

Regular Meeting of Pinetop Fire Board
Monday February 26, 2018
Pinetop Fire District Station 110
1845 S. Pine Lake Rd, Pinetop AZ 85935

I. Call the meeting to Order: Ed Cibberalli called the meeting to order at 5pm.

Roll Call of Board Members: Board members present, John Rowlinson, Ed Cibbarelli, Ronny Deming and Doug Wright. Carla Bowen was excused. Chief Morgan attended by conference call.

II. Call to the Public: Bill Brown with Brown's Tree Service told the board he would like to bid on all technical and non-technical jobs with the district. He would also like his company to turn bids into a 3rd party- disinterested group. Chief Morgan, Chief Wallace said at the board's discretion we would discuss the concerns at the next board meeting. Chief will check on the grant provisions with the state of Arizona.

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 22, 2018
2. Approval of Warrants paid in January of 2018
3. Approval of the Board Meeting Minutes from the September 18, executive session.

John Rowlinson made a motion to approve the consent agenda from the January 22, 2018 meeting. It was then brought to light that there were copies of the September Executive Session Minutes for everyone to review and approve. John Rowlinson amended his motion to review the executive session meeting minutes at the end of the meeting.

John Rowlinson made a motion to table item 3 of the consent agenda until the end of the meeting. Seconded by Ronny Deming, Motion carried unanimously 4-0.

IV. Board Business

1. Discussion/Consideration/Possible action: Presentation of the January Financial Reports by Gabe Buldra

Gabe Buldra explained that they had the W2s finished and he would give them to Karen Robbins to hand out to the crews. He explained that they are looking to address the problems that have occurred since implementation of ADP Payroll system.

Gabe Buldra then summarized the financials, he said that we are pretty much on budget with most items, and close on the others.

Total Revenue is over budget, probably due to tax-levy revenue and timing of collections. Non-tax revenue is slightly under.

Total Expenses were under for the month, personnel expense is a big part of that from timing of health insurance premiums, but all are trending on budget for this time of year.

Vehicle Expense is over budget due to fuel and EMS Supplies for the month.

Year to date total Revenue is over budget combined with Tax Levy Revenue which is also over budget. Non-Levy Revenue is also over budget which is related to Wildland Fire.

On the expense side, utilities and communication are right on budget. Managerial expenses are close to budget.

Capital Lease and grant expenses are under budget. We are trending under in grant revenue and expenses.

Operational expenses are under again due to timing of uniform purchases, PPE's ect.

Year to date total revenue is over budget but the majority of that is due to non-tax levy and Wildland fire revenues.

Most items are trending well within the budget; some are a little over and some a little under. Personnel is over which again is mostly timing of the health insurance payments and wildland fire wages.

Vehicles and Equipment expense are over due to EMS Supplies and fuel.

Training and Travel are over budget and that is where we have the reimbursed wildland expenses.

Going into our budget season obviously personnel is our biggest driver.

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 at \$3.3 Million compared to the \$2.8 Million last year.

Our other assets have also increased from \$6.9million last year to \$8.4 million this year.

Liabilities have increased from \$9.7 to \$11.2 due to GASB and Pension requirements.

Doug Wright made a motion to approve the financial reports as presented and John Rowlinson seconded, Motion passed unanimously 4-0.

2. Discussion/Consideration/Possible Action re: Adoption of Revised Work Schedule Policy

Chief Wallace; over the last few months we have had some challenges with our payroll schedule. Currently the schedule runs Friday at 0800 to the next Friday 0800. We experienced problems due to scheduling, reserves staffing, and overtime while on wildland fires. For example, we had crews from Timber Mesa Reserves on our truck and they had a Pinetop Reserve, our calendars are not in line and are off by about a week which makes payroll for wildland tedious and time consuming. It also creates a problem with the Fuels Crews and their overtime.

The proposal aligns Admin, Fuels crews and Suppression to have a typical work week. John Rowlinson asked if we would have the same payroll dates as Timber Mesa? Chief Wallace said yes, this is one of the reasons we are changing since we share reserves. The dates are not set in stone as coordination with the employee group will be done to coordinate their payroll needs.

Doug Wright made a motion to adopt the revised work schedule for administrative, non-shift and suppression personnel as presented. Seconded by Ronny Deming, Motion carried 4-0.

3. Discussion/Consideration/Possible Action: Staff recommends authorization to enter a banking relationship with National Bank of Arizona for a commercial business checking account as presented.

Chief Wallace, this is for our banking relationship with National Bank, we would like to move our business to National Bank of Arizona. They actually need a formal resolution to execute the account. This will establish a checking account and allows for district business banking functions and the ability to make payment transfers on the account credit card. In addition, we can make transfers of cash back to our credit card transactions. At the last meeting we discussed the banking signature form. When the NB staff member left they shredded all of our documents. We need to get them redone so we can enter into our agreement.

