

Regular Meeting of Pinetop Fire Board  
Monday April 16, 2018  
Pinetop Fire District Station 110  
1845 S. Pine Lake Rd, Pinetop AZ 85935

**I. Call the meeting to Order:** John Rowlinson called the meeting to order at 500 pm

**Roll Call of Board Members:** Board members present, Ed Cibbarelli, John Rowlinson, Carla Bowen and Ronny Deming, Doug Wright came in at 5:15

**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 March 19, 2018
2. Approval of Warrants paid in March, 2018  
Ronny Deming Made a motion to accept the Consent agenda, Carla Bowen seconded, Motion carried 4-0

**IV. Personnel**

1. **Discussion/ Consideration/Possible action re:** possible vote to go into executive Session pursuant to A.R.S. § 38-431.03 (A) (1) for legal advice re: Fire Chief Jim Morgan's semi-annual evaluation review.  
Move to go into executive session by Carla Bowen, Seconded by John Rowlinson, motion carried 4-0.

Executive session 10 minutes.

Upon returning to regular meeting nothing further was discussed.

**V. Board Business:**

1. Discussion/Consideration/Possible action: Presentation of the March Financial reports by *Melissa Tomlinson*

Melissa Tomlinson summarized the financials, she said that we are pretty much on budget with most items, and close on the others.

Total Revenue is under budget, driven by the timing of tax receipts.

Non-tax Revenue is right at budget at this time

We were over on Wildland Revenue for the month as well as for Ambulance Revenue

We are trending under for Grant Revenue there is a bill Chief Morgan has prepared for \$132,000.00

Total Expense was also under for the month

We were over budget on Personnel - worker's comp and physicals come through in March.

Buildings and Land expenses were pretty much right on budget

Vehicle and Equipment were over budget for the month by \$3800.00 due to repairs and maintenance mostly.

Computers and I.T. expenses were over budget

Travel and Training expense is right on budget. Managerial is over, probably due to timing of liability payments.

Grant expense was also under.

Year to date total Revenue is over budget by \$234,000.00 combined with Tax Levy Revenue which is also over budget. We were under for the **month** but trending over for the **year**. \$133,000.00 of that is related to Non-Tax revenue, the majority of that is due to Wildland season which was a little over \$350,000.00

Total Expenses yearly expenses were under budget for the month.

Yearly personnel expense is over partly due to Wildland Wages and with that comes the ERE or related expenses.

Buildings and Land expenses are right on budget.

Vehicles and equipment are a little bit over budget. We were over on fuel, and repairs,

Year to date Communications and I.T. running a little under budget, the dispatch bill has been a little slower this year.

Travel and training are over, probably due to state wildland travel expense. We are however slightly under for our training expense.

Year to date Managerial expenses are over budget possible due to accounting related and also the liability payments.

Yearly Grant expenses are trending under due to some grants we were awarded.

Year to date graph shows personnel at 81%-- operation at 12%--managerial at 5%-- and capital lease and debt at 2%.

Our cash position at this time of year over year; we are a little over on our CASH but a lot over on other assets. We are still owed some wildland receivables.

Chairman Cibbarelli noted that Doug Wright had entered the meeting.

Ronny Deming asked about the Ambulance repair expense, Chief Morgan explained that one of the crew members put DEF in the Diesel tank and it is a very costly mistake. We were already over about \$11000.00. Chief Morgan not only did we have a problem with the ambulance but we also had an extensive annual service on our engine that needed pump work which put us another \$11000.00 over. The good news is that it has been repaired and did not cost what was projected for a replacement pump.

Chief Morgan stated that we plan for emergencies like this and ways to cover them.

Carla Bowen asked about planning for a hydrant or two and how these amounts could affect that, Chief Morgan explained that PFD can still make some policy decisions for hydrants in the future if that is what you want to do. Chief Morgan I would bring a proposal to you when the time comes. We are beyond the scope of this particular subject as it is not on the agenda.

Melissa Tomlinson began her update on the budget process, she explained that everything was about to be finished, all that was lacking are the "unknowns" such as liabilities, insurances and worker's compensation.

Chief Morgan asked if there were any other items or processes the board may have to let him know before the next budget meeting.

Doug Wright asked about Personnel and it is always budgeted lower maybe it should adjusted up.

Melissa Tomlinson explained about averaging out three years and how the wildland fire season always plays a big role, after averaging this year we should be closer in budget than in past years.

Carla Bowen made a motion to approve the financial reports as presented, and Ronny Deming seconded the motion. Motion passed unanimously 5-0

2. *Discussion/Consideration/Possible Action re: Adoption of Resolution 18-04 Call for Board Member Elections*

Chief Morgan addressed the board and explained that we have two positions up for election this year. PFD just needs to have a resolution to authorize the Navajo County Service office to

administer and conduct the elections for PFD. These elections would take place on November 6, 2018. The district has budgeted for the election process we would expect the cost to be approximately \$8000.00, which is usually based on voter turnout.

Carla Bowen moved to approve resolution 2018-4 calling for the election of two Pinetop Fire District Board Members and authorizing Navajo County to conduct the election during the November 6, 2018 general election in accordance with election Law. Seconded by Ronny Deming, 5-0

**VI. Summary of Current Events: Fire Chief and Board Chairman Report.**

Chief Morgan stated that you have the monthly report in your packet. He discussed the unusual wildland fire season and how we are beginning an early season this year. He discussed possibly going into Stage 1,2 and 3 sooner than later. He explained that it is all of Arizona that has implemented restrictions and not just Pinetop Fire District.

No Chairman report, but he thanked everyone for the budget meeting and asked people to attend. Chief Morgan requested that if any board member other than committee members had a desire to attend we will have to post a notice. Mr. Whittington explained that if the budget committee was appointed by the board posting was required. He also talked about the Arizona Firewise summit held at Hon Dah.

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

Future Meeting date is May 21, 2018

**Announcements:** None

**VI. Adjournment-**

Motion to adjourn by Carla Bowen at 5:40, seconded by Ronny Deming motion passed unanimously 5-0.

Respectfully Submitted

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Karen Robbins