I. Call the meeting to Order: Ed Cibbarelli called the meeting to order at 4:30pm

Roll Call of Board Members: Board Members Present, Ed Cibbarelli, Bob Scheuneman, and Carla Bowen.

II. Call to the Public: Pinetop Community Association has a presentation. Chief informed them they are indeed on the Agenda – no other call to public

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 Executive Session Meeting Held on August 15, 2016
2. Approval of Minutes of Board Meeting held on August 15, 2016
3. Approval of Warrants paid in August 2016
4. Approval of financial reports August 2016
5. Approval of Chief Report emailed to board members
6. Approval of Board chairman Report

The Consent Agenda was tabled until the next Board Meeting on October 17, 2016. There were some problems, questions and missing information.

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) (3) for legal advice and A.R.S. § 38-431.03 (A) (4) to give instructions to legal counsel re: pending internal personnel investigation and financial reporting.

V. Board Business

1) Discussion/Consideration/Possible Action re: Presentation by Dick Doane from Show Low Elks Lodge 2090 Firefighter of the Year Chad Ashcraft.

Dick Doane presented Chad Ashcraft with the Elks Lodge 2090 Firefighter of the year award. The letter written by Asst. Chief Wallace nominating Chad was read which also thanked the Elks for recognizing our firefighters.

The award was presented to Chad Ashcraft for Firefighter of the year.

This is a non-action item, information only.

2) Discussion/Consideration/Possible Action re: Presentation by Dick Doane from Pinetop Community Association Donation for Fire wise Hazardous Fuels Reduction Grant.
Dick Doane introduced Larry Fulghum as the new H.O.A. President for Pinetop Community Association. Mr. Fulghum, on behalf of Pinetop Community Association, presented a check for $20,000.00 to be used for Wildfire Reduction Grant Assistance. Chief Morgan explained that the H.O.A. was very aggressive in becoming the first Firewise Community in the whole White Mountain Region. He thanked them for their help with our second firewise event and explained that this is another reflection of their dedication to make our community safer.

This is a non-action item, information only.

3) Discussion/Consideration/Possible Action re: Arizona Department of Forestry and Fire Management DOC fuel Crew and Qualifications.

Chief Morgan said that Bob Scheuneman wanted information on the DOC (Department of Correction) Crews that the homeowners may be using with the Fuel Reduction Grant. Gene Bowden and Daniel Craig from Arizona State Forestry and Fire Management were present to explain the program and answer questions. Everything is scrutinized and vetted substantially, they are carefully supervised at all times. The inmates that participate are non-violent no weapon offenders. They explained that this program has proven results for rehabilitation and many of the participants have gone on to become firefighters. Mr. Scheuneman said it is a win-win for the community and we should welcome them to help us, it is a much appreciated resource.

Chief Morgan added that we are proud to work hand in hand with them.

This is a non-action item, information only.

4) Discussion/Consideration/Possible Action re: Update with TruckWorks.

Chief Morgan gave a summary of the new information in terms of what is happening with TruckWorks and the conflict of information Mr. Dickenson provided. Carla Bowen expressed her dismay in not keeping the title so Pinetop Fire could have at least sold it and gotten some money for it. Chief will keep the board informed as things move along.

This is informational only no Board Action.

5) Discussion/Consideration/Possible Action re: Chief’s Report regarding district activities.

Chief Morgan attended the general business meeting at AFDA which explained how the Chief report could be on the agenda so the public can hear about district activities. Mr. Whittington gave a brief summary of open meeting laws and the importance of the Chief Report. He told the Board that if there are items that need decisions or would merit from discussion, the items should be put on the agenda with sub-items underneath, to then handle the important topics with Board input and discussion. The important factor to remember is that the Board cannot discuss anything on the report or make decisions unless it is on the agenda.

This is a non-action item, informational only.

Acting Chairman Cibbarelli asked the board to return to Item number IV.

V. 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) (3) for legal advice and A.R.S. § 38-431.03 (A) (4) to give instructions to legal counsel re: pending internal personnel investigation and financial reporting. Including item 6, 7 under item V.

Carla Bowen moved to adjourn into Executive Session, Bob Scheuneman seconded. Motion passed unanimously 3-0.

V.  Board Business (cont.)

6. Discussion/Consideration/Possible Action re: Approval of Resolution 2016-04 adopting a new Board Bylaws/Rules of procedure.

Chief Morgan told the board Pinetop Fire District needs to adopt new bylaws and rules of procedure for this board and future boards. He asked if anyone had any questions since they had discussed this topic during the Executive Session. There were no questions.

