

Regular Meeting of Pinetop Fire Board
Monday December 22, 2020
Pinetop Fire District Station 12
Video & Conference Available
1845 S. Pine Lake Rd, Pinetop AZ 85935

Call the meeting to Order: John Rowlinson Called Meeting to order at 5:00 pm

Roll Call of Board Members, John Rowlinson, Carla Bowen, Brad Baker, Dr. Doug Wright, and Ernie Lawes

**Present Gabe Buldra from James Vincent Group,
Erick Maneval from Beach Fleishman by video conference**

- I. *Call to the Public:*** Allison Moseley gave a brief summary of the 50 families “Christmas Shop with a Firefighter” through the White Mountain Firefighter Association. She thanked the board for their service on behalf of the employees of PFD
- 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 2020
 2. Approval of Warrants paid in November 2020

Carla Bowen made the motion to approve the consent agenda, as presented, seconded by Doug Wright, motion carried unanimously 5-0

IV. Personnel

1. Swearing in and Badge Pinning Ceremony for Firefighters, Ryan Carpenter, Manny Cooley, David Davis, Jarret Jensen and Keith Plympton. Badge Pinning for Chad Berlin
Before the badge pinning ceremony for the new firefighters began, Chief Morgan introduced the members of the fuel’s mitigation crew. Present were Cari Wallace, Noah Barela, Matt Coats, Dalton Delisle, Cauy Fillingam, Brian Finch, Art Munoz, Wyatt Nardchal, Cole Wallace. Not present due to fire assignment were Sam Hatfield, Darrell Craig, Mario Dopazo, JD Ottman, and Nick Munera. The board thanked them for their service on being the face of the district out in the field on a daily basis. They work very hard for the grant program as well as the wildland fire program. Thank you for all your hard work Fuels Crew Members.

Badge pinning ceremony for the new hired firefighters. Present were David Davis who was pinned by his wife Nadine, Ryan Carpenter, pinned by his wife, Haley. Keith Plympton who was pinned by his wife Tiffany. Not present were Jarret Jensen who was out with Covid 19, and Manny Cooley who was out due to Wildland Fire Assignment. We will get them taken care of next meeting. Congratulations on the job and welcome to our Fire Family. We are lucky to have such wonderful new members.

Badge Pinning for Chad Berlin’s promotion, he was pinned by his wife Meagan, Chad endured a fairly stringent testing procedure with external and internal candidates as well

as testers. He tested so well that he was offered a job with a different Fire Marshal. Chad has taken the place of recently retired Fire Marshal/Fire Investigator Kelly Wood. Congratulations to Chad Berlin, he worked hard and deserves the job. Thank you for your service to our district and our Department.

V. Board Business

1. Discussion/Consideration/Possible Action re; Swearing in Elected Board Members
Due to uncontested board elections on Nov 8th, the incumbents were confirmed and duly elected. The members to swear in for another term and one new board member, Carla Bowen, Doug Wright and Ernie Lawes. Thank you for your service.
2. Discussion/Consideration/Possible Action re; Selection of Board Officers
Carla Bowen nominated John Rowlinson to remain Chairman and Doug Wright to remain Clerk of the board. Everyone agreed, there was little discussion.

Carla made the motion to approve John Rowlinson to remain Chairman of the board and Doug Wright to remain as clerk of the board for the Pinetop Fire District in accordance with ARS 48-803. Seconded by Ernie Lawes. Motion passed unanimously 5-0.

3. Discussion/Consideration/Possible Approval re; Obtaining new Conflict of Interest Disclosure Statements from Board Members
The board signed and handed in the annual Conflict of Interest Disclosure Statements. Information to be filed
4. Discussion/Consideration/Possible Approval re: 2021 Board Meeting Dates;
Included in the board packet is a copy of the new 2021 Board Meeting Schedule, there are two Federal Holiday conflicts, one in January and one in February, the dates can be moved to the prior week or the latter week during those two months. The discussion was to have the January Meeting on the 11th and the February Meeting on the 22, due to a scheduling conflict. It was agreed that the meetings would remain at 5:00pm.

Carla Bowen made a motion to approve the proposed 2021 regularly scheduled board meeting dates to include the recommended January 11th and February 22nd adjustments to accommodate the Federal Holidays as presented. Seconded by Doug Wright. Motion passed unanimously 5-0.

