

Regular Meeting of Pinetop Fire Board  
Monday April 20, 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 5:30 pm.

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

**II.** *Call to the Public:* Bob Stratman, Pinetop Community Association, looking forward to working with district and other associations in establishing firewise community.

**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 March 16, 2015
2. Approval of Warrants paid in March 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 be accepted as presented; motion was seconded by Ed Cibbarelli. Motion passed unanimously 5-0.

**IV.** Board Business:

- 1) *Discussion/Consideration/Possible Action: Recognizing Pinetop Community Association's achievement obtaining Firewise/Fire safe Community Status.*

Chief Morgan, PCA (Pinetop Community Association) has been working at getting their homeowner association to become a firewise community, they have achieved that.

Bob Stratman and Dick Doane were in attendance at the meeting and addressed the board. Last year association held fire wise day, all of their board members have taken the firewise course, needed to obtain their certification. They feel there is a need to educate the community on how to protect their house in the event of a wildfire, including creating a defensible space. The association working on educating their members to create a firewise adopted community.

- 2) *Discussion/Consideration/Possible Action: Presentation from Bryan Jeffries, Professional Freighters of Arizona, regarding meet and confer process.*

Allison Moseley advised the board that the meet and confer process will increase transparency and communication between management and the employee group. The organized process will build a partnership that will allow for accountability and responsibility on both sides.

Bryan Jeffries, presented the board with a meet and confer presentation, he has been involved in this process for about 15 years. Meet and confer works under a MOU, Memorandum of Understanding, governed by the elected board.

John Rowlinson asked what the timeframe would be to put the process in place. Mr. Jeffries advised the board that training would be provided first, the process could then be implemented in the fall and would be structured to overlay with budget process.

Discussion was held concerning the structuring of the process to include both firefighters and administration staff and the advantages of having the meet and confer process instituted.

Chief Morgan commented that he has been a proponent for meet and confer; he doesn't see it as a loss of control for him, as a chief. It creates an open dialog and creates ownership in an organization.

John Rowlinson commented that this is a process that needs to be considered at some point.

Ed Cibbarelli, this is a wonderful way to do business, whatever we need to do to make it happen, we need to do it.

John Rowlinson, implementation could begin after budget process is done, and get the training done.

Bob Scheuneman, how long is the training.

Mr. Jeffries advised the board there will need to be a resolution for board to adopt the process and policy,

training will be provided after that.

Doug Wright moved to proceed with moving forward with the meet and confer process; motion was second by Ed Cibbarelli. Motion passed 5-0

- 3) *Discussion/Consideration/Possible Action: Restructuring Station 11 COPS (Certificates of Participations) debt*  
Chief Morgan brought to the board previously, in November, a proposal to restructure the COPS. Wells Fargo has presented a package that provides a means of restructure our COPS. With the COPS we are currently required to file reports annually, if we re-structure with Wells Fargo, they will take on that responsibility. The proposal with Wells Fargo produces a net savings of \$959,275, with the current market conditions, allows for paying off the long term debt four years earlier. It will increase our annual capital payment by about \$60,000 dollars. If authorized to proceed, the plan is for Wells Fargo to present a finance package and what this would mean for the district, in terms of indebtedness and savings, at the next board meeting. Wells Discussion on penalties involved in paying off the current debt and some conditions of the proposal was discussed. Wells Fargo's representative will provide additional information and clarification when they present their proposal to the board, should the board elect to move forward with Wells Fargo.

Ed Cibbarelli moved to allow staff to move forward with negotiating the current COPS debt restructuring plan with Wells Fargo Government Banking Division to be present at a future or next board meeting. Carla Bowen seconded the motion. Motion passed unanimously 5-0.

- 4) *Discussion/Consideration/Possible Action: Regarding state VFA Wildland Grant.*  
Chief Morgan wrote grant to the State of Arizona Wildland VFA program for \$1,500 to increase public awareness wildfire prevention. We have been awarded us a portion of the grant to obtain fire danger signs. It is a 50/50 matching grant. \$1350 will be provided from the grant, the district cost will be \$1600.00 to purchase the fire danger signs.

Bob Scheuneman questioned if the signs will have the capability to fly a red flag? Chief Morgan advised that they will. Chief Morgan has requested bids from a local vender, has not received them back.

Carla Bowen moved to authorize Chief Morgan to execute agreement VFA 11-436 with the Arizona State Forestry Department for Wildfire Awareness and Prevention Efforts. Ed Cibbarelli seconded the motion. Motion passed unanimously 5-0.