Carla Bowen made a motion to approve resolution 2016-04 adopting New Governing Board Bylaws/Rules of Procedure as presented. Seconded by Bob Scheuneman. Motion passed unanimously 3-0.

7. Discussion/Consideration/Possible Action re: Approval of Resolution 2016-05 amending the IRC Section 125 Premium Only Plan.

Chief Morgan explained that this concerns the Employee healthcare plan changes. The purpose of the plan allows employees of the district to choose between at least one permitted taxable benefit, such as a cash compensation from existing income and at least one qualified benefit such as health care coverage plan sponsored by district. This is tax deferrable under the cafeteria plan, BCBS dental and eye are all deductible pre-tax which lowers the employee deductible. There were no questions.

Carla Bowen made a motion to approve resolution 2016-05 amending the Pinetop Fire District IRC Section 125 Premium Only Plan as presented. Seconded by Bob Scheuneman. Motion passed unanimously 3-0.

8. Discussion/Consideration/Possible Action re: Approval of Resolution 2016-06 adopting Employee Benefits Plan and ERISA Wrap Summary.

Chief Morgan told the board that Federal Law known as ERISA provides that the Employer will supply a summary plan description of benefits. It defines the benefits of eligible employees and their dependents. This is entirely a summary document that needs to be given to the employee that covers all elements of Blue Cross Blue Shield’s roll in their certificate of coverage, the payment plan and the roll of the employee. The board needs to approve the ERISA in accordance with Federal Law. There were no questions or comments

Bob Scheuneman made a motion to adopt resolution 2016-06 approving the Employee Benefits Plan and Employee Retirement Income and Security Summary Plan Description as presented. Seconded by Carla Bowen. Motion passed unanimously 3-0.
9) Discussion/Consideration/Possible Action re: Approval of Revised Corrective Action/Disciplinary Process Policy.

Chief Morgan it is best practice to review the policies and make sure they are up to date in accordance with new laws and practices. This is specifically the policy that insures the employee’s right to appeal disciplinary action and gives the board the option to hear the appeals, according to Federal and State regulations, standards of practice and general employment standards. It is also a review to insure alignment removing potential conflict between the two policies. This was reviewed by both Bill Whittington and Brenda Trachina.

Bob Scheuneman made a motion to approve the Corrective Action/Disciplinary Process and Disciplinary Appeals policy as presented. Seconded by Carla Bowen. Motion Passed unanimously 3-0.

10) Discussion/Consideration/Possible Action re: Arizona State Treasurers Office Account and transfer of assets.

Chief Morgan explained that as a Government Entity or we have the option of participating in the Local Government Investment Pool, (LGIP) at the State Treasurers Office. However this account has proven to not have a measurable increase in the last few years. Chief Morgan is hoping to transfer the amount into Pinetop Fire District’s Capital replacement fund. He spoke to the James Vincent Group and they agreed. This will also cut the work for the Administrative Manager who has to reconcile the account monthly. Chief Morgan said we can always reinstate the account as it is available at any time. We aren’t “closing” the account – just suspending it and transferring the money where it possibly can do some good.

Carla Bowen made the motion to approve the Chief to suspend the State Treasurers Office Account and transfer those cash assets into the Capital replacement fund. Seconded by Bob Scheuneman. Motion passed unanimously 3-0.

11) Discussion/Consideration/Possible Action re: Purchase Approval of Community Relations Media Items from Caulk Promotions.

Chief Morgan explained that every year the public education events require purchase of educational items that subsequently last all year.
Bob Scheuneman asked if the items lasted all year and how much was it last year? Chief Morgan told the board that it lasts for a year and that last year we spent upwards of $6200. Quotes were reviewed and Caulk was the lowest. Events throughout the year used these same items as well as school tours and special home tours. These items include safety messages and are well received with the children and adults alike.

Bob Scheuneman made a motion to authorize staff to purchase public education materials from Caulk Promotion not to exceed $4,152.00 inclusive of shipping as presented. Seconded by Carla Bowen. Motion passed unanimously 3-0.

VI. Summary of Events: None

VII. Future Meeting Sites and Items for Future Agendas:
Truck Works,
James Vincent Group findings from financial review
Bob Scheuneman requested the Website be on agenda

VII Announcements:

VIII Adjournment-
Motion to adjourn by Bob Scheuneman, motion seconded by Carla Bowen, Motion passed 3-0 Meeting adjourned at 7:01pm

Respectfully Submitted

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Karen Robbins