

Regular Meeting of Pinetop Fire Board
Monday August 17, 2015 430pm
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 4:30pm

Roll Call of Board Members: Board members present, John Rowlinson, Carla Bowen, Bob Scheuneman, Ed Cibbarelli, and Doug Wright present at 5:00pm

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 for the Board Meeting held on July 20, 2015
2. Approval of warrants paid in July 2015
3. Approval of Financial Reports:
4. Approval of Chief Report
5. Approval of Board Chairman Report

Bob Scheuneman had a question on an item from Warrants Paid 2015 and Financial Reports, he wished them be considered separately.

Ed Cibbarelli made the motion to approve Consent Agenda, Minutes from July 2015, Chief's Report and Board Chairman's report as presented, with the exception of Items #2 and #3 - Warrants paid and Financial Reports. Motion was seconded by Bob Scheuneman; the motion passed unanimously 4-0.

Warrants Paid, Financial Reports: Bob Scheuneman questioned the tire purchase from Discount Tire. Chief Morgan explained that Greg Chavez had been deployed to a wildland fire in Carson City, Nevada, his Incident command wrote up the vehicle for poor tire quality at the check point. Pinetop Fire District shopped for best pricing in that area, Discount Tire quoted the best price, tires were purchased and the truck then passed inspection. Our normal purchasing policy is to get price quotes locally and purchase accordingly, this was a special circumstance.

Bob Scheuneman made the motion to approve the Warrants and Financial Reports of July 2015 as presented, Ed Cibbarelli Seconded; the motion passed unanimously 4-0.

IV. Board Business:

1. Discussion/Consideration/Possible action: Approval of Auto Aid Agreement

Chief Morgan, recalling the Joint Agency IGA waiver that was discussed last Board Meeting, explained that all of the parties best interests had been addresses by Bill Whittington. This is the review and formal update of that particular agreement. It doesn't change the way we conduct operations and functions as we have done things in the past, the only differences are Timber Mesa Fire and Medical District had changed their name through merger and Heber -Overgaard Fire District requested they be included in the Auto Aid agreement primarily for the Command Officer component . This action is formalizing the policy decision through an agreement.

Carla Bowen made the motion to approve the IGA agreement for Automatic-Aid with the Heber- Overgaard Fire District, Timber Mesa Fire and Medical District, and White Mountain Apache Tribe as presented. Motion was seconded by Ed Cibbarelli; the motion passed unanimously 4-0

2. Discussion/Consideration/Possible action: Approval for Purchase of Community Relations Media Items. Chief Morgan told the board that these are items we use throughout the year for various community related events and school activities. We provide our own media and educational items specifically for these types of events, recently the Fire Wise cooperative event with Pinetop Community Association and more importantly the upcoming open house, use these products and exceed Chief Morgan's purchasing authority expense limit of \$2500.00 and therefore requires Board approval. Bob Scheuneman wanted to know how much Pinetop Fire District spent the year before and if we had used everything from last year, Chief Morgan told him it was approximately \$7000.00 but he would have to look in our reports and yes we had used every single item. This is a yearly purchase that is a budgeted line item. Carla Bowen noted the price range from company to company was astounding. RDJ had best pricing, all agreed.

Ed Cibbarelli made the motion authorizing staff to purchase public education materials from RDJ Specialties not to exceed \$6385.00 exclusive of taxes and shipping as presented. Carla Bowen Seconded the motion. Motion passed unanimously 4-0.

3. Discussion/Consideration/Possible Action: Authorization to purchase Wellness Fitness Equipment

Chief Morgan explained that this is an authorization to purchase an Elliptical Machine for Firefighter Fitness as part of our Capital Replacement Plan. Considered by the budget committee and approved by the board. This is a Precor Elliptical utilized and approved by the Navy Fitness Review Test. Originally our exercise equipment was purchased through an AFG grant in 2005 which put almost all of our equipment at about the 10 year useful life limit. Our Wellness and Peer Fitness Trainers (PFTs) implemented the Navy Fitness Test for our employees. This bi-annual fitness test gives an early indication of where our employee's fitness levels fall. There are a number of physical activities taken into consideration as well as gender, age and elevation. One of the most important activities is the 1 ½ mile run. Some people prefer to use alternative methods to reduce joint impact. The Elliptical is one of these alternatives, as is swimming, treadmill or bicycle. For the Elliptical it must be a specific model validated by the Navy, which gives our PFTs the necessary comparison conversions for the test.

