

Regular Meeting of Pinetop Fire Board
Wednesday May 21, 2014, 4:30 pm
Pinetop Fire District Station 110
1845 S. Pine Lake Rd, Pinetop

Members Present: John Rowlinson, Carla Bowen, Bob Scheuneman.
(Doug Wright and Scott Powell telephonically for portion of the meeting.)

Others Present: See attached sign in sheet

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 and Bob Scheuneman

II. Call to the Public: Lynn Brown Wagner spoke in support of Jim Morgan and his EMS background. Bonnie Pastorino, stated she has known Jim Morgan for over 35 years, known him to be ethical, honest and that he cares about his crews and community. Jim Clawson spoke on behalf of Dugger Hughes, stating that Dugger is a leader, leads by example, makes decision under stress and that Dugger Hughes is who you want for a fire chief in a Wildland situation. Pat Mahoney, doesn't know either fire chief candidate, but stated like many residents she is concerned about fires in areas, and acknowledged that one of the candidates has fire background the other's is varied. She asked the board to make the decision that in in the best interest for fire district. Omar Apodaca stated his vote was for Jim Morgan. Charles Rose thanked board for allowing them to speak, he is supporting Jim Morgan, stating we do EMS every day; we need someone with EMS background.

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. Correction of Approved Minutes for March 17, 2014 regular Board Meeting.

Carla Bowen moved to accept the board minutes as corrected, Bob Scheuneman seconded the motion. Motion passed unanimously 3-0.

2. Approval of Minutes from April 21, 2014 Regular Board Meeting. Approval of Executive sessions minutes from April 21, 2014

Carla Bowen moved to approve as corrected regular board minutes and the executive session minutes from April 21, 2014, Bob Scheuneman seconded the motion. After discussion of the minutes, no vote was taken.

3. Approval of minutes and executive sessions of special board meetings held on May 7, 2014 and May 9, 2014.

Carla Bowen moved to approve the minutes as presented, Bob Scheuneman second the motion. Motion passed unanimously 3-0.

4. Approval of Warrants paid in April 2014:

Carla Bowen moved to approve the warrants as presented, Bob Scheuneman seconded the motion. Motion passed unanimously 3-0.

5. Approval of financial reports:

Carla Bowen moved to approve financial reports as presented and authorize signatures, Bob Scheuneman second the motion. Motion passed unanimously 3-0.

V. Consent Agenda / Board Business

1. Discussion/Consideration/Possible action: reference forming a contract to be extended to any prospective candidate for the Pinetop Fire Chief Position.

The board may convene into executive session pursuant to A.R.S. 38-431.03(A)(3) for the purpose of legal counsel in regard to the forming of a contract.

Board members were provided contracts from other districts by AFDA. John Rowlinson had met

with Jason Moore to review the contracts and to discuss a forum that the board may want to offer a candidate and the forming of baseline contract. Per Jason Moore AFDA book has good basic outline for a contract. Jason had provided a contract for the boards review. The contract being presented is to be used as a basic form to be used for negotiations with the selected candidate.

Board discussion was held on portions of that contract including the clause referencing a fire district consolidation/merger, reimbursement of moving expenses, retirement contribution options, use of a department vehicle, and the starting date of employment for the chief.

Bob Scheuneman made a motion to accept this employment agreement for the fire chief preamble drafted by Jason Moore as a baseline contract for negotiation purposes, Carla Bowen second the motion. Motion passed unanimously 3-0

2. Discussion/Consideration/Possible Action: regarding extending an offer of employment to a candidate for the Pinetop Fire Chief Position.

The board may convene into executive session pursuant to A.R.S. 38-431.03(A)(1) for the purpose of consideration of employment.

Carla Bowen motioned to go into executive session and to contact the other board members telephonically, Bob Scheuneman second motion. Motion passed unanimously 3-0. The board adjourned for executive session at 5:18 p.m.

Carla Bowen motioned to move out of executive session, motion was seconded by Bob Scheuneman at 5:42 p.m. Public session began with Doug Wright and Scott Powell in attendance telephonically. Carla Bowen move to make offer to Chief Jim Morgan for the job of Fire chief, Doug Wright seconded the motion.

Jason Moore asked the board to amend the motion to extend an offer of employment and to engage into contract negotiations.

Carla Bowen amended her motion to extend an offer and to enter into contract negotiations with Jim Morgan. Doug Wright seconded the amended motion. Amended motion passed unanimously 5-0

Jason Moore, Carla Bowen and Bob Scheuneman will work with Jim Moore to form a contract which will be brought back to the board for approval.

Doug Wright left meeting

3. Discussion/Consideration/Possible Action: Letter of Engagement, Retention Agreement, Contingent Fee Agreement, and Analysis of Claims from Law offices of Holloway Odegard & Kelly reference 2013 Kenworth Water Tender

The board may convene into executive session pursuant to A.R.S. 38-431.03(A)(3) for the purpose of legal counsel.

Jason addressed the board stating that the decision before the board tonight is to accept one of the two agreements presented. One is an hourly rate; the second is a contingency fee agreement. His recommendation is that the board approves the hourly rate agreement.

