

Regular Meeting of Pinetop Fire Board
Monday March 16, 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, Ed Cibbarelli.

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 February 23, 2015
2. Approval of Warrants paid in February 2015
3. Approval of financial reports
4. Approval of Chief Report
5. Approval of Board chairman Report

Bob Scheuneman request financial reports be considered separately.

Carla Bowen moved to approve the consent agenda items, except the financial, be accepted as presented; motion was seconded by Bob Scheuneman. Motion passed unanimously 3-0.

Bob Scheuneman commented on the invoices from Venture electric for repairs, he would like more detailed billings, including a detailed list of items being billed for and hourly labor rate charged. Carla Bowen moved to approve the financial reports, Bob Scheuneman second. Motion passed unanimously 3-0.

IV. Board Business:

- 1) *Discussion/Consideration/Possible Action: Swearing in of board member Ed Cibbarelli*
John Rowlinson swore in Ed Cibbarelli as a member to the board.
- 2) *Discussion/Consideration/Possible Action: Review of Pinetop Fire District 2013-2014 annual audit by Kay Green, Accounting Professionals.*

Kay Green presented an overview of the audited financial statements as required by state status §48-251. The district received an unqualified audit opinion, also known as a clean opinion, which is the best opinion that can be issued per generally accepted auditing standards and government auditing standards. The financial statements along with the related disclosures, which are the representation of the fire district management, are presented fairly under generally accepted accounting principles. The financial statements also satisfy all statutory requirements. As part of the auditing procedures, test of control is performed on the district's internal control procedures over financial reporting. Revenue, cash, cash disbursements, payroll, and capital assets are tested. No deficiencies or material weaknesses were identified in the district's internal controls. A.R.S.§ 805.02, relates to budgetary and financial requirements for fire districts, the audit findings is that Pinetop Fire District has complied with those requirements.

Clarification on questions from board members, concerning compensated absences liability, asset valuation method (7-year smoothed market) used by PSPRS in their actuarial valuation, gross program revenues and their contractual adjustments pertaining to ambulance revenues, capital assets, and revenues and expenditures for year end June 2014 was provided by Kay Green.

Bob Scheuneman moved we accept the annual 2013-2014 audit for the Pinetop Fire District as submitted, Ed Cibbarelli second. Passed 4-0

- 3) *Discussion/Consideration/Possible Action: Hydrant testing procedures and update on Pinetop Fire District current status pertaining to hydrant inspections.*

Chief Morgan invited representatives from the three major water providers within our district, those being Pinetop Water District, Arizona Water Company and Ponderosa Water District. Lee Hedrick with Arizona Water was present and provided information on his system. Ponderosa Water District had a conflict, the representative left his phone number in the event that any board member would like to contact him personally. Mr. Deming with Pinetop Water District has a board meeting tonight; he provided a letter of services Pinetop Water District has provided.

Lee Hedrick from Arizona Water Company, provided the board with an overview of their water company and the areas they serve within our district, which consists of about 150 hydrants. Maintenance program includes trained personnel in hydrant maintenance, who perform the testing of the hydrants. Their budget includes funds for maintenance as well as a capital replacement budget for hydrants. Most parts that may be required for repairs are at a local warehouse, others can be obtained overnight, most of the time.

John Rowlinson inquired about our ISO rating in relationship to the water companies. Chief Morgan advised him we have not received our ISO report; however Arizona Water did provide all information required for the ISO audit.

Ed Cibbarelli asked Mr. Hedrick how often the hydrants are tested and maintained. Mr. Hedrick advised the board that their flow testing goal is to test hydrants every three years, with inspections performed annually. Their goal is to have operable hydrants, however they are mechanical and they may work one day and not the next, as they can fail.

No board action taken.

- 4) *Discussion/Consideration/Possible Action: Authorized signers for Pinetop Fire District financial accounts.*

Chief Morgan; With resignation of Scott Powell, and the addition of new board member Ed Cibbarelli there are required changes to authorized signers on our accounts. Signatures of two board members on check is the preferred practice.

John Rowlinson moved to authorize all board members, John Rowlinson, Ed Cibbarelli, Carla Bowen, Bob Scheuneman and Doug Wright, along with Chief Morgan and Charlotte Williams, as authorized signers on Pinetop Fire District financial accounts, motion was seconded by Carla Bowen. Motion passed unanimously 4-0.

- 5) *Discussion/Consideration/Possible Action: Disposal of obsolete portable radios and heart monitors*

Chief Morgan provided a brief description of what we are trying to accomplish through this agenda item. Currently board has the option of selling obsolete property through auction, donating them to a governmental entity, or disposal of the property if there is no value.

Chief Morgan intends to present an asset disposal policy for the board to review and approve for disposal of property in the future.