5. Discussion/Consideration/Possible Approval re; Presentation: 2019-2020 Annual Audit for the Pinetop Fire District.
Annual Audit presentation from Erick Maneval from Beach-Fleishman was available by video conference. Mr. Maneval told the board that the annual audit went very well, he was pleased to inform that we had achieved the "Unmodified Opinion letter" again this year, which is the highest qualification. Mr. Maneval said there were no difficulties with Pinetop Fire District Financial Reports, he said that JVG and Management were "top notch" even with the Covid 19 pandemic difficulties. There were no disagreements in the journal entries, no disagreements with management and no difficulties with internal controls. PSPRS and ASRS - the two major pensions, are really are out of our control, we have to wait for their adjustments each year and the estimates done prior to the actual reports are usually fairly accurate. He explained that we present a three-year comparison - 2018, 2019 and 2020.

PFD cash accounts are trending a little lower than in 2019, however it fluctuates as does our Capital Assets. Our Liabilities are in line with the last couple of years, and the net position is positive or good.

The Statement Account Summary with 2018, 2019 and 2020 are trending up. These include our Ambulance billings and other revenues such as our grants.

With a district this size our internal controls process has really good oversight from the board of directors. He thanked them for their excellent oversight.

An upcoming positive change is closing out the fiduciary fund (Volunteer Pension Fund) in 2021, the fund has been a difficult account in the past and is no longer needed with other new options. The district doesn't have a large volunteer or reserve pool any more, it was suggested to discontinue using that account before the end of the fiscal year.

Mr. Maneval mentioned changes for the 2 types of leases, New truck Capital Lease and the Operating lease for smaller purchases. Leases are not on the balance sheets now, however in the future, we will need to record those liabilities, with changes to the reporting requirements really starting in 2022.

Gabe Buldra from James Vincent Group added that Pinetop Fire District elected to do a financial CARFR Audit with a 10 year look at the district statistically speaking to the newest board members, he mentioned that we had achieved a Certificate of Excellence in Financial Reporting for not just the audit but the Financial capabilities of Pinetop Fire district. He told the board this is an extra layer of transparency for the district to show our tax payers. It is not required but it is something that is important to us. We Probably will receive another award for this year, 2019. Chief Morgan added that hardly any districts take this extra measure because it is NOT required, we do it for the added transparency. Carla Bowen thanked Mr. Buldra and the James Vincent Group for all of the hard work and the extra precautions they take in benefit of the Pinetop Fire District. She also thanked Mr. Maneval for the Audit and hard work he and his group did for the annual district audit.

Carla Bowen made a motion to accept the annual 2019-2020 financial audit for the Pinetop Fire District. Seconded by Brad Baker. Motion passed unanimously 5-0

6. Discussion/Consideration/Possible Approval re; Presentation of November 2020 Financial Reports;

Gabe Buldra presented the financial reports for November 2020. All reports are included in the December Packet.

Some highlights were, Navajo County Revenue for November was about \$265,167 under budget. Non-levy revenue was under budget by about 124,458. Pointing to Grant income which was under budget by about \$117,419 and fuels reduction billing by about \$11,738 which is most likely due to timing.

Expenses were over budget by approximately \$47,083. Usual suspects would be wildland wages which were over budget by \$76,525 and vehicle and equip expenses which were over due to repairs on C10 (older white dodge, fuels crew) and C11 received new tires after the wildland season.

Our fiscal year revenues are under budget by about \$265,835 also tied to wildland fire billing, we should be caught up soon, however we are waiting on some money from the budget stabilization fund, which had been exceeded by the unprecedented fire season this year.

Fiscal year expenses are over budget by about \$528,472. Largely due also to our overwhelming wildland fire season.

Year to date; Personnel is at 83%, Operations 13%, Administration at 4%, and communications at 1.6% which are in line with other districts of our size and operation.

Year over year cash position is 4.1 million compared to last year of 4.2. Our other assets decreased from 9.1 to 8.9 and total liabilities 12.1 to 12.3%.

Chief Morgan made a comment about the state revenue from the budget stabilization fund and how it was exceeded this year with fire season in California still raging on in November and December. There was some discussion about the late payments and past late payments.