Bob Scheuneman stated the contingency rate could be significantly more and thinks it has to be the hourly rate.

Scott Powell move to hire the agency at the hourly rate agreement. Motion was second by Carla Bowen.

Bob Scheuneman wanted to know if the district had contacted the other districts that had purchased apparatus from Trucks Works, to discuss how their vehicle compared to ours. He also wanted to know if the district has anything to go on. Per Chief Watson the vehicles purchased by other districts may have been different chassis and may have different GVW limits then the one we purchased. Peter Kelley, our attorney has advised Chief Watson that the district has five to seven areas of concerns that the district can build a case on.

Motion was voted on and passed unanimously 4-0. Scott Powell left meeting after the motion

passed.

4. Discussion/Consideration/Possible Action: Adoption of Pinetop Fire District Procurement and Purchasing Policy Guidelines.

Chairman Rowlinson advised the board that staff and council had reviewed the policy and assumed that all is well. Carla Bowen moved to approve the procurement and purchasing policy guidelines for the fire district, Bob Scheuneman seconded the motion. Motion passed unanimously 3-0.

5. Discussion/Consideration /Possible Action: Replacement of windows at Station 120

The district would like to replace the windows throughout station 120, including the classroom, bedroom, and offices. The windows currently do not open. Carla Bowen stated she has done business with A-1 in the past and they had done a good job.

Carla Bowen moved to approve bid for windows for Station 2 from A-1 Glass and Mirror for the price of \$2500.45, Bob Scheuneman second. Motion passed unanimously 3-0.

6. Discussion/Consideration/Possible Action: Purchasing of fire hose

Chief Watson advised the board the he had multi-classed the apparatus for the purpose of Wildland fires. In order to do that we had to put 1,000 feet of 2 ½ in hose on the Type III. We no longer have additional hose on the shelf that can be used for replacement. He is recommending the district purchases 2000 feet to have on hand for replacement or when additional hose is needed.

Carla Bowen moved to approve the purchase of the fire hose based upon the quote of \$3378.24, Bob Scheuneman seconded the motion. Motion passed unanimously 3-0.

7. Discussion/Consideration/Possible Action: Payoff of Lease/Purchase Agreement with Zions Bank; 2009 Placer Fire Truck & 2009 Rosenbauer Water Tender

There is five years left on the purchase lease agreement. The payoff would save the district \$36,424 in interest, as well as reducing the overall future budgets by \$73,000 per year. The funds are available in our operating account, capital outlay funds would not have to be used.

Carla Bowen moved to approve payoff on the Placer truck and Rosenbauer Tender. Bob Scheuneman seconded the motion. Motion passed unanimously 3-0.

8. Discussion/Consideration/Possible Action: Acceptance of proposed budget for 2014-2015 Fiscal Year.

Two budgets were presented, both included 1-step increase for employees hired prior to 2011 and a 2-step merit increase for those employees who qualify per department policy, an increase in line items expenses for wellness program, public education, personnel insurance expenses, and election expenses. The budget also includes an increase for miscellaneous income. The budgets differ in the salary for the fire chief, with a salary range from \$106,888 to \$127,713.

Discussion was held by the board on the budgets presented, the expenses included with the proposed budget, as well as the estimated tax rate for 2014-2015 fiscal year.

John Rowlinson moved to accept the proposed 2014-2015 budget of \$4,675,047.80 estimated tax rate of \$2.75, Carla Bowen seconded the motion. Motion passed unanimously 3-0

VI. Summary of Current Events/Chief Report.

1. *Update of closures / restrictions:* As of 8 am Friday, May 23rd Stage 2 Fire Restrictions will go into effect. Kelly Wood will be on the radio tomorrow assisting with getting the word out. The district will also be placing signs in the district advising the public of the restrictions.
2. *Equipment maintenance report:* Richard Wallace reported that the pump on the brush truck is being repaired; it is not getting high enough pressure to operate correctly.
3. *ESCI Study update:* Tentative joint meeting is scheduled for June 11th 6:00 pm at Hampton Inn in Show Low. We should have final study by next week.

VII. Future Meeting Dates and Items for Future Agendas –

Next regular board meeting Monday June 16, 2014 4:30 pm

Agenda item: 2014-15 Budget approval
ESCI Study
Wildland plan as an agenda item so it can be discussed.
Vehicle maintenance as agenda item for discussion.
Fire chief negotiations

- VIII.** **Announcements:** Marc Rova passed his paramedic class at NPC. He will still need to pass the certification test before he is a paramedic.
AFDA conference registration needs to be completed if you are planning on attending the conference.
PHI renewals are in your board packet. If you would like to receive a membership with the discounted group price, complete the form and write out a check to the Pinetop Fire District for the amount of the membership. Board applications will be submitted with the department's renewal.
- IX.** **Adjournment-** Carla Bowen moved to adjourn; Bob Scheuneman seconded the motion. Motion passed unanimously 3-0. Meeting adjourned 6:37 pm

Respectfully Submitted

Charlotte Williams

Approved