

Regular Meeting of Pinetop Fire Board  
Monday December 16, 2019  
Pinetop Fire District Station 12  
5976 Buck Springs Rd, Pinetop AZ 85935

**Call the meeting to Order: John Rowlinson** called the meeting to order at 5:10 pm  
Board members went outside to see the new Engine.

**Roll Call of Board Members, John Rowlinson, Carla Bowen, Ed Cibbarelli, Kurt Alcumbrac, and Doug Wright.**  
**Attorney William Whittington**

**I. Call to the Public:** None

**II. Consent Agenda Board Business**

*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 in November 2019
2. Approval of Warrants paid in November 2019

John Rowlinson made the motion to approve the consent agenda as presented, seconded by Carla Bowen motion carried 4-0

Doug Wright present at 5:13pm

**IV. Board Business**

**1. Discussion/Consideration/Possible Action re: Presentation of July 2019 Financial Reports**

Gabe Buldra presented the financial report for Pinetop Fire District, all documents included in packet. Some highlights were; Navajo County Revenue for November was under budget by \$265,066. Non-Levy Revenue was also under budget by almost \$98,510. Grant income is also under budget due to timing of grant billing.

Expenses for November were under budget. Fiscal Year Revenue are also under budget and Fiscal year expenses are over budget.

Cash position is more than in October than in November. Month over month variance is due to timing of tax revenue vs general operating expense. Review of cash flow projections show that cash is sufficient through the end of the year and there is no need to draw on the county line of credit which, as always is welcome news.

Percentages for the month were; Personnel 81% Operations 13% and administrative at 5% and Communications at 1%. This is a fire district average for districts of our size and structure.

John Rowlinson made the motion to accept the October Financials as presented, seconded by Doug Wright, motion passed unanimously 5-0.

2.

3. Discussion/Consideration/Possible Action re: CPAW Final Audit Report and Next Steps (This item was first as we were waiting on Gabe Buldra from James Vincent Group for the financials).

Chief Morgan; report is included in your packet. This is the final CPAW report as well as some steps we will be taking to partner with the Town and hopefully the county. This was a very comprehensive report that will be good for the area. We will be getting with the city to establish an MOU or delegation of authority through a city ordinance, with built in fee structures, so the District has authority to mandate change as far as hardening structures, and wildland fire prevention. Chief Morgan went to boulder Colorado to meet with other wildland partners to see how other departments and districts deal with the very real threat of wildland fire and prevention. We are hoping to have a building code for all new structures to include fire resistive construction material, we also would have the authority to perform annual assessments and work with Cody from the city. We may have to start on a smaller scale such as the Town of Pinetop-Lakeside and hope that in the future PFD would also have ordinances from the County. As it is now Show Low is not participating in the grant this year and that may have some impact with the county and surrounding areas. Carla Bowen asked that the report be put on the Website for us to make reference to if the public had questions, maybe if the public was to view the document, they would have a better understanding of the severity of the problem and we would be met with less objections. Chief Morgan said he would see that the report is put on the website. He told the board about having a fire intensity, ember cast and hazard map of the dangers we could be facing in the event of a wildland fire would also be good to put on the website. There was discussion about the general area and how an MOU may not suffice – we would need an ordinance with the town.

This is informational only – no board action

4. Discussion/Consideration/Possible Action re: Elections 2020

Chief Morgan; Pinetop Fire District has 3 positions for four-year term to be filled. State Statute says we must have a call of election before April 30, 2020. We will continue to work with Navajo County Elections Dept and prepare the “call to election” for the March Meeting. Signature packets have been included for board convenience. Cost of elections are usually under \$8000. There was some discussion about the process and signatures required. Informational only, no board action.

5. Discussion/Consideration/Possible Action re:2020 Board Meeting Calendar

Included in the packet is the schedule for the 2020 Board Meetings.

Holiday dates were discussed and it was decided to go with the earlier Monday, the second Monday of the month on those two holiday months.

Carla Bowen made a motion to approve the proposed 2020 regularly scheduled board meeting dates to include the recommended January and February adjustments to accommodate the Federal Holidays as presented. Doug Wright seconded; motion passed unanimously 5-0.

6. Discussion/Consideration/Possible Action re: Budget Committee

Chief Morgan explained the process for the budget committee. He asked for two board members to represent the board. During the discussion John Rowlinson and Kurt Alcumbrac offered to represent the board and be our two committee members. All agreed.

Carla Bowen made the motion to appoint board members John Rowlinson and Kurt Alcumbrac to represent and provide board direction on the 2020-2021 budget committee, seconded by Doug Wright, motion carried 5-0

**VI. Summary of Current Events**

Next meeting is January 13, 2020 at 5:00pm at ST 12

***Announcements:***

AFDA January 16-18 in Laughlin if anyone is interested

***Adjournment-***

Motion to adjourn by Doug Wright at 5:30 pm seconded by Carla Bowen, motion passed unanimously 5-0.

Respectfully Submitted

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Karen Robbins

APPROVED