

Regular Meeting of Pinetop Fire Board
Monday April 21, 2014, 4:00 pm
Pinetop Fire District Station 120
5976 Buck Springs, Pinetop

Members Present: John Rowlinson, Carla Bowen, Bob Scheuneman, and Scott Powell. Doug Wright was absent

I. Call the meeting to Order: John Rowlinson called the meeting to order at 4:30 pm.

Roll Call of Board Members: Board members present, John Rowlinson Carla Bowen, Scott Powell, Bob Scheuneman

II. Call to the Public: Greg Chavez addressed the board requesting the board to get the chief hiring going.

III. Chairman Report: John Rowlinson updated the board of his activities as Chairman since the last board meeting. His report is attached.

IV. Consent Agenda

1. Approval of Minutes for March 17, 2014 regular Board Meeting and executive session and April 3, 2014 Special board meeting:

Carla Bowen moved to accept the board minutes as amended, Bob Scheuneman seconded the motion. Motion passed unanimously 4-0.

2. Approval of Warrants paid in March 2014:

Carla Bowen moved to approve the warrants as presented, Scott Powell seconded the motion. Motion passed unanimously 4-0.

3. Approval of financial reports:

Carla Bowen moved to approve financial reports as presented and authorize signatures, Bob Scheuneman second the motion. Motion passed unanimously 4-0

V. Consent Agenda / Board Business

1. Discussion/Consideration/Possible action: Review results of Fire Chief Candidates screening from Arizona Fire District Association and designation of candidate finalists.

The board may convene into executive session in regards to this agenda item for discussion and consideration of records exempt by law from public inspection pursuant to A.R.S. section 38-431.03(A)(2)

Carla Bowen moved to go into executive session, Bob Scheuneman seconded the motion. Motion passed unanimously 4-0. Board adjourned into executive session at 4:44pm

Scott Powell moved to return to public session, Bob Scheuneman second the motion. Motion passed unanimously 4-0. Board reconvened into public session at 5:26 pm.

The board has reviewed the results of the fire chief candidate screening. There were four finalist interviewed. Carla Bowen moved to do final interviews with candidate #4 & #2. Scott Powell seconded the motion. There was no discussion Motion passed unanimously 4-0.

The final candidates are William Dugger Hughes, Assistant Chief of Northwest Fire district. He has extensive back ground in Wildland fires. The other candidate is James Morgan, Assistant Chief with Casa Grande Fire Department with strength in the medical field.

2. Discussion/Consideration/Possible Action: Setting time and dates for interviews of finalists for Fire Chief position with Fire District Governing Board and/or meet and greet with the public.

Scott Powell would like to move forward as quickly as possible, suggestion of two weeks from now, with final selection at the May board meeting. Bob Scheuneman suggested the interviews being conducted in the afternoon, with the meet and greets to follow. Discussion on possible dates the

week of May 5th Two interviews and meet and greets will be conducted, one for each candidate. Discussion was held if interviews would be done in executive session or public. Jason Moore recommendation at this time is to conduct the interviews in public session.

Carla Bowen moved to conduct interviews on May 7th and May 9th with interviews conducted at 2:00 pm and meets and greets at 6:00pm at Station 120. Scott Powell seconded the motion. Carla Bowen amended the motion to include hotel expense for one night a PerDiem of one hundred dollars and standard IRS mileage charge per candidate, motion was second by Scott Powell. Motion passed unanimously 4-0.

3. Discussion/Consideration/Possible Action: Intergovernmental Agreement for the Creation of a Consolidated Dispatch Center in Navajo County, Arizona

Chief Watson informed the board that the IGA agreement is for research, consideration and development of a consolidated dispatch center. Bill Whittington is reviewing the IGA for several districts including Pinetop Fire District. We have not received any information from Mr. Whittington to date. Jason Moore informed the board that this IGA is not ready to be acted upon tonight. It should be ready by May 19th board meeting for action. When action is taken it will be a commitment the district considers the consolidated dispatch concept. At this time the center would be ran out of Holbrook. The district will have representation on the governing board through the North Eastern Fire Chief Association. The purpose the consolidated dispatching is to provide unified dispatch procedures. Currently there are nine fire districts, the city of Holbrook and Navajo County involved. No action was taken on this agenda item.

4. Discussion/Consideration/Possible Action: Resolution 2014-02: Authorizing Intergovernmental agreement with Navajo County for Election Services

The district has two board positions that are up for elections this year. There is no additional cost to have Navajo County run the elections for the district. Carla Bowen moved to approve Navajo County run the election for the district. Scott Powell seconded the motion. Motion passed unanimously 4-0.

5. Discussion /Consideration /Possible Action: Direct Staff to post on the website approved minutes of all meetings, within 10 days of approval, effective with the minutes approved at the April 21, 2014 meeting.

The executive session minutes would be excluded. Scott Powell moved to approve the posting of the minutes to the website, Bob Scheuneman seconded the motion. Motion passed unanimously 4-0.

6. Discussion / Consideration / Possible Action: Direct to develop a formal purchase policy for all purchases exceeding \$25,000 to include approval of specifications by the Fire Board, bid process and a contract for the purchase by the Fire Board.

John Rowlinson brought this item to the board, to formalize a purchasing process for purchases over \$25,000. The policy which would be brought before the board at the May meeting for approval. Scott Powell asked Rob Watson his thoughts. Chief Watson stated he understands the purpose of the policy, but has concern that this would push to have the cheapest bid accepted which may not be the best option or best choice. He is also concerned about the limitation of emergency purchases. Jason Moore stated the bid process does not require the board to purchase the cheapest priced items. It would allow specific parameters of the bids to be established as needed. Jason Moore can assist the district in the drafting of a policy. Carla Bowen moved to have staff draft a purchase policy, Scott Powell second motion. Motion passed unanimously 4-0.

7. Discussion / Consideration / Possible Action: Purchase/Lease of Multi-function Copiers.

Options were presented including leasing of used and new copiers. The used Sharp copiers would require a onetime fee then monthly fee for maintenance and toner based on number of copies produced. The lease for the new copiers includes a monthly lease payment and a monthly fee based on copies produced for maintenance and toner. Over a period of five years the used copiers would be the least overall cost for the department. Leasing copiers will provide a lower overall cost for a 5-year period then purchasing a copier. Scott Powell moved to approve the leasing of the used copiers; motion was seconded by Bob Scheuneman.

Motion passed unanimously 4-0.

VI. Summary of Current Events/Chief Report.

1. *Wildland Report: Evacuation plan:* County does have an incident action plan ready to implement when needed. Evacuation plan will be determined at time based on the needs. Chief Watson has the 2014 Forest Fire Emergency Response Operations available for anyone that would like a copy.
2. *ESCI update:* Don Bivins email last contact, have not received preliminary per Don he was hoping to have it out in a few days. Will be one joint meeting when study completed.
3. All the information on the tender has been sent to an attorney in Phoenix. He will be providing his opinion on how the department needs to proceed.

VII. Future Meeting Dates and Items for Future Agendas –

Next regular board meeting Monday May 19, 2014 4:30 pm

Bob Scheuneman requested that an update be provided on the Tender until it is resolved. He also requested a report on monthly maintenance of all equipment. Request was made the Chief report to include any current closures though out fire season.

VIII. Announcements: None

- IX. Adjournment-** Scott Powell moved to adjourn; Carla Bowen seconded the motion. Motion passed unanimously 4-0. Meeting adjourned at 6:20 pm

Respectfully Submitted

Charlotte Williams