Bob Scheuneman asked Chief Morgan to explain the Tier System, why it went away and why it is coming back. Chief Morgan told the board that NFPA 1500 has a safety standard with a physical element for health and wellness particular to Firefighters. Across the US approximately 100 firefighters a year were lost some to cardiovascular disease. Many times the cardiac event occurs during, directly after, or within 24 hours of an incident. The wellness and fitness initiative was developed by IAFF and IAFC to circumvent some of these tragedies.

Pinetop Fire District Firefighters did the tier system in the past, and have done Annual Physicals for years, but more recently without the Tier System, which went away due to the physician scoring system. The tier System grades from "One to four" with one being the most physically fit. A mostly healthy person in top physical shape with a low BMI and no major health Problems would probably constitute a "One or a two", however you could still rate a "two" and have a manageable health condition such as High Blood Pressure or Diabetes as long as it is managed carefully. A number "three" would indicate a high BMI which would tell our PFTs this person should begin a strict rehab program to improve his/her score. A "four" more likely would get the employee pulled from the truck and put on light duty with a rigorous health program guided by a healthcare provider and the PFTs. If he/she was unable to get to a target goal or even a "three", he/she probably would be medically retired, as they would be a risk to themselves or other employees.

We are bringing the tier system back, and using Heart Fit for Duty, a group who specializes in occupational fitness exams for public safety providers. They understand the tier system and will be counseling our people.

Bob Scheuneman asked if we had something like this in the past, Chief Morgan explained that we had annual physical examinations, but Dr. Paxman didn't totally understand NFPA 1500, he will talk to Dr. Paxman and make sure he understands and implements the system.

Carla Bowen asked at what point will we be able to rank our staff. Chief Morgan explained about the Heart Fit program which is firefighter inclined.

We are working towards October or November, and we are trying to do this exam program through our Blue Cross Blue Shield Insurance but will have to find out what is covered and what will need to be included in the fitness budget. Carla Bowen asked if we could have this on our next agenda and Chief concurred.

Carla Bowen made a motion authorizing staff to purchase a Precor Elliptical from Marathon Fitness not to exceed \$4570.30 exclusive of taxes as presented. Seconded by Ed Cibarelli, Motion carried unanimously 5-0

4. *Discussion/Consideration and Possible Action: Water Districts Cooperative Efforts*

We have put together a list of Water Districts and their Board Meetings, dates, times and places – along with contacts and telephone numbers. Chief Morgan plans to attend water board meetings to try to educate managers and board members on the importance of ISO grading, hydrant flow-testing and inspections then cooperatively testing or having the water company test their hydrants. Carla Bowen asked for a list of tested –inspected hydrants when completed. Chief Morgan explained that Arizona water and Pinetop Water are most amiable to work with and provide us with information accomplishing the flow testing. The smaller water companies like Wonderland Acres, Sierra Springs and Ski Hi have smaller infrastructure and only few hydrants which would tell us that those residential areas need a Water Tender attached any call. We are building our response system to meet those needs. Chief Morgan added that our company officers have to build this manually and it takes time to implement. Carla Bowen stated that she had wanted the water tenders dispatched immediately to those areas for years. As we begin to engage with the Regional dispatch things like this will be more readily available.

Bob Scheuneman said that his agenda had Ponderosa Water's next board meeting on September 9, 2015 and asked if the Chief Morgan could maybe attend and make a presentation, he also would like to attend to gauge Ponderosa's response. He also expressed concern for a hydrant near his home in a drainage area; he asked if it was common. Chief explained that is not unusual to place hydrants in peculiar areas. Carla asked Chief in his spare time to go and take a look at it, Chief agreed that he would. Hydrant is on Sunset Cir. This is a non-action item. No motion made.

