

Regular Meeting of Pinetop Fire Board  
Monday January 26, 2015 5:30 pm  
Pinetop Fire District Station 12  
5976 Buck Springs Rd, Pinetop AZ 85935

Members Present: John Rowlinson, Bob Scheuneman, Scott Powell, Carla Bowen and Doug Wright.  
Others Present: See attached sign in sheet.

**I. Call the meeting to Order:** John Rowlinson called the meeting to order at 5:30 pm.

**Roll Call of Board Members:** Board members present, John Rowlinson, Carla Bowen and Bob Scheuneman. Doug Wright

**II. Call to the Public:** Greg Chavez – Training on the X-series monitor began today. The new monitor should be ready to be put into service in a couple of weeks. February 5<sup>th</sup> from 10am -2pm a free flu shot clinic will be held at the Lakeside Fire station. This program is being provided through Navajo County

**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 Minutes of Board Meeting held on December 15, 2014
2. Approval of Warrants paid in December 2014
3. Approval of financial reports
4. Approval of Chief Report
5. Approval of Board chairman Report

Point of order: In Chief Morgan's report, the Supplemental benefit policy reflected the policy has been completed; it is still in the progress of being completed.

Carla moved to approve the consent agenda items, Bob Scheuneman second the motion. Motion passed unanimously 3-0. (Doug Wright was not present)

**IV. Board Business**

**1. Discussion/Consideration/Possible action: Budget Committee:**

Chief Morgan; it is time to start preparing the 2015-16 fiscal year budget. There is a couple of ways of developing the budget. The board can direct staff as to how you would like the budget prepared or the board can be involved in a committee. The board could also choose to do it through an agenda process, which would require public sessions. A committee format is the preferred method and Chief Morgan would like two board members to serve on the budget committee, should the board elect to proceed with that process.

Doug Wright moved that Carla Bowen and John Rowlinson serve as representatives from the board to serve on the committee. Motion was seconded by Bob Scheuneman. Motion passed unanimously 4-0.

**2. Discussion/Consideration/Possible Action: Establishment of a Conflict of Interest Statement Declaration**

Chief Morgan; some staff members and board members attended the annual AFDA conference. Much of the meetings focus was on how the district should conduct its business. Conflict of interest came up in a couple of the statutory required classes. The district needs to draft a conflict of interest statement and have an annual review of the

policy. It is required that any member with a possible conflict of interest declare that conflict. That individual can discuss the item but should leave the meeting for the vote, then return to the meeting. Chief Morgan provided the board with AFDA conflict of interest statement and other samples of conflict of interest statements from non-profit organizations.

Chief Morgan will bring to the board a conflict of interest policy for consideration at the February board meeting.

3. Discussion/Consideration/Possible Action: Report on AFDA Conference and Statutory required training topics presented:

A summary was provided by Doug Wright on the statutory required classes he attended during the AFDA conference. His review included a review of the board's fiduciary duties, use of personal email accounts, required review of open meeting laws prior to being seated on the board, personal liability for breach of duty, conflict of interest, discussion on board business with three or more members constituting a meeting, discussion during board meetings needs to be limited to agenda items, or in any paperwork the board was provided, for instance the chief report, board policy should have a procedure on how to fill a board vacancy, the board's responsibility being limited to one employee, the chief, and policy, board members should not get involved in administrative matters, review of executive sessions, and finance. Doug Wright requested copies of the power points from the meetings he attended be provided to the other board members.

Chief Morgan commented on additional information he obtained at the AFDA conference as well as the Arizona Ambulance Association annual meeting, concerning employment laws, PSPRS reform and the effect on the contribution rates for employees and the employers, the financial impact of Prop 117 on fire district and legislative action being proposed to allow district to go over the \$3.25 cap.

No board action was taken.

4. Discussion/Consideration/Possible Action: Plan for 2015 Spring Fire Season

Bob Scheuneman requested this item be placed on the agenda. Included in the chief report is a list of goals Chief Morgan would like to accomplish for 2015, included in those goals is a general overview of the relationship between wildland, urban interface and the community. Chief Morgan had a conversation with a local insurance agent; insurance companies are starting to refuse to underwrite properties due to fire danger, property need to be treated in order to get homeowner insurance coverage. Chief Morgan's intentions are to get firewise going within the district and neighboring districts, making firewise available to all homeowner associations and our community as a year round process.

Bob Scheuneman; Pinetop Community Association has completed the Firewise Community USA certification process.

Chief Morgan commented that the CWPP, Community Wildland Protection Plan needs to be updated (2006 was the last update) with State and Federal forestry as partnerships in that process.

No action taken

5. Discussion/Consideration/Possible Action: Accept Resignation from Board Member Scott Powell

John Rowlinson received email from Scott Powell stating he had sold his house and was resigning from the board as he is no longer eligible to serve.

John Rowlinson moved to accept board member Scott Powell's resignation, Carla Bowen seconded the motion. Motion passed unanimously 4-0.

6. *Discussion/Consideration/Possible Action: Creating a selection process to fill Board Vacancy*  
It is recommended that a policy to fill board vacancies be established in the board by-laws. The board can decide how to fill the current vacant position in the interim. Advertising in the newspaper has been done in the past. Chief Morgan's recommendation would be to advertise in local paper and request a letter of interest, resume or both. Interested parties could be invited to attend the next board meeting.  
John Rowlinson moved to select a replacement board member through advertising in the newspaper, requesting a letter of intent from persons who reside within the district, a letter of interest and resume to be submitted by Monday the 16<sup>th</sup> of February. The ad will be run for two dates, and interested parties will be requested to attend the February 23<sup>rd</sup> meeting at 5:30 pm. Doug Wright seconded the motion. Motion passed unanimously 4-0.

**V. *Summary of Current Events***

Chief Morgan received an email from a resident who believed he was having heart attack, the resident commended the personnel on the treatment he received.

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

February 23, 2015:30 pm

Agenda item: Conflict of interest statement

Recognition of Pinetop Community Association for their Firewise program

Selection of board member to fill vacancy

Resignation for Scott Powell - Certificate acknowledging his service

**VII. *Announcements: none***

- VIII. *Adjournment-*** Bob Scheuneman moved to adjourn the meeting, Doug Wright seconded the motion. Motion passed 3-0 (Carla Bowen absent)

Meeting adjourned at 6:33 P.M.

Respectfully Submitted

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Charlotte Williams