

Regular Meeting of Pinetop Fire Board  
Monday March 19, 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 5:00 pm

**Roll Call of Board Members:** Board members present, John Rowlinson, Doug Wright and Carla Bowen. Ed Cibbarelli was supposed to attend by conference call but wasn't able to attend and Ronny Deming was excused.

**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 February 26, 2018
2. Approval of Warrants paid in February of 2018  
Doug Made a motion to accept the Consent agenda, Carla Bowen seconded, Motion carried 3-0

**IV. Personnel**

1. *Presentation of District VFW Firefighter and EMT of the year awards to Captain Danny McNeil and Allison Moseley by Mr. John Beeler.*  
Allison Moseley was presented Firefighter of the year. Danny McNeil was presented EMT/Paramedic of the year. Then Mike Camry also from VFW presented Danny McNeil with the National award for FF/EMT for Exemplary service, esteem core values and high degree of admiration and courage. Congratulations Allison Moseley and Danny McNeil. Congratulations to Danny McNeil for winning the National award. They are both wonderful reflections of our department for our community.
2. **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.  
Carla Bowen suggested the Chief's review be tabled until all members were present. All Agreed. Tabled until next meeting.

**V. Board Business:**

1. Discussion/Consideration/Possible action: Presentation of the February 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, probably due non-tax revenue which is also under. Tax Revenue is over at this time, probably due to tax collections being a lot quicker than the last three years.

Total Expenses were also under for the month,

Buildings and Land were under, mostly due to timing of interest payment for the COPS.

Vehicle Expense is over budget, but slightly under on turnouts for the month.

Computers and I.T. are also under budget.

Travel and Training are under, employee training is down for the month. Managerial is over probably due to public education for some upcoming promotional items.

Grant revenue is also under – when we start seeing those reimbursements come in it will start to balance out.

Year to date total Revenue is over budget by \$269,000.00 combined with Tax Levy Revenue which is also over budget. Non-Levy Revenue is also over budget which is related to Wildland Fire. Wildland Fire is actually over by \$469,000.00.

On to the expense side, Expenses were under budget for the month.

Personnel expense is over, cause being wildland fire wages, plus we had the Public Safety expenses. Buildings and Land are right on budget.

Vehicles and equipment are a little bit over budget. We were over on fuel, and EMS Supplies, but over on revenue also.

Communications and I.T. are over budget

Travel and training are over, probably due to wildland travel expense.

Managerial expenses are under but will probably trend closer as we spend money for promotional items.

Grant expenses are trending under and have been for all 3 years.

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 pretty close to last year.

We have \$480,000.00 in wildland receivables and we have some grant receivables due.

There were no questions from the board.

Doug Wright made a motion to approve the financial reports as presented, and Carla Bowen seconded the motion. Motion passed unanimously 3-0.

## 2. Discussion/Consideration/Possible Action re: 2018/2019 Budget adoption

Chief Morgan talked to the board about the upcoming budget committee meetings. He mentioned who is on the committee from the Board, Ed Cibbarelli and John Rowlinson, along with the representatives from the labor committee. Melissa Tomlinson has the budget shell about 80% completed. Last year we used our own budget shell, but Melissa has made a better one with more accurate oversight. April will be a workshop maybe meeting again in May finalizing changes & requests, looking to adopt tentatively at June 18 board meeting. Chief wants to check on Vendors and other places to save money. They discussed the new IT people and also some replacements, the Pump issues came up and that maybe we need to start talking about a new Engine. We definitely need a new Command Vehicle to take folks to trainings and fires, we are down a vehicle – S110's engine blew up on the way to the valley. They discussed taxes and capital replacement. With the new budget shell from Melissa Tomlinson it should be a smoother process to see changes easily. Thank you, Melissa Tomlinson for your hard work.

Informational only, no board action.

## 3. Discussion/Consideration/Possible Action re: Current AFDA Legislative Issues.

Chief Morgan directed them to the packet and explained that this item is from a request from John Rowlinson. He discussed several things that are important to Fire Departments that are currently going through the Legislature. For Example, HB2562 which would require Fire Districts to post response times on their websites- Chief Morgan explained this could have financial impact to the district, having someone to do the work. There was legislation concerning Pension Reform and HB1268 which would cause additional revenue impacts in a district. There was discussion about some of the other items on the list. HB2501 which would increase Workers Compensation costs for employees who suffers from PTSD.

After some discussion, Chief Morgan explained that they all are important and would cause financial impact one way or another so it's very important to follow what is going on.

Informational only, no board action.

4. Discussion/Consideration/Possible Action re: Adoption of Resolution 1803 to request an Increased amortization period PSPRS.

Chief Morgan; Discussion about the PSPRS Pension reform specifically HB2485 - PSPRS administrative bill that was signed into law. We can vote to extend our current 20 year schedule to a maximum or 30 year schedule. This change would allow us more flexibility to manage the cost of our unfunded liability. Chief explained comparing it to getting a mortgage for 30 years instead of 15 years and how it would impact financial liability. By adopting this resolution it will give us some financial flexibility to manage unforeseen economic impacts in the future as a result of pension changes.

Carla made the motion to adopt resolution 18-3 increasing the Pinetop Fire District's PSPRS amortization schedule from 20 years to 30 years as presented. Seconded by Doug Wright, motion passed 3-0.

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

Fire Chief Report, Chief Morgan; Personnel recognition, Chad Berlin received his Bachelor of Science degree Suma Cum Laud with a 4.0 very good distinction. It is a great honor and very good for our district. Chad has worked very hard. Congratulations Chad Berlin what a great accomplishment.

Chief Morgan, also we briefly talked about losing our S110 on the way to Wildland Academy. So now we are having a shortage of vehicles. He also touched on wildland academy and National Fire Academy.

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

Future Meeting date is April 16, 2018.

Next Meeting we will have the Fire Chief Evaluation, budget committee, and dates to work in April. Melissa will be remote for the budget meeting.

Doug Wright asked about an employee appreciation dinner and maybe coming up with some dates.

**Announcements:** Mr. Ed Cibbarelli and Mr. John Rowlinson will be on the budget committee. They can report back to the board.

VI. **Adjournment-**

Motion to adjourn by John Rowlinson at 6:05, seconded by Carla Bowen motion passed unanimously 3-0.

Respectfully Submitted

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Karen Robbins