

Regular Meeting of Pinetop Fire Board  
Monday February 23, 2015 5:30 pm  
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 5:34 pm.

**Roll Call of Board Members:** Board members present, John Rowlinson, Carla Bowen, Bob Scheuneman 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 January 23, 2015
2. Approval of Warrants paid in January 2015
3. Approval of financial reports
4. Approval of Chief Report
5. Approval of Board chairman Report

Carla Bowen moved to approve the consent agenda items as presented, motion was seconded by Doug Wright. Motion passed unanimously 4-0.

**IV. Board Business**

1. **Discussion/Consideration/Possible action: Pinetop Community Association recognition of Firewise designation**

Chief Morgan will be attending the Pinetop Community Association's board meeting in April, to speak with them regarding Firewise designation. Pinetop Fire District will recognize their efforts at latter date

No action taken

2. **Discussion/Consideration/Possible Action: Appointment to vacant Board Position**

John Rowlinson advised the three board member candidates that the vacant position term runs through Dec 2016. Members serve without compensation, with the exception for reimbursement for attending board training. Legislation recently passed, requires newly elected or appointed board members attend 6 hours of training. Those trainings are presented by AFDA, the next scheduled training will be held in June. The candidate selected to fill the vacancy will have one year to complete that training. The board is governed by AZ State Statues, primarily title 48-800.

The board received letters from three residents, Ed Cibbarelli, Ronnie Demmings, and Robert Pacheco, all expressing an interest in filling the vacant board position. All three candidates were given the opportunity to address the board and provide a brief overview of their qualifications, why they are interested in serving on the board and what they believe should be a priory for the fire board.

Carla Bowen moved the position be filled by Ed Cibbarelli, Bob Scheuneman seconded the motion. Motion passed unanimously 4-0.

3. **Discussion/Consideration/Possible Action: Adoption of Board Conflict of Interest Statement**

During the AFDA conference there was discussions on conflict of interest for board members. Chief Morgan has included a conflict of interest policy in the board by-laws. Jason Moore reviewed and made some changes. The policy provided to the board, includes those recommended changes. Bob Scheuneman asked where the conflict of interest statement came from. Per Chief Morgan he

created it from the policy in the AFDA Redbook and a policy from a non-profit organization. It was edited to pertain to our fire district. Jason Moore made corrections to disciplinary procedure for board members.

Doug Wright acknowledged that board members need to advise the board when there is a conflict of interest. Carla Bowen commented that the board by-laws need work. Chief Morgan is working on updating the by-laws for the board; the by-laws are used as guidelines to protect board members.

Doug Wright – line 79 correction to wording from reasonable to reasonability

Doug Wright moved to adopt the Conflict of Interest Policy, and amend the By-Laws, to include “Article VI, Conflict of Interest policy as presented with the change in wording in line 79 from reasonable to reasonability. Motion was seconded by Bob Scheuneman. Motion passed unanimously 4-0.

4. ***Discussion/Consideration/Possible Action: Default of TruckWorks mediation agreement***

Chief Morgan; with great dissatisfaction, January 31<sup>st</sup> has passed and we did not receive a settlement check from TruckWorks. Chief Morgan has contacted our attorney and has received a call from Mr. Dickerson, with TruckWorks. He said we should receive payment by Wednesday. Our attorney has moved forward with filing a stipulation. If payment is not received, it may result in having to go to court. We are entitled to interest on the money owed.

Carla Bowen commented that the stipulation in mitigation agreement needs to be followed strictly. Bob Scheuneman questioned if TruckWorks provided a reason why payment had not been sent. Chief Morgan was told the truck is sold, but they are having a problem with the chassis; Kenworth is making corrections needed. It is to be delivered this week to the buyer.

Bob Scheuneman commented that should we have to go to court, our position has been strengthened.

Chief Morgan advised the board that TruckWorks will have to pay our attorney’s fees and interest. No board action was taken.

5. ***Discussion/Consideration/Possible Action: Budget Committee meeting dates***

Chief Morgan; as discussed in the last board meeting two board representatives were appointed to serve on the budget committee, we have gotten our budget committee together within the fire department. Chief Morgan would like to schedule at least two meetings to start the budget process.

We have received our assessed evaluation from Navajo County; there is a slight increase in assessed evaluation. The increase will be consumed by our increase in PSPRS contributions.

Meetings were scheduled for March 6<sup>th</sup> and 12<sup>th</sup> at 2:00 P.M. at Station 11.

6. ***Discussion/Consideration/Possible Action: Annual renewal of line of credit with Wells Fargo Bank***

This is authorizing our line of credit with Wells Fargo, Navajo county request fire districts have a line of credit, should the district need to post warrants. This is a requirement for all special taxing districts within Navajo county, including school districts. Our line of credit is \$750,000; current rate would be 3.75% if we were to use it. We have not had to use it in the past; there is no cost if the line of credit is not used.

Doug Wright 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 Carla Bowen. Motion passed unanimously 4-0.

7. ***Discussion/Consideration/Possible Action: Resolution 2015-01 establishing wages for Workers’ Compensation insurance***

This is an annual renewal required for our workman's compensation insurance. Through a resolution, the Fire district determines the monthly salary amount for compensation for our volunteer firefighters, known as redshirts. The redshirt program will not likely continue, due to them being considered an employee and are entitled to all benefits that are available to employees. Previously there was a requirement by NPC for sponsorship to go through the firefighter I & II training. The district would have to provide training and equipment to see if the employee is interested in the fire service. We currently have redshirts we are sponsoring for a least one more semester.

Carla Bowen questioned the verbiage in the resolution. The resolution is from CopperPoint and meets their requirements.

The salary amount would be used to determine benefits, should a volunteer get injured.

Carla Bowen moved to adopt Resolution 2015-01 establishing wages for Workers Compensation Insurance for a volunteer firefighter at \$400.00 per month. The motion was seconded by Bob Scheuneman. Motion passed unanimously 4-0.

**8. Discussion/Consideration/Possible Action: Mid-point evaluation for Fire Chief**

Chief Morgan made statements at the time he was offered the position that he would like a review at three months and six month of his employment. He would like to formalize that process. The board members were provided with two different performance reviews for the board to consider. One is the one currently used by our department, the other was used for supervisors in other entities. Chief Morgan asked the board to provide him with some feedback and direction on additional things the board would like accomplished over the next six months.

No action was taken; the chief review will be added to March agenda. Each board member will provide a review for the chief.

**V. Summary of Current Events:**

March 31<sup>st</sup>, a Wildland preparedness meeting will be held in Show Low. Navajo County along with other major stake holders will be in attendance.

Bob Scheuneman asked what the dates for the wildland refresher course are; there are conflicting dates in the reports received. The date was changed, the refresher course will be held on April 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup>.

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

March 16, 2015, 5:30 PM

Agenda items to include:

Swearing in of new board member

Executive session for Chief review

Carla Bowen requested an update on where the department is at with hydrant testing. Would like testing procedure and if all hydrants are being tested.

Bob Scheuneman requested discussion item of Wildland preparedness for 2015.

**VII. Announcements: none**

**VIII. Adjournment-** Carla Bowen motioned to adjourn the meeting, Bob Scheuneman seconded the motion. Motion passed 4-0

Meeting adjourned at 6:45 P.M.

Respectfully Submitted

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Charlotte Williams