- 5) *Discussion/Consideration/Possible Action: Wildland Preparedness for 2015 Wildland season*  
Chief Morgan provided an update on wildfire activities for the 2015 season. March 31<sup>st</sup> the county held a meeting with local stakeholder to discuss Wildland season. There will be meetings held weekly to evaluate weather conditions and fire danger conditions to determine fire restriction status. All department personnel have attended Wildland refresher course. A total fourteen personnel within the district have completed the firewise assessor's course. The district will have an electronic sign board in place a week prior to May 2<sup>nd</sup> for National Wildfire Preparedness Day.

Bob Scheuneman commented that we are facing a difficult fire season, and he feels there is not enough being done to educate the public. He commented that the U.S. Forest Service must close the forest before Memorial Day; the board needs to find way to influence the powers to make this happen. The Fire districts need to communicate that we want early restrictions and closures, not sure how we can insert our influence, but we need to communicate the need for restrictions and closures.

Carla Bowen commented that the fire chiefs need to sit down with forest service, to let them know the forest need to be closed.

Ed Cibbarelli questioned if it would it be appropriate for the board to draft a letter to provide the Forest Service addressing the board's concerns.

John Rowlinson suggested that it should be done in the form of a formal resolution.

Bob Scheuneman presented a letter he had drafted to the forest service addressing the concerns.

John Rowlinson moved to redraft Bob Scheuneman's letter as a formal resolution of the board. Ed Cibbarelli seconded the motion. Motion passed 4-0. (Doug Wright left the meeting prior to the motion)

- 6) *Discussion/Consideration/Possible Action: Changing May board meeting date*  
Chief Morgan has been selected as a candidate for a scholarship through International Association of Fire Chief's Fire Service Executive Institute, his attendance is required May 16-23<sup>rd</sup> at their conference. The May board meeting will need to be moved to another date.  
Meeting will be held May 11<sup>th</sup> at 4:30 pm

- 7) *Discussion/Consideration/Possible Action: Update on water districts hydrant maintenance*  
Chief Morgan has been working with the three water districts, AZ water, Ponderosa, and Pinetop water. Pinetop Water District maintenance program was completed last year. Chief Morgan has a meeting scheduled

for April 23<sup>rd</sup> with Mr. Robbins, with Ponderosa Water District. Chief Morgan will be touring the water district, their infrastructure to learn about their system. His previous meeting was cancelled due to Ponderosa Water having a failure in their system with a booster pump. There was discussion concerning the limitation to provide fire protection while the pump is being repaired. Chief Morgan is awaiting our ISO report to see how the various water districts were graded, as that is forty percent or our grade, to use as a means to talk to the water districts to determine what they are doing to maintain and improve their infrastructure.

8) *Discussion/Consideration/Possible Action: Budget policy and procedures*

The budget committee is seeking direction from the board members as how to address the unfunded liabilities with PSPRS. Pinetop Fire District has an abnormal number of retirees drawing from the system, and twenty-six employees contributing to the system. We have more going out of the system than going into the system. Solutions to solve this problem can be done. The 2015-2016 fiscal year there are two contribution rates, a before phase in rate and after phase in rate for 2015-16 employer rate. Those rates are a result of cases which overturned previous reform measures with PSPRS. The phase in rate is lower, allowing to pay in over a three year period, but incurs interest expense. We have elected to pay in the higher rate. Currently the district has \$3,379,000 in unfunded liabilities. There are options to pay down the liability, including paying upfront the budget amount of contributions allowing interest to be earned, offsetting some of the unfunded liability. We can also apply our premium discount instead of taking the discount and reducing contributions. Carla Bowen wanted this brought to the board for direction and how to address this in next year's budget.

Discussion was held on making annually payment, semi-annual payments or quarterly payments, and the timing of the payments.

Ed Cibbarelli not opposed of putting premium discount into paying it off, and making semi-annual payments. Would be concerned about spending money out of capital reserves.

John Rowlinson is also in favor of making bi-annual payments for next year and reevaluating the following year.

No action was taken

**V.** *Summary of Current Events:* April 1<sup>st</sup>, B shift responded to a call and provided assistance in getting the patients vehicle and dog to his home. His mother sent thank-you cards and gift cards to the crew. Letter received stating request received.

Chief Morgan advised the board he received an administrative complete letter, stating we complied with all required paper work for our rate increase to be considered.

*Future Meeting Dates and Items for Future Agendas –  
May 11<sup>th</sup> 4:30.*

*Wildland preparedness*

*Update from Water District*

*Pinetop Community Association Firewise Day.*

**VI.** *Announcements:*

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

Meeting adjourned at 7:33 P.M.

Respectfully Submitted

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Charlotte Williams