

Regular Meeting of Pinetop Fire Board  
Monday December 15, 2014, 4:30 pm  
Pinetop Fire District Station 110  
1845 S. Pine Lake Rd, Pinetop AZ 85935

Members Present: John Rowlinson, Bob Scheuneman, Scott Powell, Carla Bowen and Doug Wright.  
Others Present: See attached sign in sheet.

**I. Call the meeting to Order:** John Rowlinson called the meeting to order at 4:34 pm.

**Roll Call of Board Members:** Board members present, John Rowlinson, Scott Powell, Doug Wright, Carla Bowen and Bob Scheuneman.

**II. Call to the Public:** Alison Moseley provided an update on food box delivery and Christmas gifts. They have provided food boxes to twenty families and 8 families they will be delivering gifts to.

**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 November 17, 2014
2. Approval of Warrants paid in November 2014
3. Approval of financial reports
4. Approval of Chief Report
5. Approval of Board chairman Report

Bob Scheuneman requested the minutes be removed from consent agenda items for discussion.

Scott Powell moved to accept consent agenda except for the minutes as presented. Seconded by Doug Wright. Passed unanimously 5-0.

Bob Scheuneman had a question on the minutes concerning the number of monitors addressed in the minutes. The minutes reflect the correct information.

Doug Wright moved to accept the minutes as presented, Scott Powell seconded the motion. Motion passed unanimously 5-0.

**IV. Board Business**

1. Discussion/Consideration/Possible action: Legal action with TruckWorks:

Discussion held:

Chief Morgan; at the November board meeting a proposed agreement with TruckWorks was discussed, since then there has been problems related to who is paying the attorney fees and those discussions have fell apart. We entered into mitigation action last Thursday, December 11<sup>th</sup>. The mitigation judge stated that the district has about an 85% chance of winning, if Pinetop Fire District were to take the case to court. With the recommendation that we not go to court, a settlement of \$172,000 and we retain the equipment on the truck, has been reached. This agreement allows us to not have to take court action and we will not have to wait for the sale of the truck to get our proceeds. We should receive this payment on or before January 31, 2015. If payment is not received interest will be accrued and we will enter into a law suit. TruckWorks has signed off on the agreement. The title to the truck has been turned over to TruckWorks.

John Rowlinson motioned to agree to the settlement agreement of \$172,000 to be

received by January 31, 2015, as outline in case #CV201400884. Scott Powell seconded the motion. Motion passed unanimously 5-0.

2. Discussion/Consideration/Possible Action: Purchase of Heart Monitors

The M-Series monitors are 14 years old and are no longer covered by warranty. Chief Morgan would like to bring to the board, a capital replacement program that will include the useful life of equipment in order for the board to consider future replacement of equipment.

The quote being presented at the meeting today is from Zoll Medical for replacement of two of the Zoll monitors.

John Rowlinson asked about delivery date. Delivery should be 60-90 days after the ordered is received.

Doug Wright commented that the monitors have some great features, including EKG 12-lead.

Carla Bowen commended that the board talked about this a year and half ago, in her opinion we need to start somewhere and start scheduling equipment for replacement and start budgeting for those replacements.

Bob Scheuneman stated that there are several brands of monitors out there and asked if staff had been consulted and if it had been determined if the Zoll monitors are what they want? Chief Morgan asked that question of the staff. Staff is familiar with these monitor and they have received excellent service from Zoll. It is the staff preference to remain with the Zoll.

Carla Bowen moved to purchase two Zoll X-Series Monitors with the options included in Quote #179088 not to exceed \$65,145.60 not exclusive of taxes and shipping. Doug Wright seconded the motion. Motion passed unanimously 5-0.

3. Discussion/Consideration/Possible Action: Approval of Policy Changes

Chief Morgan advised the board that there is a conflict between the department policy manual and his employment contract. According to Chief Morgan his contract states one of the Chief's responsibilities is to promulgate, enforce and develop policy. The policy manual, says the board must approve policies. According the Chief Morgan there is a conflict with how he is to move forward. Chief Morgan is asking for direction from the board as to what extent the board want him to promulgate and implement policy and to what extent does the board want to be involved, and what areas does the board what to be involved?

