



# TIMBER MESA FIRE & MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on January 27, 2025, 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 Lynn Browne-Wagner (*TEAMS*), Member Joseph (Joey) MacGregor and Member Roger Brown.

### 4. APPROVAL OF MINUTES

#### a. Regular Session of December 16, 2024

Member Lynn Browne-Wagner motioned to approve the Regular Session minutes from December 16, 2024 as presented and Member Joey MacGregor seconded. The vote was unanimously approved, and the motion passed.

### 5. CALL TO THE PUBLIC

There were no public comments.

### 6. EMPLOYEE RECOGNITION

Paramedic certification recognition – FF Maurissa Brown, FF Brenna Turner and FF Sabrina Gomez

### 7. REPORTS AND CORRESPONDENCE

- A. Fire Board Report – Chair Jamie Adams stated he learned a lot at the AFDA conference. Referred to the changes on the agenda. This will open up communication. Member Joey MacGregor attended the AFDA conference. Instruction received was “eye-opening” and learned a lot. Member Roger Brown thanked Chief Chevalier for the opportunity to attend the AFDA conference. Learned a lot.
- B. Fire Chief’s Report – Report included in the packet. Chief Chevalier gave an update on the Legislative items regarding HB 2124, HB 2197 and HB 2661. The Budget development process has begun. He provided the timeline for adoption of the Budget. Working with Labor on the Memorandum of Understanding (MOU). The current MOU expires in June 2025.

- C. Administrative Services Report – Report included in the packet. Chief Livermore updated the Board on the grants that have been submitted. Currently have hiring posted for Firefighter/Paramedics.
- D. Operations, Medical Services, and Training Report – Report included in packet. Chief Heisler gave an over of recent residential and commercial structure fires. Personnel attended a regional training with Dr. Gassaway.
- E. Prevention Report – Report included in the packet. Fire Marshal Pepper updated the Board on the structure fire investigations.
- F. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Chief Wood informed the Board that the new Type I ambulance is in the process of being equipped and prepped for the DHS inspection then will be in service. Reviewed the apparatus mileage report. Gave an update on Station 13. Other construction projects are on hold.

## 8. ANNOUNCEMENTS and CORRESPONDENCE

None

## 9. BUSINESS

### A. Discussion and Possible Action: December 2024 Financial Reports

Sara Simonton, Accounting Manager for James Vincent Group, presented the monthly financials for December 2024.

- Revenue for the month of December is \$1,730,355 which is \$281,086 over budget. Navajo County revenue for the month is \$1,026,286 which is over budget by \$130,209. Non-levy revenue is \$704,069 which is over budget by \$150,877 driven by Ambulance and Wildland variance. Ambulance revenue is over budget by \$67,354. Wildland revenue is over budget by \$41,148.
- Expenses for December total \$1,398,298 which is over budget by \$64,021. Personnel Costs are over budget by \$31,091, driven by Wildland deployment costs and timing of Holiday pay. Buildings and Land are over budget by \$16,042, driven by timing of utilities and higher than anticipated building repairs and maintenance. Managerial costs are over budget by \$9,557 driven by timing of parcel charges.
- Fiscal Year Revenue is \$13,955,132 which is \$1,773,467 over budget. Navajo County revenue is \$178,161 under budget. Ambulance revenue is \$974,303 over budget. Wildland revenue is \$783,257 over budget.
- YTD expense is \$9,585,911 which is \$231,263 over budget.
- Total Cash for December is \$9,391,631 which is \$1,795,004 higher compared to December 2023. Great story over the last couple of years.

Member Lynn Browne-Wagner moved that we approve the financial reports for the month of December 2024 as presented and Member Roger Brown seconded. The vote was unanimously approved, and the motion passed.

### B. Discussion and Possible Action: Update Account Signers with National Bank of Arizona

The accounts at National Bank of Arizona need to be updated with the new board members names and signatures. Chair Jamie Adams to meet with Board members separately at the bank to sign the signature card.

Member Lynn Browne-Wagner motioned to authorize the National Bank of Arizona to remove Amy Kay and Paul Wyatt as signers on both the Payroll (3762) and Ambulance (3770) accounts and add Joseph

(Joey) MacGregor and Roger Brown as signers to both the Payroll and Ambulance accounts and Chair Jamie Adams seconded. The vote was unanimously approved, and the motion passed.

**C. Discussion and Possible Action: Regional Wildfire Concerns and Preparedness**

There are a lot of concerns with the fire danger in our area. Chief Chevalier referred the Board to the ERC graph in the board packet. He said the District is actively working with our regional partners to discuss local response, public education, possible restrictions and many other topics. The floor was turned over to Chief Taber Heisler to explain the current training required for fire personnel that include an annual physical, pack test and RedCard certification. Staffing for Red Flag days and severity patrol in our area would increase. Chief Chevalier explained Red Flag conditions and who determines when the conditions are met. The public education pieces were discussed. FM Pepper explained when burning is allowed/not allowed. He stressed the importance of public education. The water systems and the available water in our District were discussed. Continued concerns were shared by Staff and Board Members on the fire dangers in the White Mountains. The District will continue to bring all partners together to preplan and educate the citizens of our District.

There was no motion.

**D. Discussion and Possible Action: Fire Chief Annual Performance Evaluation Process**

Chair Jamie Adams said that Chief Chevalier's performance evaluation is due and that he, Chair Adams, requested this item be placed on the agenda for discussion and possible action to determine an appropriate evaluation process for the Fire Chief position. The current evaluation form may need to be addressed to be more specific to positions. He asked the Board to review the sample Fire Chief evaluations provided by the District's HR consultant, Brenda Tranchina. Chair Adams said he had asked Chief Chevalier to provide a self-evaluation for the Board to review. Discussion amongst the board members on the forms provided and the current form used in the performance evaluation process. Board Secretary Jo Baird to provide the current form used and Chief Chevalier to provide his self-evaluation to each board member. After review of the forms provided, consensus was to use the current performance evaluation form.

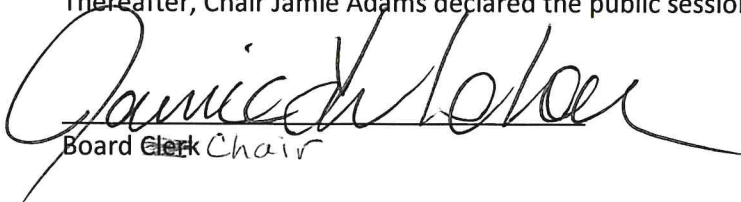
Chair Jamie Adams motioned to use the original existing form for the Fire Chief's evaluation and Member Joey MacGregor seconded. The vote was unanimously approved, and the motion passed.

**10. NEW AGENDA ITEMS**

Fire Chief Evaluation

**11. ADJOURNMENT**

Thereafter, Chair Jamie Adams declared the public session adjourned at approximately 5:03 pm.

  
Board Clerk Chair

2-24-2025  
Date