

**Regular Meeting of Pinetop Fire Board  
Monday March 20, 2017  
Pinetop Fire District Station 12  
5976 Buck Springs Rd, Pinetop AZ 85935**

**I.** Call the meeting to Order: John Rowlinson called the meeting to order at 5:00 pm.

Roll Call of Board Members: Board members present, John Rowlinson, Ronny Deming, and Matthew Williams. Carla Bowen and Doug Wright were not present.

**II.** Call to the Public: None

**III.** Consent Agenda

The items on the consent agenda are considered routine and will be adopted in one motion unless a board member, staff, or member of the public in the audience requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Board Chairman will indicate when it will be discussed in the regular agenda.

1. Approval of Board Meeting Minutes held on February 27, 2017
2. Approval of Minutes Executive Session Meetings held on February 27, 2017
3. Approval of Warrants paid in February 2017

Ronny Deming moved to approve the consent agenda items as corrected, with the exception of the executive session minutes, seconded Matthew Williams. Motion passed unanimously 3-0.

Bill Whittington joined the meeting telephonically. John Rowlinson stated he did not see the need for Mr. Whittington services for this meeting. Mr. Whittington advised he would be available by phone if his services are needed.

**IV.** Board Business

1. Discussion/Consideration/Possible Action re: Swearing in of the appointed board member Matthew Williams

John Rowlinson swore Mr. Williams in and welcomed him to the board.

2. Discussion/Consideration/Possible Action re: Review Pinetop Fire District Audit 2015-2016 annual audit by Brian Richards CPA

Brian Richards introduced himself to the board members. He performed the district's 2015-16 fiscal year audit. The district received a non-qualified rating, as Mr. Richards did not find any internal control issues. Page one of the audit is Mr. Richards's auditors report, his opinion of financial statements. Management discussion and analysis, begins on page two, including cash balances prior year and current year audit as well as providing an overview of the district financial statements.

John Rowlinson asked about the district's long term debt and pension liabilities. Mr. Richards explained that the long term debt doesn't affect cash flow; they do increase the amount of liabilities for the district. PSPRS performs annual actuarial evaluation which determines the district rates and unfunded liability.

Chief Morgan stated our cash flow does determine how we can address the PSPRS liabilities.

Chief Morgan acknowledged Mr. Richards for performing the audit in such a short manner.

Ronny Deming moved to accept the annual 2015-2016 financial audit ending June 30, 2016 for Pinetop Fire District as presented. Motion was seconded by Matthew Williams. Motion passed unanimously 3-0.

3. Discussion/Consideration/Possible Action re: Annual Renewal of Line of Credit with Wells Fargo Bank

Chief Morgan; Navajo County requires special district to establish a line of credit. We have not used our line of credit in the past, but it has to be reestablished annually.

Matthew Williams moved to renew the Letter of Declaration and authorize the issuance of the line of credit in the amount of \$750,000 with Wells Fargo Bank as presented. Motion was seconded by Ronny Deming. Motion passed unanimously 3-0.

4. Discussion/Consideration/Possible Action re: Presentation of February 2017 Financial Reports

Ben Archer Clowes with the James Vincent Group gave an overview of the monthly financials. Expenses are under budgeted due to not purchasing any capital outlay items. However our cash position is less than last year at this time.

Chief Morgan advised the board that our ambulance transports are down significantly from this time last year. This time last year we had 79 transports, we've had 22 this year which is a 60% reduction for the month of February. March is appearing to have the same trend.

Grant funds have not be received as we are waiting for all radios to be received. Once we have received all items, we are waiting on the portable radios, the funds will be requested, likely to be in April.

Ronny Deming moved to approve the February 2017 financial reports as presented. Matthew Williams seconded the motion. Motion passed unanimously 3-0.

5. Discussion/Consideration/Possible Action re: Establishment of a temporary Wildland Hazardous Fuel and wage Rate

Chief Morgan we were successful in a Wildland hazardous fuel reduction grant. This would allow for a temporary fuel crew to be put together to perform some of the work. We will augment that when possible with off duty staff as well as on duty staff. We will also look at contractors, partnerships with Arizona Conservation Core and a team out of the valley, and Arizona DOC fuel crews.

This will provide the pay scale for those positions temporary fuel crew positions. Wage comparisons were done with other fuel crews. The only benefits that will be provided are those statutory required, such as workman compensation and those types of things. The pay scale include five steps, we will most likely engage only three of those steps due to the skill set of the employees we are looking for. Our end goal is to treat as many acres possible. Are target is 150 acres. In order to do that successfully we will have to have some economy of scale and use a variety of resources. The grant funds all wages including staff we use on duty or off duty.

Matthew Williams asked if we had a fuel crew in the past. Chief Morgan advise him that we haven't we haven't. The Show Low Fire district did in the past for fuel reduction grant.

Ronny Deming asked about the qualifications associated with the pay scale. Chief Morgan provide information of qualification that would be associated with the different pay levels.

Ronny Deming questioned if he was setting it up for our crews to go out and thin and if our crews were qualified. Chief Morgan advised him all of our folks are red carded and have at a minimum of

the S130/190. Their rates are not on this pay scale. Our fulltime employees performing the thinning will be paid their current rate of pay, off duty and on duty.

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J Rowlinson asked about the rate for DOC fuel crew. \$1375 for 20 person crew current rate. Contractors will bid the projects. Team Rubicon is interested in providing crews that would be of no cost in trade for their training.

John – asked timeline. Chief Morgan by end of April. We are in the performance period and should be thinning now.

Ronny Deming moved to approve..... Mw second. Passed 3-0

**V.** Summary of Current Events:

1. Fire Chief Report regarding district activities.  
J Rowlinson asked about any current legislation. Chief Morgan provided a brief update on bill ?? Bill on mergers and consolidation is moving forward.
2. Board Chairman Report:

**VI.** Future Meeting Dates and Items for Future Agendas

1. April 17, 2017
  - a. Consideration of Budget Committee; Chief Morgan stated 2 members of board are include. Would like to schedule a budget study session prior to April meeting, one one half hour prior to board meeting. There are lot of changes, The James Vincent Group, audit reports, wage study being performed, personnel changes.

**VII.** Announcements:

1. Navajo County Special Districts Training April 21<sup>st</sup> and 28<sup>th</sup>  
Asked any boar

**VIII.** Adjournment: 5:49