Two governmental agencies have requested items that have been designated as obsolete. The Motorola radios have been in storage for a long period of time; they no longer meet our needs and are not P25 compliant. The market valued of the radios is between \$90-\$200 based on an E-bay search. The town of Pinetop Lakeside would like to use these radios in their public's works division. Claysprings Fire District is interested in a Zoll M-Series heart monitor, which is no longer supported by the manufacture. The fair market search was done on the monitor as well; Boundtree provided a quote for \$500 to purchase the monitor. Chief Morgan is recommending we donate the radio to town, and negotiate the purchase of Zoll by Claysprings Fire District. Claysprings can purchase the monitor directly from us; have it calibrated to meet their needs allowing them to provide ALS services in their district.

Carla Bowen remarked that our first responsibility is to tax payer within the district; at the same time assisting neighboring department is beneficial to the community.

John Rowlinson is in favor of donating to Claysprings, which will assisting them in improving service within their district.

Chief Morgan is working on a liability release form, which will release the district of any liabilities. The

monitor will not be released until the release form is completed by Jason Moore.
Bob Scheuneman; the key word is neighboring district, our constituents could be passing through and may benefit from the service.

Ed Cibbarelli motioned to authorize the fire chief to the dispose of fire district equipment. The fire chief is authorized to donate two Motorola M1125 radios to the Town of Pinetop Lakeside and donate the Zoll M-Series Heart Monitor to Clay Springs Volunteer Fire District, with the stipulation that there is a waiver prior to the donation, Carla Bowen seconded the motion. Motion passed 4-0.

6) *Discussion/Consideration/Possible Action: Pinetop Fire District hosting "Get the Grant: Grant Writing from Conception to Completion" Course*

Chief Morgan, over last several months, has been working on a couple of opportunities within the district, one being the Fire Wise Course the other being this grant course. This grant writing program is comprehensive, in that it covers A.F.G., health and human services grants, corporate grants, and private grants. Chief presented the program to members of Northeast Arizona Fire Chief Association (NEAFA), who were interested in attending, but the cost to attend out of state would make it prohibited. By hosting this program we can provide the training at a cost of \$1000 for attendees. Pinetop Fire District would be the course coordinator, which requires upfront cost to guarantee the date for the program. Attendees will pay for the program, our cost will be recuperated. The grant writing program is focused on community improvements and is provided to non-profit organizations and governmental entities. The total cost for the program is \$27,000 the \$6,983.33 is assuring the date. Chief Morgan advised the board the Hondah will host the event for free and they may help finance this; as it helps with economic development, helps their tribal nation and neighboring communities. Hondah grant funding opportunity, could offset the cost, enabling us to offer the training at no cost to fire districts.

Carla Bowen moved to approve the expenditure to Community Systems not to exceed the amount of \$6,983.33 as requested; motion was seconded by Bob Scheuneman. Motion passed 4-0.

7) *Discussion/Consideration/Possible Action: Wildland Preparedness*

Chief Morgan this is a reoccurring agenda item. Chief prepared a brief document containing things that are occurring in regards to Wildland activities. Media Day is scheduled for March 19th, to provide overview to media on what is being done in emergency preparedness. The Fire Wise course is scheduled for April and additional course may be offered in May. Chief Morgan is working on a Western Bark Beetle grant and fuel reduction grant to off-set the cost of firewise to homeowners. He has submitted a VFA grant specifically to address public education marketing campaign with regards to firewise, Ready-Set-Go, and Red Tag Green Tag programs. He is looking at public service announcements to emphasize new FEMA programs, National Wildfire Preparedness Program and general firewise zoning program of Spring Cleanup. May 2nd there is a national campaign for wild fire community preparedness. Pinetop Fire District will be part of that national campaign.

Bob Scheuneman inquired about the meeting scheduled for March 31st. Chief Morgan stated the 31st was a tentative date; he is awaiting confirmation for that meeting from Apache County. Bob Scheuneman; P.S.A. are important to get word out, he would also like to see ads in local paper for the Firewise Course scheduled for April 11-12th.

No board action taken.

V. Personnel:

1. *Discussion/Consideration/Possible Action: Semi-Annual review of Chief Morgan*

The board man vote to discuss this matter in executive session pursuant to ARS§38-431.03(A)1

Carla Bowen motioned to adjourn into executive session for the chief review, second by Ed Cibbarelli. Motion passed 4-0.

Carla Bowen moved to come out of executive session. Second by Bob Scheuneman. Meeting returned to public session at 7:25 P.M.

Carla Bowen moved to make the semi-annual review be part of Chief Morgan personnel file. Ed Cibbarelli seconded the motion. Motion passed 4-0.

VI. Summary of Current Events:

Chief Morgan provided letters received from community members thanking the district for services

they received. Chief Morgan; this is a great reflection when community sends these letters.

- VII.** *Future Meeting Dates and Items for Future Agendas –*
April 20, 2015, 5:30 PM. Agenda items:
Bob Scheuneman; wildland preparedness to remain as an agenda item
Carla Bowen; updated hydrant report from Pinetop Water District

VIII. *Announcements:* none

- IX.** *Adjournment-* Carla Bowen motioned to adjourn the meeting, Ed Cibbarelli seconded the motion. Motion passed 4-0

Meeting adjourned at 7:27 P.M.

Respectfully Submitted

Charlotte Williams

Approved