

**Regular Meeting of Pinetop Fire Board
Monday January 23, 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 5:02 pm.

Roll Call of Board Members: Board members present, John Rowlinson, Carla Bowen, Ronny Deming, and Doug Wright.

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 December 19, 2016
2. Approval of Minutes Executive Session Meetings held on October 19, 2016 and November 28, 2016.
3. Approval of Warrants paid in December of 2016

Carla Bowen moved to approve consent agenda items, Doug Wright second the motion. Motion pass unanimously 4-0.

IV. Possible vote to go into Executive Session:

1. Discussion/Consideration/Possible Action re: possible vote to go into executive session pursuant to A.R.S. § 38-431.03(A)(1) for legal advice re: Fire Chief Jim Morgan's semi-annual evaluation review and A.R.S. §38-431.03 (A)(3) update on Williams Employee Appeal Hearing.
(note 38-431.03(A)(1) is Personnel Matters and 38-431.03(A)(3) is legal advice)

Carla Bowen move to adjourn into executive session, Doug Wright seconded the motion. Motion pass unanimously 4-0.

Bill Whittington requested the minute reflected that A.R.S. § 38-431.03(A)(1) for legal advice is for personnel matters, not legal advice in reference to Chief Morgan evaluation.

Board entered executive session at 5:05 PM.

Board returned to Public session at 5:34 pm

V. Board Business

1. Discussion/Consideration/Possible Action re: Appointment to Vacant Board Position

John Rowlinson stated that the process to be followed for filling the vacant position created by Bob Scheuneman resignation will be completed according to board bylaws. The vacancy will be posted on the website, through social media and in the newspaper, with application being accepted until February 20, 2017. A letter of interest with their qualifications will be required to be submitted.

Jim Morgan said he would work on a statement to be placed on the website and in the newspaper, stating there is a vacancy to be filled. Anyone interested must be a resident of the Pinetop Fire District and submit a letter of interest with their qualifications prior to the deadline.

If multiple applications are received, the board can interview the candidates. Mr. Whittington stated the interviews can be done in executive session, providing notices be provided to candidate advising them of they will be discussed in executive session, this can be done under A.R.S. § 38-431.03(A)(1).

Mr. Whittington advised the board to make sure the agenda includes accepting the resignation, establish the process and making the decision.

Agenda item was for information only, no action was taken.

2. Discussion/Consideration/Possible Action re: Fire Chief's Semi-Annual Evaluation Review

Chief Morgan stated this item was agendaized in case there is any discussion on his evaluation. No action taken.

3. Discussion/Consideration/Possible Action re: Presentation of December 2016 Financial Reports

Ben Clowes with The James Vincent Group, presented the financial report including an overview of December 2016 revenues and expenses, summary of year to date revenues and expenses, and a comparison of actual to budgeted. Overage in revenue are tied to Wildland revenue, which is also tied to the overages in payroll expenses. Professional services have created overages in expenses, and tax revenue collections are under the budgeted amount.

John Rowlinson asked how our ambulance collection are, as opposed to ambulance service expenses. Chief Morgan was unsure of our current collection rate, and advised the board that we had increased our ambulance rates and have also seen an increase in call volume, accounting for the increased ambulance revenue. Carla Bowen questioned what the increase in calls was attributed to. Chief Morgan stated it was tied to recovering economy, more folks moving in and an increase of visitors. Carla Bowen asked if it was due to aging population and if we could track that. Chief Morgan stated he could look at previous years at the age distributions and provide that information. Carla Bowen requested the information provided at the next board meeting.

John Rowlinson asked why the breakdown of each employee pay was not included. Carla Bowen affirmed that this was discussed last meeting and Gabe Buldra advised them the board didn't really need to have that information. Carla Bowen asked who sign paychecks, she was advised that paychecks are done through direct deposits, however Chief Morgan reviews and approves all payroll related information including the paychecks, timesheets and all other related information used to process the payroll.

Carla Bowen move to approve December 2016 financials as presented, Ronny Deming second the motion. Motion passed unanimously 4-0.

Ben Clowes provided a memorandum containing information on PSPRS (Public Safety Retirement System) actuarial valuation impact on the budget. The district contribution rate will increase 6.7 % next fiscal year.

4. Discussion/Consideration/Possible Action re: Authorizing Board Members as Signers on District Financial Accounts

Chief Morgan; due to elections and resignation of Bob Scheuneman, changes are required to the authorized signers on the financial account. The board needs to approve who the signers are.

Chief Morgan recommendation is to leave Ed Cibibbarelli as an authorized signer until the board decides who is going to fill the vacancy on the board.