5. *Discussion/Consideration and Possible Action: Wildland Suppression and Prevention updates*

This is a standing item requested by Bob Scheuneman. Pinetop Fire and the White Mountains have been blessed with a substantial amount of rain and a non-existent wildland fire season. However nationally the preparedness level went from a one to a five in a matter of days, it happened so quickly that the whole northern region from Flagstaff to our area was tapped for resources supporting fires in the West. To date, we have a type three in California called the Route Complex, a type six in Idaho with Captain Kenny Myers, a medical unit–EMS Director Greg Chavez in Oregon at the El Dorado Fire, Barry Green, a Division Supervisor headed out to Montana and Charlotte Williams a finance trainee out in Idaho, and at least five type 3 trucks from our area sent to California. At our last Board Meeting Dr. Wright was concerned about our Wildland Fire Revenues coming in because our initial attack was down, but the extended attack out of state incidents started and will likely go all the way through October. We have had to turn down a few orders because we are at our saturation level as a region and we should see a few more deployments this season. Bob Scheuneman asked about the 14 day cycle and wanted to know if the equipment could stay at the fire while crews re-deploy. Chief Morgan explained that the units are supposed to come back to home base to restock and refresh before going back out with a new crew, the IC could possibly request the vehicle stay and wait for fresh crew but he doubts it will happen.

This is a non-action item. No motion made.

6. *Discussion/Consideration/Possible Action: Statutory Changes Regulating Permissible use of Fireworks*

During the 51st legislature, second regular session SB 1158 was passed into law. This law was written to eliminate the regulation of consumer fireworks in the state of Arizona's counties and urban areas 365 days a year. Prior to April of 2014 we could and did restrict the sale and use of consumer fireworks. The way the law is craftily written requires action requiring local ordinances to be changed and passed in order to restrict the use and sale of consumer fireworks. This is informational only to suggest we lobby our local legislators to create ordinances promoting the restriction of fireworks during our "Fire Season" and we don't have time to lose. We must start thinking and acting on this as soon as possible. Chief Morgan brought it up now because the Town of Pinetop-Lakeside had tabled this at their last board meeting to gather more information. We probably should see it on the County agenda for the Sept. 9, 2015 meeting. He had spoken to the County Manager didn't anticipate any problems with the County getting something passed. Then the Town could follow and pass a local ordinance. Ed Cibbarelli suggested Chairman Rowlinson write a letter supporting the ordinance. Chief Morgan explained just a simple drafted letter from the Chairman would probably be effective. Chairman Rowlinson agreed to draft a letter. This is a non-action item. No motion made.

7. Discussion/Consideration/Possible Action: Implementation of a new employee evaluation process

One of the directions the board asked the Chief to take when he was hired is to consider some of the recommendations of the ECSI study for better collaborative efforts with the neighboring departments. During a Chief's lunch, Chief's Savage and Morgan found they were both working on a better, more efficient employee evaluation process. During several meetings the Chiefs, along with administration drafted a process and guidance for the evaluation process. Since this was a collaborative effort, many things were considered and improved. What the board has before them is the culmination of that effort. In accordance with this new document Brenda Tranchina was invited to help educate our Company Officers and administrative supervisors on August 10, 2015. She spent about six hours on how to do an effective evaluation, the appropriate documentation and knowledge of the guidance document for Employee Evaluations. Chairman Rowlinson commented that this document had pulled together aspects from other departments and looked to be a good program that would be useful to staff as well as employees, he said it was well put together and open to change or fine tuning along the way. Chief Morgan expressed his confidence in the document by his 32+ years of experience in the HR process of fire service. He said that the class was well received and from the comments at the Captains meeting the Company Officers liked the process very much. Chief Morgan asked for comment from Captain Watson who stated "compared to what we were using, this simplifies the process vs a page full of our opinions of the employees, this gives us greater actions." Chief Wallace concurred. Carla Bowen said this was "good guidelines", Chairman Rowlinson said he was grateful to Brenda Tranchina for coming and instructing the Company Officers. This is a non-action item. No motion made.

8. Discussion/Consideration/Possible Action: Update and Discussion on Truck Works

Carla Bowen said the Attorney General is too busy at this time to provide any assistance. Chief Morgan spoke our new Attorneys handling the judgement, the judgement corrections have been filed and by next week they should be entered into the docket. Then we will be able to pursue Truck Works and TWI 2015. Background information from the investigation showed that assets had been moved from one corporate vail to another, however they could not confirm that it was done to avert paying Pinetop Fire District. Subpoenas have been issued to the respective corporations for financial records to track chronological transactions in the creation of the new corporation. This will hopefully enable them to pierce the corporate vail, and allow us to seek garnishment from potential individuals as well as the corporations for the payment of the judgement. Once recorded Chief Morgan can then speak to the finance manager for a possible solution. Truck works was seemingly offended by the actions taken at AFDA conference. The letter we received offered a solution, but the attorneys didn't want to entertain it until all of the corrected

judgements had been filed. Carla Bowen asked if Chief Morgan had checked into the title, Chief hasn't had an opportunity yet, she also expressed her discontent at taking any discount.

