

Regular Meeting of Pinetop Fire Board
Monday February 25, 2019
Pinetop Fire District Station 110
1845 S. Pine Lake Rd, Pinetop AZ 85935

- I. Call the meeting to Order: Ed Cibbarelli** called the meeting to order at 4:40pm
Delay in starting due to telephone issues

Roll Call of Board Members 500:pm: Ed Cibbarelli, John Rowlinson Kurt Alcumbrac by telephone, Carla Bowen came at 445, Doug Wright was absent.

- II. Call to the Public:** None

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 January 28, 2019
2. Approval of Warrants paid in January 2019

John Rowlinson made the motion to approve the consent agenda as presented, seconded by Kurt Alcumbrac, motion carried 3-0
Carla Bowen present at meeting

IV. Board Business

1. Discussion/Consideration/Possible Action Presentation of December Financial Reports
Melissa Tomlinson from the James Vincent Group gave the financial presentation. All financial reports were included in Packet. The District is doing very well at this time.

The overall breakdown is Personnel 66% Operations 30% and Managerial is at 4%. This is a slight variance due possibly to timing of the grant income. If all Grant related expenses were taken out of the accruals, personnel would be at 82% which is the normal projection.

Some highlights to the report were; the majority of the monthly expenses and revenue were under budget in January. Personnel expenses ran a little over which is likely due to holiday pay for January. Buildings and Land were over, possibly due to repairs and maintenance for both stations, St 11 had some plumbing and bay door issues, St 12 also had bay door issues. Vehicles and equipment were also over and this is partially due to annual pump testing expenses. IT expenses were also over having to do with the new I.T. Company expenses.

The District Cash-year over year is higher this year than last. Wildland expenses and Revenue are still showing over probably due to the season we had last year, we are still collecting reimbursements for last season's fires. Vehicles and Equipment for the year are over, remember there were a lot of repairs and maintenance this year and turnouts are also a little over for the year. Training and travel are under but training usually trend upwards in the spring. Grants are a little over and this is due to timing, we will try to budget it out a little better this next year as we plan for the new grants in the upcoming budget plan. Cash for the year is up but remember that sitting in our cash is the grant revenues which we will start paying out those expected expenses soon and then it should balance out.

Other Assets are up 1.4 million dollars, but we also have 1 million in our Escrow account for our loans.

Carla Bowen said that she noticed the liabilities were a lot higher than usual and wanted to know what is the reason for this unexpected amount. There was discussion about Pension Liability and PSPRS, Chief Morgan told the board that usually there are two distinct reasons that PSPRS tends to increase the unfunded liability for and that is: 1. Life Expectancy and 2. Assumption of Earnings. When Life expectancy and earnings are changed then you can expect to see an increase in our actuarial amounts. Carla Bowen asked if it could jump up to \$638,000.00 in another a year? Chief and Melissa told her most likely no, and it is just an assumption in the funding of that liability based on criteria that is updated periodically. Melissa said that we shouldn't see that increase again unless there is a big increase in wage expense. Chief Morgan then explained that legislatively additional options are being consider such as a public safety "sales tax" that would help alleviate some of that unfunded liability burden for the employers.

Carla Bowen asked why there was a large expense for a "Stair Chair". Chief Morgan explained that it is a necessary tool to aide the Crews in extrication of patients from several flights of stairs and the strain of carrying the patients on their backs. However, personnel trialed the chair and found that it is not functional. The chair is being returned for a refund. No further questions.

Carla Bowen made the motion to approve the January 2019 Financial Reports as presented. Seconded by John Rowlinson, Motion carried unanimously 4-0

2. Discussion/Consideration/Possible Action re: Update on Apparatus Builds

Chief Morgan; this is the monthly update about the building of our new apparatus. The latest news is that one of our Support Vehicles, C11 is at Show Low Ford and will be delivered in the next couple of days, the other one, C12 is soon to follow and the new Command vehicle C13 will be delivered in March. They have to be equipped with the emergency packages i.e.: emergency lights, paint, identifying stickers and radios.

The buildout for the Type 1 Engine has begun, they have approved the Chassis process and everything is on track for a delivery in mid-November to early December. The truck will be checked very intricately on a line by line basis and anything that isn't correct or as ordered will be remedied right there and then delivered to Phoenix where our Rep and the inspectors will look at it, go over it again and only then will be delivered here to us once all of the inspections are final.

This item is informational only no board action.

3. Discussion/Consideration/Possible Action re: Information on the strategic planning process

Chief Morgan; began the discussion about the New Strategic Plan. Planning provide the vision and direction for its members, elected officials, and citizens. ESCI is the name of the company we have engaged to conduct the plan process and review any identified needs both internal and external. He explained there will be a two-day workshop where survey information will be discussed and used as a framework for our external customers and similarly for the internal customers. This process will align with the new budget planning process so if objectives have a financial cost, we can prepare future budgets. Chief Morgan stated that we will look for external stakeholders that have had a positive and negative

experience with our services to obtain ideas for the success and operation changes driving the district's future.

He asked that we encourage anyone that wants to participate to come to the meetings with their ideas, everyone's opinion is welcome. Chief Morgan told the board that once complete, the board would have final document to guide them along as we move ahead in the future. Carla Bowen commented that our former board member, Bob Scheunemann felt that it should be a very important goal for the district, and he would be very pleased to find out we were proceeding. Chief Morgan added that there also will be a wildland fire component to our new Strategic Plan which would also please Mr. Scheunemann.

This is informational only, no board action.

4. Discussion/Consideration/Possible Action re: personnel matters re: Fire Chief Jim Morgan's semi-annual evaluation

Carla Bowen moved to enter into executive session in order to discuss Chief Morgan's Semi-annual evaluation, seconded by John Rowlinson, motion carried 4-0
Executive session began at approximately 5:30pm.

V. **Possible Vote to go into Executive Session**

Discussion/Consideration/Possible Action Pursuant to A.R.S. §38-431.03(A)(1) for personnel matters re: Fire Chief Jim Morgan's semi-annual evaluation

Upon return from executive session, John Rowlinson asked that the record reflect that in regards to the semi evaluation for Chief Jim Morgan, the board is extremely pleased with his performance.

VI. **Summary of Current Events**

1. Fire Chief's Report regarding district activities
Chief Morgan ready some thank you, appreciation letters from the public.

VII. **Future Meeting Dates**

Next meeting is March 18, 2019

Announcements: The Strategic Planning Meetings, Melissa is putting together the draft budget document, once it is finished, they will schedule the budget committee meetings.

Adjournment-

Motion to adjourn by Carla Bowen at 5:50pm, seconded by John Rowlinson, motion passed unanimously 4-0.

Respectfully Submitted

Karen Robbins