Doug Wright moved to remove Bob Scheuneman and add Ronny Deming as authorized signer on the district accounts. Carla Bowen second the motion. Motion passed unanimously 4-0.

5. Discussion/Consideration/Possible Action re: AFDA Annual Conference and Information Received that may need Consideration.

Chief Morgan; this agenda item is informational only to allow any board member to address anything they learned while attending the conference.

Doug Wright addressed having Conflicts of Interest statement be completed by all board members. Bill Whittington advised all board members should declare any conflicts they have; the list should be put on file. John Rowlinson asked if a conflict of interest form could be sent out to all board members, to be completed and discussed at next board meeting.

6. Discussion/Consideration/Possible Action re: Update with TruckWorks

Chief Morgan provided the latest email correspondence from Stinson Law Firm. Mr. Dickinson did provide the requested information to prove his financial worth. Our attorney advised that it would cost more to pursue litigation actions against Mr. Dickinson stating it would be fruitless, as the district would incur far more legal expenses than the district could possibly receive. At our attorney's recommendation Chief Morgan gave them the acknowledgment to dismiss Mr. Dickinson's action. The only pending TruckWorks action is the action discussed in executive session on recovering legal fees.

Agenda item is for informational purpose only, no action was taken.

7. Discussion/Consideration/Possible Action re: Relm radio purchase SHSGP \$36,391.50

Chief Morgan stated the district was awarded a SHSGP grant, which is federal funds used for improving operations. The grant is a Joint agency grant with TMMFD for the purchasing of radio in order to become P25 compliant. \$38,500 was rewarded, which will purchase 11 portable radios and 5 mobile radios to be split between Timber Mesa and Pinetop Fire District. This is a nonmatching grant.

Ronny Deming asked about the quality of the radios. Chief Morgan advised the board that the radio are an all hazard radio allowing them to be programed to be used for both Wildland and suppression purposes.

Doug Wright asked if additional grant funding could be applied for. Chief Morgan told the board he would be will be applying for a grant for the second phase of this project.

Ronny Deming moved to approve the purchase of the Relm radios not to exceed \$36,391.50. Motion was seconded by Doug Wright. Motion passed unanimously 4-0.

8. Discussion/Consideration/Possible Action re: Relm radio purchase Capital Replacement \$22,430.80

Chief Morgan; we have the opportunity to purchase additional radios at the GSA pricing. He is requesting to purchase 11 additional handheld radios with the accessories through our capital replacement Plan. Funding will come from capital replacement budget. The district has 35 handheld radios and 20 mobile radios that will need to be replaced in order to become P-25 compliant.

Carla Bowen move to authorizing staff to purchase all hazard mobile and portable radios from Relm Wireless not to exceed the amount of \$22,430.80 inclusive of shipping and taxes as presented. Motion was seconded by Doug Wright. Motion passed unanimously 4-0.

9. Discussion/Consideration/Possible Action re: Approval of Proposed Shift Bid and revisions to the P.T.O. and Bereavement Policies.

Chief Morgan continues to review policy and procedure. The current policies are being aligned with Timber Mesa for the implementation of Telestaff staffing system. These policies were worked on by the Telestaff group consisting of Chief Morgan, Richard Wallace, Allison Moseley, Taber Heisler, Chief Wood, Chief Savage, and Chief Cluff. It is the Chief understand that the policies were taken out to the employee groups for review. Timber Mesa board has approved these policies. The Shift bid is a new policy to this organization.

John Rowlinson asked how these apply to the new sick leave policy mandated with the passing of Proposition 206. Currently the agency meet minimum wage requirements, however a sick leave policy will be required to be developed for the reserves. That requirement will have a financial impact, effective July 1st.

Ronny Deming asked if these policies are going to affect our employees, if they are losing anything by

aligning the policies to Timber Mesa's policies. Chief Morgan advised him it mostly effected the notification time required for PTO requests.

Carla Bowen moved to approve the proposed implementation of the Shift Bid policy and revision to P.T.O. and Bereavement policies as presented. Ronny Deming second the motion. Motion passed unanimously 4-0.

VI. Summary of Current Events:

1. Fire Chief Report regarding district activities.
January report was provided to the board, including an annual call volume report for 2016 along with monthly call report for December of 2016.
2. Board Chairman Report:
John Rowlinson provided the board with the Chairman report.
3. Future Meeting dates and items for Future Agendas
February 27, 2017 Meeting date
Accept resignation from Bob Scheuneman, interview of prospective board candidate
Review of Ambulance revenue and calls
Board Conflict of Interest statement
Doug Wright asked about the PHI Renewals

VII. Announcements: None

VIII. Adjournment:

Chairman adjourned the meeting at 6:31 PM.