John Rowlinson; the chief by contract is charged with preparing policies and implementing policy and procedure. Once he is done preparing policy the board can review them and the board can give it their blessing. The Chief is in charge of SOP, operating procedures; the board needs to go with the chief's expertise and recommendation on those procedures. His recommendation is that chief puts it together, and the board looks at it to assure they are comfortable with what he has done.

Carla Bowen; believes the Chief is asking at what point does the board want to release control and let him do his job?

Chief Morgan stated he wants clarification on how he is to move forward with developing policies and procedures for the organization.

Doug Wright; typically a board will oversee the CEO or chief, and doesn't necessary get involved in the day to day administration.

Bob Scheuneman questioned if the contract given to the chief is clear that the authority is given to the Chief. According to Chief Morgan it is. Bob Scheuneman stated that if the board gave the chief authority in the contract then the other side needs to be cleared up, so there is not conflict.

Doug Wright moved that the board affirms that Chief Morgan's contract supersedes the HR manual, the HR manual can be rewritten and SOG developed without receiving board approval. Bob Scheuneman seconded the motion. Motion passed unanimously 5-0

Doug Wright would like the board to be advised when policies are changed and be given a copy of those changes.

Scott Powell asked if any of the policy changes will be more costly to the district. Per Chief Morgan the infection control will involve some costs to provide items needed to implement the policy.

Motion passed unanimously 5-0.

4. Discussion/Consideration/Possible Action: 2015 Board Meeting Schedule

January and February meetings are scheduled on holidays.

Jan – April there is a conflict with the time the meetings are scheduled.

There was a consensus to move the meetings to January 26<sup>th</sup> and February 23<sup>rd</sup>. With the rest of the meeting be held on the third Monday of the month.

January through April meetings will be held at 5:30PM with the rest of meeting being held at 4:30 PM.

5. Discussion/Consideration/Possible Action: Contract renewal with Summit Healthcare for pre-hospital base station service

Chief Morgan is presenting a template from the hospital with Timber Mesa Fire and Medical. Our contract with the hospital expires on December 31, 2014. Mr. Whittington has reviewed the contract for TMMF, and is currently waiting for Summit to accept it. The Chief is requesting authorization to move forward with the contract when he receives the agreement from Summit. The cost will be for \$2000 per year. Summit has not been billing the department for the pharmaceutical we receive from them. We will be receiving a bill for this past year.

Scott Powell moved to authorize Chief Morgan to approve the new contract when it is received. Doug Wright seconded the motion. Motion passed unanimously 5-0.

6. Discussion/Consideration/Possible Action: Apparatus maintenance and reporting frequency to the board

Scott Powell would like to see a maintenance program report that would include what repairs and cost have been incurred, quarterly.

According to Chief Morgan, Karen has been in putting repair costs and fuel purchased into firehouse. Reports can be generated that show how much has been spent on apparatus.

Bob Scheuneman would like to see the trend of what is being spent on the vehicles from year to year.

7. Discussion/Consideration/Possible Action: Ambulance Billing Rates

Chief Morgan is looking at additional revenue sources. He has engaged James Vincent group to review our ambulance rates. They have provided an analysis of the rate for ambulances in our area and his recommendation for a requested rate increase. Gabe has reviewed the cost and revenues of ambulance operations for last past three years. Chief Morgan's recommendation is to have James Vincent proceed forward with filing the request with the Department of Health Services to increase our base rate for ambulance services.

Carla Bowen moved to direct staff to move forward with the application with the

Department of Health Services for a general ambulance rate increase as outlined in the base rate analysis report. Motion was seconded by Bob Scheuneman. Motion passed unanimously 5-0.

**V. *Summary of Current Events***

Chief Morgan announced that the department's Christmas party will be on December 18<sup>th</sup> at 7:00PM at the Chalet. He is currently asking some of our vendors to help cover the cost. Russo & Brown has donated \$250.

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

Next regular board meeting scheduled for January 26<sup>th</sup> at 5:30PM

Bob Scheuneman asked when the workshop with Fire Recovery would be scheduled. Per Chief Morgan, he is hoping to schedule it sometime in February

**VII. *Announcements:*** none

**VIII. *Adjournment-*** Scott Powell moved to adjourn; Doug Wright seconded the motion. Motion passed unanimously 5-0. Meeting adjourned at 5:42 P.M.

Respectfully Submitted

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Charlotte Williams