

Regular Meeting of Pinetop Fire Board  
Monday December 21, 2015, 4:30 pm  
Pinetop Fire District Station 110  
1845 S. Pine Lake Rd, Pinetop AZ 85935

Members Present: John Rowlinson, Doug Wright, and Ed Cibbarelli. Carla Bowen and Bob Scheuneman not present  
Others Present: Chief Morgan & Charlotte Williams

**I. Call the meeting to Order:** John Rowlinson called the meeting to order at 4:36 pm.

**Roll Call of Board Members:** Board members present, John Rowlinson, Ed Cibbarelli, 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 Minutes of Board Meeting held on November 16, 2015
2. Approval of Warrants paid in November 2015
3. Approval of financial reports
4. Approval of Chief Report
5. Approval of Board chairman Report

There was a question concerning a credit card charge which was attributed to an employee for Arson Investigation training.

Ed Cibbarelli moved to approve the consent agenda items as presented. Doug Wright seconded the motion. Motion passed unanimously 3-0.

**IV. Board Business**

1. Discussion/Consideration/Possible action: Authorization to dispose of District Assets:  
Reviewing Policy the Board passed at the last board meeting concerning disposal of district assets, Chief Morgan explained that anything with a fair market value of over (\$1000) one thousand dollars for sale or disposal is subject to Board approval. The Pinetop Fire District could use a third party seller such as EBay or a Public Surplus Auction to sell these items. There are national auctions where any Government entities can sale items such as vehicles, furniture, old computers, file cabinets, fitness equipment or forgotten items in the storage unit. Included in the packet are "Kelly Blue Book" values for the vehicles we are currently disposing of. Pinetop Fire should set a solid reserve amount or bottom line, we then would inventory the items, take pictures, email them to the Auction Co. and they then would handle all the transactions and advertisement of the items, charging a small fee in return. We could bunch smaller items together and sell them as one group and potentially see items bring a higher bid price as opposed to single smaller priced item alone. Once the auction starts we would get 100% of the winning bid price. The bidder payes a 10% fee on top of that price plus any applicable taxes if there were any.  
Dr. Wright expressed concern about the pricing range and why the 2000 ford was on the lower end of the range, Chief Morgan explained that any vehicles we dispose of will have to be stripped of all emergency equipment, there can be no identifying decals or logos left on the vehicles, which may or may not cause some damage during the process, this is why the value was set on the lower end. Dr. Wright said he would be ok with the lower range of \$4650. - \$2800.

Dr. Wright made the motion to authorize the fire chief to dispose of two (2) vehicles, C-1 and C-2 utilizing the third party Public Surplus to be sold to the highest bidder and setting a reserve price at \$2800 – \$4650 respectively. Seconded by Ed Cibbarelli, motion passed unanimously 3-0.

2. Discussion/Consideration/Possible Action: Cell Phone Policy:

Chief Morgan told the board that Pinetop Fire District does not currently have a cell phone policy or an associated allowance for employees authorized to have district cell phones for use with district business. Chief Morgan has reviewed several technical documents from AZ State Department of Administration and Accounting, the IRS Guidance Document and White paper on Employee Cell phones. The draft was reviewed by our HR attorney for comment. There is no direction as to district purchased phones or a stipend to pay for the cell phone use. The proposed reimbursement amounts were selected based off of a JD Power analysis of average cell phone bills and other technology articles. Chief Morgan said the policy would be cost neutral because employees who are eligible would have a choice of issued phones or allowance and those costs are already planned in the budget. This rate would certainly be negotiable, we could set the rate at what cost would benefit the District. In the Fire Chief contract - it states that Chief would have a cell phone for district business.

This policy would be advantageous to personnel that use a cell phone on a daily basis for work, for example Chief Morgan, Kelly Wood, Chief Wallace, on duty Captains and Charlotte. If Pinetop Fire District allows personnel to use their own phones – they are subject to public record, in other words - personal business could become public information. Chief Morgan keeps his separate, he carries two (2) phones, and he never mixes his personal business on his work phone, or visa-versa. Pinetop Fire District could possibly get a data plan at around \$40.00 per phone, because of the competition with Verizon, Cell one and the other companies, billing prices have gone way down. Chief Morgan had also checked on other fire district's policies and this would be comparable, for example in Casa Grande the allowance was \$75.00. Chairman Rowlinson asked if we should put something in the Policy to allow for using personal phones for District Business, maybe a disclaimer that if one is using a personal phone for district business it could become Public Information. Chief stated that this is just the Pricing Policy and in the future we will have another policy for Public Information and that policy is coming soon. Chief Morgan is working on a "social media policy" that covers phones, cameras, as well as other problems having to do with social media. Dr. Wright wanted to know what the amount would be if someone decided to change over to the District offered Policy if there was a deactivation allowance payment, Chief Morgan said he would check into that.

Ed Cibbarelli made the motion to approve the cell phone policy Allowance Policy as presented, Doug Wright seconded, Motion passed unanimously 3-0

3. Discussion/Consideration/Possible Action: TruckWorks 2015 Legal action

Chief Morgan told the board that Mr. Maddux from the original TruckWorks had actually reached out and apologized for what had happened. He may be providing some assistance to the District, although we aren't 100% sure that he will. One of the things that came up is how many employees moved from one corporation to the other, we could use this information to prove that they changed from Truck Works to the shell corporation in order to hide assets which would constitute fraud, if we can prove that then we would have a case to go forward.

