

Regular Meeting of Pinetop Fire Board
Monday January 20, 2020
Pinetop Fire District Station 12
5976Buck Springs Rd, Pinetop AZ 85935

Call the meeting to Order: Kurt Alcumbrac Called the Meeting to order at 5:00pm

Roll Call of Board Members, Kurt Alcumbrac, Carla Bowen and John Rowlinson, Ed Cibbarelli and William Whittington was available by phone.

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 December 2019
2. Approval of Warrants paid in December 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 5:10pm

IV. Board Business

1. Discussion/Consideration/Possible Action re: Presentation of July 2019 Financial Reports
Gabe Buldra of James Vincent Group was present to present the financials for Pinetop Fire District, all documents included in packet. Some highlights were; Navajo County Revenue for October was under budget. Non-Levy Revenue was also under budget, both due possibly to grant revenue timing.

Expenses for December were under budget by about \$80,000.00 in fact the majority of categories are either under budget or right on track.

Year to date, Vehicles and Equipment are over, of course due to the new vehicle and equipping that vehicle which was all planned for and being executed.
Revenue totals are also under budget. Most of the Wildland billings are in or coming in.
Expenses year to date are under but personnel is over which is part of that wildland payroll expense -you must remember the Wildland reimbursement should even that out.

Percentages for the month were; Personnel 80% Operations 14% and Administration at 5% and communications 1% This is a fire district average for districts of our size and structure.

There were no questions John Rowlinson made the motion to accept the December 2019 Financial Report as presented, seconded by Carla Bowen, motion passed unanimously 4-0

2. Discussion/Consideration/Possible Action re: CPAW Final Audit Report and Next Steps. Chief Morgan; Included in your packet is a sample policy for consideration. This policy is implementing a new and more efficient Financial Business Process that will help insure transparency and include GOFA (Government Finance Officer Association) procedures while implementing our capital replacement plan and funding. This document is a draft of a better and more efficient budgeting process which meets GOFA standards. Hand in hand with our CAFR we will identify long term strategies for our annual financial planning and budget process. Note: Page 1, version in the packet says 10 years and it should be a 5-year procurement program. We would also like to be sure we post our budget to the website and the complete document as part of our 4-5-year goals.

John Rowlinson asked if Council (Mr. Whittington) had reviewed the document, and he had. Chief Morgan also added that it is PFD's intention to submit the documents to GASB for recognition in addition to our CAFR. This would be ground breaking as there are only a few other fire districts that actually go through this process.

Gabe Buldra added this will add to greater transparency and implant a methodology for future budget approval and submission. This will add a forecast structure for up to 5 years, aid in the budget process for years to come, and become a format for other elected board members throughout the years.

Carla Bowen made the motion to adopt the recommended proposed financial planning and budget as presented, seconded by Doug Wright (present at 5:10pm), motion carried 5-0

VI. Personnel

- 1) Discussion/Consideration/Possible Action re: Fire Chief Contract Renewal between PFD and Jim Morgan and annual performance review. The board may vote to discuss this matter in executive session pursuant to A.R.S. §38-4731.03 (A)(1) and (A)(3).

Chief Morgan This is the renewal of the Fire Chief Contract between the District and I. July 1 is the date, Mr. Whittington and Chairman Cibbarelli have both reviewed and approved the contract and have provided a clean copy. The board agreed to review the contract at a later date when they all have opportunity to review and to vote on it before the deadline of July 1, 2020. No board action at this

VII. Future Meeting Dates:

Our next Meeting is scheduled for February 10, 2020

VIII. Announcements

Put the Fire Chief Contract on Agenda in the future.

IX. Adjournment

Carla Bowen made the motion to adjourn the meeting at 5:45pm, seconded by John Rowlinson, motion passed 5-0

Respectfully Submitted

Karen Robbins