Chief Morgan said we are negotiating for our tax payers and our tax payers are losing here, taking any further losses would be derelict of duty of Chief and the Board and he is not willing to do that. Chief Morgan will have more updated information for the next board meeting.

This is a non-action item. No motion made.

V. Personnel:

Discussion/Consideration/Possible Action: Annual Performance Evaluation of Fire Chief Jim Morgan

Chief Morgan has been here for little over one year, it is time for his annual evaluation. In the agreement between Chief and The Pinetop Fire Board, Chief Morgan has an annual evaluation to be eligible for a merit increase like any other employee per policy. The Board can go into executive session today or can review the information in the packet and do the evaluation next Board Meeting. The Board elected to do the evaluation today in executive session.

Carla Bowen made a motion to enter into executive session at 5.24pm to discuss the Fire Chief Annual Evaluation, Ed Cibbarelli seconded, and the motion carried unanimously 5-0.

At 540pm Carla Bowen made the motion to adjourn from executive session, Doug Wright seconded, motion carried unanimously 5-0.

VI. Summary of Current Events:

Recognition for Chad Berlin, one of our employees who is pursuing a career path in fire/arson investigation. Chad just recently passed his Fire Investigator 1 class with a 97% at the top of his class, and now is certified as such. *Congratulations to Chad Berlin*

Suicide has become out of control with Fire and EMS providers, Phoenix Fire has lost 2 or 3 members and have partnered with the 100 club to begin an aggressive approach for support for their members. Our employee group and administration have joined this effort and we are working on a web site called "firestrong.org." This includes our own EPA assessors and mental health professionals for our firefighters and EMS personnel to be able to make a confidential supportive connection, even if it is just someone to talk to. We hope in the near future to have a link on our web site.

Unisource Gas has reached out to us and we collectively engaged in a mock drill last Friday August 14th with the gas company. There is a natural gas, high pressure main that runs through Pinetop Lakeside and into the Country Club. This line provides most of the homes here with natural gas. It has on occasion relieved itself (normal operation) and it sounds like a freight train and releases an extreme amount of liquefied natural gas into atmosphere and those residential neighborhoods nearby. It is a huge issue for us and is located at Ski Hi and Buck Springs. We will be doing an after action review on the drill sometime this month.

We also have received our new Fire Marshal Command Support Vehicle which you authorized as part of our capital replacement program. We are outfitting it with the Emergency Package and some specific prevention details such as a slide out tray and canopy cover, this should take about six weeks for it to be fully operational.

Jonathon Carpenter received his Firefighter of the Year Award, he holds this title throughout the year, and the Elks Lodge is doing its Fire Fighter recognition so Jon will receive this award Saturday, August 22 at 5pm at the Elks Lodge in Show Low. There is a small cost of \$8.00 a dinner, if anyone would like to attend, please do. *Congratulations to Jon Carpenter*

Chief Morgan received his confirmation for the recommendation for the Northern Rack or Northern homeland Security Advisory Council Member; he received the confirmation today August 17, 2015. *Congratulations to Fire Chief Jim Morgan*

VII. Future Meeting Dates and Meeting Items for Future Agendas:
Update on Fitness Program, Water District, Truck Works, Fireworks Ordinances,
Bob Scheuneman requested a report on Meet and Confer Process.
Next Meeting is September 20, 2015 at 4:30pm St 12

VIII. Announcements: Bob Scheuneman heard that Captain Watson would be out on training for 2 months. Chief Explained that Rob is one of 4 going to Atlanta GA to the Fire Rescue International for one week, then to State Fire School another week where he is a coordinator and then time off, so it is a long period of time. Chairman Rowlinson commented that captain Watson has been a key component of his program at State Fire School for some time and he has had the pleasure of working with him, Captain Watson does an outstanding job. *Congratulations to Capt. Watson.*

Bob Scheuneman made the motion to adjourn the meeting, seconded by Carla Bowen, motion carried unanimously 5-0

Meeting Adjourned at 5:50pm

Respectfully Submitted

Karen Robbins