This is informational only – no board action required.

4. Discussion/Consideration/Possible Action: L-580 Wildland Opportunity:

Chief Morgan; "It is too bad that Mr. Scheuneman isn't here, he has wanted something like this for a long time." Pinetop Fire District has been presented with an opportunity through the IAFC and the National Wildfire Coordination Group. Late November, Chief Morgan received a notification regarding L580, Leadership which is an Action Program. The course, San Diego Mega fires, an all hazards interactive case study was a competitive process with participants from all across the country. Chief Morgan completed and submitted the application and received notification on December 14<sup>th</sup> that he was one of the 32 selected to attend. Contained in the packet is the information for the Board to read, a brief synopsis and selection notification for review. This is a program that will get information out through continued efforts and while it won't prevent the occurrence of wildfire it will help manage devastation as a result of wildfire and help provide a sustained recovery. This will involve management, training and learning from the lessons gained in other incidents.

Chairman Rowlinson asked that we put the information out in the local media. Chief Morgan said that we really need to champion our accomplishments as a district and board so the community at large knows what we are doing as far as fire prevention and working towards a goal of fire protection.

This is informational only – no board action required.

5. Discussion/Consideration/Possible Action: 2016 Board Meeting Schedule:

Chief Morgan, drafted a calendar from the Board's chairs recommendations but there is a conflict in January, I think we would need to move the February meeting either to Tuesday or the following Monday. Since there were several conflicts they decided to change the meeting to the 29<sup>th</sup>. The Board approved the other meeting dates.

Doug Wright made the motion to maintain the third Monday of every month as the regularly scheduled board meeting date to include the recommended January and February adjustments to accommodate the Federal Holidays as discussed. Ed seconded Motion passed unanimously 3-0.

6. Discussion/Consideration/Possible Action: Purchase of Firewall and Security Subscriptions

Chief Morgan advised the Board that our I.T. vendor has been evaluating our current technologies and we have some weaknesses in the way our securities are configured. We want to eliminate any internet risk. In doing the analysis it was recommended that we purchase a particular product called the WatchGuard XTM 5 series 515 Firewall Security Device and associated security software, it will provide 2 factor authentication, which means we will have better security so there is less chance of being hacked remotely. Pinetop Fire District would purchase two of these for both our email and remote access processes while allowing the district to increase network performance and reliability between stations 11 and 12. The requested hardware is identified for replacement in accordance with the plan for fiscal year 2015/2016. Administration would then have remote access to the server with added security so Chief Morgan, Assist. Chief Wallace and Charlotte can access the server and do work away from their desk, while providing an important step as an added bonus in connectivity between the stations. We have already achieved a redundancy in internet service having Cable One and Frontier, this too will improve services. Chief Rowlinson commented that this would allow for electronic movement of secure documents. Chief Morgan said there is nothing that is foolproof; we just need to be as secure as we can. We will have to budget in future years for replacement of the program as outlined in Board's informational packet. Charlotte added that Pinetop Fire District does have some recovery in our insurance coverage in case of a hack.

Dr. Wright made the motion to authorize staff to purchase two (2) WatchGuard XTM 5 series 515 Firewall Security Devices and associated security software not to exceed \$3071.94 exclusive of taxes and shipping as presented. Seconded by Ed Cibbarelli, motion passed 3-0

7. Discussion/Consideration/Possible Action: Review of District website:

Informational only, Chief Morgan told the board that we have a web-site that can use some improvements. The site is maintained by the Fire Prevention Division, included in the packet is a review of some of the improvements that we can do. Chief Morgan already has made a few improvements; Pinetop Fire District has many pictures that could be uploaded from our last wildland season. There have been a couple of house fires and some activities that can be added. Chief Morgan suggested that we get pictures of the governing body and they could possibly order some polo shirts for the photos. Chairman Rowlinson said he had no objections and has thought about polo shirts for a long time now, so they would all look nice for meetings. Chief Morgan said he is eager to make improvements and would consider any recommendations. Predominantly Kelly Wood does the web-site information, Chief Morgan does add things on a regular basis and Charlotte does the Facebook information. Chief Morgan thinks it would be nice to include pictures of the crews and administration. Ed Cibbarelli asked if we have ID cards and Chief said we are looking into getting some that have a degree of security that are cost affective. The district is trying to tie the access cards to the ID cards and since everyone now has uniforms we need updated pictures. Dr. Wright asked that we ask the hospital what they use, Charlotte Williams explained that our IT vendor has just purchased the equipment and had provided us with a quote to make department ID cards.

This is Informational only no board action.

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

Chief Morgan: the White Mountain Firefighter's Association did their annual toy drive and food box distribution on Friday, December 18th, they assembled around 125 Boxes and on Saturday, December 19<sup>th</sup> they delivered around 25 boxes to families in our district and the other 100 went to families in the Timber Mesa Fire District. They did a great job taking care of families. Thank you for the great work WMFFA. Chairman Rowlinson said that he saw a fire that was around \$10,000 damage and he wanted to know what it was and Chief Morgan said it was a business.

No Further Events

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

**VII.** January 25 2016 will be the next meeting at 4:30 in the afternoon. Items on the agenda: Truck works, organization for the coming year if everyone is here. No further information.

**VIII. *Announcements:*** None

**IX. *Adjournment-***

Motion to adjourn by Ed Cibbarelli, motion seconded by Doug Wright, Meeting adjourned at 518pm.

Respectfully Submitted

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Karen Robbins