Ronny Deming made the motion to adopt resolution 18-2 to authorize the Fire Chief to execute a banking relationship with National Bank of Arizona for a commercial business checking account as presented. Seconded by Doug wright, Motion Carried unanimously 4-0

4. Discussion/Consideration/Possible Action re: Approval of Purchase of Electronic LED Sign awarded from a SAFER grant to Stewart Signs not to exceed \$20, 019.56

Chief Wallace; Pinetop Fire District was selected for a SAFER grant award of \$37,500.00 for a fixed Electronic Sign and personal protective equipment. Chief Morgan added that this grant is fully

reimbursable for the sign and equipment. We are required to use the sign for 75% of the time for the retention and acquisition of reserve firefighters. The other 25% of the time for safety messages and relevant information to the public such as no burn days, red flag and other important community messages. Doug Wright and Ronny Deming asked where the sign would be stationed, Chief Morgan said it would be located on the corner of Pine Lake Rd and 260 where Station 11 has the fire hazard sign is currently. John Rowlinson was also worried about hacking capabilities, Chief Morgan told him that we have firewalls and our IT person would be involved to make sure that didn't happen. John Rowlinson repeated that he hoped we could have really good protection from hacking. Chief Morgan will follow up on sign security.

Ed Cibbarelli asked if we are receiving \$37,500.00 then are we are only spending \$20,000.00? Chief replied that the remaining funds are for PPE.

Doug Wright made the motion to authorize staff to purchase a fixed Electronic LED sign from Stewart Signs not to exceed the amount of \$20,019.56 exclusive of shipping and taxes as presented. Seconded by John Rowlinson, motion passed unanimously 4-0.

5. Discussion/Consideration/Possible Action: Alternative Revenue Generation from cooperative Wildland Agreement and expansion of EMS assignment activities.

Chief Wallace, over the past year we have had number of assignments that have broadened our scope of wildland service. Line medics and line medic teams, ALS Bags, BLS Bags, UTV and other equipment. We would like to start a REM Team (Rapid Extrication Medical Team) it is like a EMT on steroids. We would get airbags and extrication equipment and be able to provide a higher level of care. Cory Esparza, Omar Apodaca and Rob Watson will be providing some of the Rope Rescue Training. If we could do one assignment it would probably pay for the program, if we had ten we surely would have a profit. Chief Morgan added we will treat this as a business for alternative revenue, as one of board directives. The REM program will cost approximately \$30,000.00 which we will fully recover in approximately 2.5 assignments. The UTV will also rescue on the trail systems in the community. We have had a need for a UTV several times and didn't have one relying on a private citizens UTV. We also want expand our cooperative agreement for this REM Team. John Rowlinson asked if we have the money to do this, Gabe Buldra answered yes we do and from our collection from wildland we will be more than able. John Rowlinson questioned training expenses. Chief Wallace replied that we will keep cost under control and we will be sure that the training is delivered on shift reducing overtime. The trainer will incur overtime. There will be a slight increase in training expenses but the overall expenses will be reimbursed over time. We can use some of the training and equipment in other aspect of the district as well it will be a double asset to the community and surrounding area.

John Rowlinson noted that we did have a rope team and rescue equipment, Chief Wallace told him that we went through all of it and we actually had some we can still use. We will use the current equipment where possible and replace items that can't. Most of our crews have rope rescue and technical rescue training. Ronny Deming noted that we used to have a rope and technical rescue before and thinks it is a good idea.

Chief Morgan we need to ensure that a TRT team is proper training and equipped by having a REM team program we can have a funding source business type proposition for alternative revenue.

Ronny Deming made the motion authorizing the fire chief to add additional services and equipment to the DFFM cooperative agreement as presented. Doug Wright seconded, motion carried unanimously 4-0

6. Discussion/Consideration/Possible Action: Selection of Board Members for the 2018/2019 Budget committee:

Chief Wallace, as part of the budget process we need board representation. There was some discussion and Ed Cibbarelli and John Rowlinson agreed to be the committee members.

Doug Wright made the motion to appoint board members Ed Cibbarelli and John Rowlinson to represent and provide board direction on the 2018-2019 budget committee.

- 3) Approval of the Board Meeting Minutes from the September 18, executive session.
John Rowlinson made a motion to accept the Minutes from executive session and to accept the consent agenda as presented. Seconded by Ronny Deming, Motion passed 4-0

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

Chief Wallace, currently there is the award for Danny and Allison. Annual physicals for crew members will be conducted starting February 26th through March 9th. Chief Wallace and Morgan conducted member reviews for position qualifications workbooks for Chad Ashcraft.

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

Future Meeting date is March 19th 2018.

Announcements: The Gordon Graham Symposium March 1st
Maybe planning an employee appreciation dinner tentatively on April 6th or 7th.

VII. *Adjournment-*

Motion to adjourn by John Rowlinson at 6:05, seconded by Ronny Deming motion passed unanimously 4-0.

Respectfully Submitted

Karen Robbins