

Regular Meeting of Pinetop Fire Board
Monday January 22, 2018
Pinetop Fire District Station 12
5976 Buck Springs Rd, Pinetop AZ 85935

I. Call the meeting to Order: Ed Cibbarelli called meeting to order at 5:05pm

Roll Call of Board Members: Board members present, Ed Cibbarelli, Doug Wright, Ronny Deming and John Rowlinson, Carla Bowen not present

II.

III.

Call to the Public: None

IV.

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 Board Meeting Minutes from the December 18, 2017 Meeting
2. Approval of Warrants paid in December 2017
3. Approval of Board Meeting Minutes from the September 18, 2017 Executive Session

Chief Morgan If board did not review copy of executive minutes from the September meeting; we should postpone approval until next meeting. Board all agreed.

Ronny Deming moved to approve the Consent Agenda and warrants and to postpone item #3 for next meeting, John Rowlinson seconded, Motion carried 4-0

V.

Board Business

1. ***Discussion/Consideration/Possible Action re:*** Presentation of September Financial Reports.
Melissa Tomlinson, presentation of the December 2017 Financial Reports.

Total Revenue is over budget, the majority of that is tax revenue coming in earlier than budgeted. Non-tax revenue was slightly under. We are over on wildland revenue and under on grant revenue as well.

Total Expenses were under for the month, personnel expense is a big part of this area and was actually under for December, the big variance here is probably the PSPRS we started making some of those payments and burning through the credits.

Vehicle Expense is under budget due to timing of repairs and maintenance.

Utilities and Communication are right on budget.

Managerial is almost right on budget,

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

Operational Expenses are under, again due to timing of uniform purchases, PPEs, ect.

Year to date total revenue is over budget by about \$217,000.00 but the majority of that is due to non-tax levy and the wildland season that we have had. We are over where we were last year.

Total Expenses were under budget, possibly having to do with grant expenses.

Tax Levy year to date is under for the year but trending ahead of where we were as last year. Possibly because tax collections are coming in sooner than last years did.

Non-Tax Revenue is over by \$221,000.00, we are under on grant rev but over on wildland revenue.

Personnel Expense is over budget year to date, but again this is from Wildland Wages being high this year.

Vehicles and Equipment Expense is over budget mostly fuel related which is likely due to wildland fires.

Utilities and Communication were under - trending close to last year, we just made our dispatch payment which brought this area up to about last year's trend.

Managerial Expense for the year is under due to training expenses being under in comparison to last year and lower attorney fees for vehicles and Administrative issues.

Capital lease and grant expenses are under budget, probably timing of grant payments.

Operational is over budget in part due to state wildland travel expenses.

Year to date graph shows personnel at 82% --operational at 10% -- managerial at 6% and capital lease and debt at 2%.

Year over year our balance sheet is over by this time from last year, probably due to collections of taxes compared to last year. Other assets are higher because of Wildland, and PSPRS credits we must make next month.

Total liabilities are also over because of PSPRS interest liability and those payments we are beginning to make. The PSPRS credits are caught up and we are now making regular payments. You will see a bump in these types of expenses probably next month.

John Rowlinson asked why the taxes came in a little early, Chief Morgan answered that we just don't get an explanation from the County. One explanation is possibly people are doing better with the economy and paying their taxes a little earlier.

Chief Morgan explained that there would be another indirect budget item coming due soon, the PSPRS interest payments. He described the pay out and that the board would see the payments in bill.com. The employees will be provided a W9. He noted we should see these PSPRS payments next month.

Ronny Deming made a motion to approve the financial reports, Doug Wright seconded Motion passed unanimously 4-0.

2. **Discussion / Consideration/Possible Action re:** Review of a financial policy change for Purchase Order Procedures. Chief Morgan; this is a change due to the Audit findings. After Beach and Fleishman finished the audit and wrote their findings. they recommended that we develop a procedure to streamline our purchase policy.

Melissa Tomlinson and Gabe Buldra explained the new policy and requirements for firefighters, captains, project managers and personnel. They explained the amounts requiring POs, who would do them, and when and how to get bids.

Melissa explained how the old policy worked and why it did not work –how trying to get a PO for every purchase left room for policy breaches, it was becoming impossible to secure a PO for say a \$2.00. nuts and bolts purchase. There were some questions concerning the amounts and if other departments were comparable. Chief Morgan explained that Attorney Bill Whittington had no questions or concerns about this policy. He told them that bids were necessary for some purchases, but sealed bids aren't required. This policy would supersede all policies before it.

Doug Wright made a motion to approve the recommended proposed financial and PO policy with amendments as presented. Seconded by Ronny Deming motion passed 4-0

3. *Discussion/Consideration/Possible Action re: Section 218 Agreement.*

Chief Morgan; when PSPRS added the tier 3 group, the state began researching the 218 agreements and causing districts to prove they actually participated in a qualified agreement. For whatever reason the Social Security Administration could not find anything on file that supported Pinetop Fire District's claim that we participated in a waiver for FICA responsibility. He explained the timeline and how he researched archived information back to 1981. Chief Morgan explained that we have finally proven we do have a 218 agreement and are not financially liable for any past or future SS liabilities.

No board action, informational only.

4. *Discussion/Consideration/Possible Action re: Donation of obsolete radio equipment to NPC*

Chief Wallace attended a meeting at NPC where they identified the need for portable radios for training. Knowing that we have a surplus of Radios with the grant and the ones we need to dispose of not being P25 compliant, they are no use to us so we could donate them to the college and do us both a favor. The radios are only worth about \$100-\$200.00 each, the college would most likely part them out to create a few workable ones for training firefighters and police officers, so we put together a donation process for the radios. John Rowlinson asked if we can donate them if they were purchased by a grant? Chief Wallace; explained that they were purchased in 2008 by a Tohono Odom Grant which has since expired, so therefore we do not have any restrictions. Chief Morgan; it was a non-federal or state grant and they don't put restrictions on disposal.

Attorney Bill Whittington developed a form of release that will protect the District for transfer of an asset to someone in the business who will use them. The law doesn't require this, but it will be an added layer of protection for the district.

Chief Morgan; Ronny Deming as the clerk can come in and sign the release at the district office.

Ronny Deming made a motion to authorize the fire chief to dispose of obsolete Fire District radio equipment by donation to NPC Fire Science Program and that he be authorized to use the appropriate release as approved by Legal - Council and that the board be authorized to execute resolution # 18-01. Seconded by John Rowlinson, Motion passed unanimously 4-0

VI. Summary of Current Events:

Fire Chief Report nothing really to report but the AFDA conference.

The VFW presentation for FF and EMT of the Year.

John Rowlinson pointed out that there were three structure fires in the last month.

2. Board Chair Report, None,

VII. Future Meeting Dates and Items for Future Agenda

1. February 26, 2018 Chief Morgan will be at the NFA and conference call into the meeting. Chief Wallace will run the meeting. There isn't very much for the next meeting, the agenda and maybe a couple of items.

VIII. Announcements

The VFW will present Firefighter and Paramedic of the year on the 1st of February at the Pinetop/Lakeside council meeting. Chief will get information for them. Allison won't be in attendance. She will be presented her award at the next board meeting.

IX.

Adjournment: Ronny Deming made a motion to adjourn at 6:05 PM, seconded by Doug Wright
motion passed unanimously 4-0

Respectfully Submitted

Karen Robbins

Approved