax rate and the tax rate cap were discussed with the goal of \$3.3000. Chief Chevalier said the budget is headed in the right direction with more work to be done.

10. NEW AGENDA ITEMS

Tentative budget approval

11. ADJOURNMENT

Thereafter, Clerk Jamie Adams declared the public session adjourned at approximately 4:34 pm.


Board Clerk

5-27-2023
Date