Doug Wright made a motion to accept the 2020 November Financial Reports as written, seconded by Brad Baker. Motion passed unanimously 5-0

7. Discussion/Consideration/Possible Approval re; Purchase of Type 6 Brush Vehicle not to exceed \$136,782.00

This purchase is part of our scheduled replacement for fleet vehicles. We have utilized our evaluation system and it has come to our attention that we need to purchase/replace our Brush Truck or Type 5 engine. It will replace our 2003 Ford F550 that has really reached the end of its useful service life. B2 has started failing and actually broke down on way to an assignment in California. The onboard computer (ECM) put it at about 13,000 hours of idol time or an equivalent of 1.5 continual years of idling. B12 has become very unreliable and the fuels crew isn't even using it any longer. We may get value from our auction process possibly even \$10,000.00. We missed some late opportunities for deployment due to the failure of this brush truck. John Rowlinson asked if the attorney had time to review the contract. Chief Morgan told him yes. We are able to purchase through the Utah State Cooperative Purchasing Agreement. There was some discussion from Mr. Lawes about equipment on the truck and how we would sell it or if the equipment could be put on another vehicle. Another question for discussion was where the new vehicle would be serviced, Dan Jerome from Red Sky was present, he told the board that part of the decision-making process was due to local vehicle maintenance at local Dodge dealership.

Carla Bowen made the motion to authorize the fire chief to execute a purchase agreement with Ken Garff West Valley Chrysler, Jeep, Dodge, Ram for the purchase of ONE (1) 2021, Ford F550, 4x4, Type 6 Engine not to exceed \$136,7823.00 excluding taxes and shipping. Seconded by Doug Wright. Motion passed unanimously 5-0

8. Discussion/Consideration/Possible Approval re Covid 19 update:

Chief Morgan gave the board some data concerning the Covid 19 status in Arizona and our area. He told them that our numbers are increasing daily as well as the hospital numbers for ICU and beds. He explained that the vent usage numbers are different than the ICU numbers. There was some discussion about the ICU beds and how they are utilized for COVID 19 – not every ICU patient is a Covid patient and the new COVID-19 pneumonia and the difference from regular pneumonia. There was discussion about the vaccine and how nice it would be when everyone can have that option. He updated them about our district, we only have had two

people, both of them did not contract it at work, they are both doing better. One of them is a brand-new employee and tested positive on the day he was to start employment. There were some data sheets included in the packet.

9. Discussion/Consideration/Possible Approval re; Wildland Fire Season updates

Data sheets included in your packets. Discussion about current wildland fire season, our current deployments and financial situation, as well as the current risk factors. Our ERC's are currently below the 60th percentile at 55%. Our preparedness level is at 2 and nationally we are at PL1. Chief Morgan told the board that we have people still out in California with a type 5 and type 3 engine and explained that we provided personnel to Taylor Snowflake Fire Department so they could get their Type 6 out to California. He explained the BSF or Budget Stabilization fund and how we would be waiting a little while to get reimbursed for the last couple of deployments. Ernie Lawes had a couple of questions about the return on our wildland season and when we could expect it, Chief Morgan told him around maybe January to June. Carla Bowen added that in the past years we would sometimes wait until the next fiscal year to receive money. Chief Morgan said the BSF was very successful but couldn't keep up with the large demand - due to the wildland fires that California was experiencing. It was predictable but not at that extent, we will have to wait for DFFM to reimburse us. Chief Morgan told them we had a record year this year with our medical teams, REM Team and wildland fire crews. Next year we will have our hand crew up and running consistently. We are very proud of all the crews that went on the fires and those who stayed behind to fill the gaps and the families that allowed their loved ones to journey out to the fires, without all the support we would not have the season we had.
Informational only, no board action.

VI. Summary of Current Events

1. Chief Morgan Told the board that we had a couple of thank you cards from properties the fuels crews worked on. He explained that he met with board of supervisor Darrell Seymore, who was checking on the fuels reduction program and utilization of local contractors. He has a deeper appreciation for what we are trying to achieve.
2. Radio frequency is being analyzed from a private firm to discover how we can improve our repeaters and allocate future grant money in a useful way. We are trying to improve our service for the tax payers.
3. Board Chairman added that he had signed some checks and visited with the Chief.

VI. Future Meeting Dates:

January 11th 2021 at 5:00pm

VII. Announcements

There are statutory classes with dates coming up although there aren't locations yet. We should have information soon. Navajo County should have some options by march, and some online videos options.

VIII. Adjournment

Meeting adjourned at 6:31, Carla Bowen made a motion to adjourn, seconded by Ernie Lawes, motion carried 5-0.

Respectfully Submitted

Approved