

Regular Meeting of Pinetop Fire Board  
Monday January 21, 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 5:00 pm

**Roll Call of Board Members 500:pm:** Ed Cibbarelli, Kurt Alcumbrac, Carla Bowen and John Rowlinson and Doug Wright

**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 December 17, 2018
2. Approval of Warrants paid in December 2018

Carla Bowen made the motion to approve the consent agenda as presented, seconded by Kurt Alcumbrac, motion carried 5-0

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

1. 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 review.

*This was held until later in the meeting due to timing.* There was discussion about holding the executive Session for this item and future items at the end of the meeting, giving people a chance to leave if they did not want to stay through the executive session.

All board members agreed that they wanted to look at this matter at the next board meeting, so they have all had time review documents. All Agreed

**V. Board Business**

1. Discussion/Consideration/Possible Action re: Presentation of December Financial Reports

Melissa Tomlinson from the James Vincent Group gave the financial presentation. All financial reports were included in Packet. Some Highlights are the District is doing very well at this time, there are grants that have come in, wildland fire and tax revenue. The overall breakdown is Personnel 63% Operations 33% and Managerial is at 4%. This is a slight variance from the last meeting due to timing of the grant income.

James Vincent Group is still waiting to hear if PFD achieved the financial excellence award from the CAFR Audit. It has been delayed possibly due to the government shut down. There are a few that should start coming in after the Federal shutdown ends. Kurt Alcumbrac asked how many other departments do a CAFR Audit. Melissa told them not many. It is a time-consuming job because the CAFR requires lot of information, it requires ten-years of budget comparisons. James Vincent Group uses it as a very important tool for transparency in the district and for the community. If the district doesn't receive it on the first try, there is an appeals process.

The district cash-year over year is higher than last year. John Rowlinson asked if the Federal shutdown was having an impact on Pinetop Fire District grants. Chief Morgan told them in some

cases, however the large grant reimbursables have been received. We in most cases have applied for the 30-day advance payment ahead of the shutdown. There are a few that the district will receive after the shut-down ends.

A question was asked if we had enough money to keep running the district, Melissa Tomlinson told them the district has funds in our Reserve to cover unplanned emergencies such as the govt. shutdown.

Carla Bowen made the motion to approve the December Financial Reports, seconded by Kurt Alcumbrac. Motion carried 5-0

2. Discussion/Consideration/Possible Action re: Review of Type 1 Engine Build Specifications / Refurbishment from HME and FTU.

Chief Morgan, this item is the monthly update about the apparatus build. There was discussion about the final cost and money saved. He told them that they would be able to christen the truck much as they do ships with a ceremony involving the public once received. Then it was asked if the new apparatus would be trucked or driven to them, Chief Morgan said it would have to go to Phoenix first, to be inspected by the Chassis Dealer, so it would be driven by the vendor with someone that has a CDL license.

This item is informational only no board action.

3. Discussion/Consideration/Possible Action re: Obtaining new conflict of interest disclosure form from district Board Members.

Chief Morgan according to bylaws it is best practice to declare any conflicts at the beginning of the new year especially for the members who were recently sworn in as a result of the last election. Bill Whittington reminded them that if anything was to come up during the year, they can actually sign another conflict statement, remember to keep them current.

4. Discussion/Consideration/Possible Action re: AFDA Annual Conference and Information Received that may need consideration.

This item is for board members to share what they learned or felt was important discussion points after the AFDA winter conference held in Laughlin. John Rowlinson said he felt that we are in good shape as far as the website goes, we have everything we are supposed to and if we don't, we usually will get it corrected. Chief Wallace has attended the Social Media class. Chief Morgan reminded everyone to use the district email for district business, Bill Whittington added that he had seen a couple of lawsuits involving emails lately and he advises to use them (district email address). Kurt Alcumbrac added that he is very impressed from team prospective and Pinetop Districts involvement. We are very fortunate to have the people we have representing our professionalism at AFDA – the instructors are all very knowledgeable. There was discussion about the venue and how some of them probably wouldn't attend again due to the smoke and physical illness afterwards. John Rowlinson reminded them that in the beginning they used to meet at Holiday Inn in the conference room.

Informational only no board action.

5. Discussion/Consideration/Possible Action re: Selection of Board Members for the 2019-20 Budget and strategic planning committee

Chief Morgan, one of the boards duties is to participate in the budget planning process, therefore we need to appoint two committee members. After some discussion it was decided that John Rowlinson and Kurt Alcumbrac would be the board members on the budget committee. Ed Cibbarelli will sit in if needed.

This was acknowledged by the board as a whole but not confirmed by vote.

**VI. Summary of Current Events**

1. Fire Chief's Report regarding district activities
  2. Board Chairman report
- Chief Morgan read some thank you, appreciation letters from the public.

**VII. Future Meeting Dates**

Next meeting is February 25. 2019 at 4:30 pm due to Presidents Day on the 18<sup>th</sup>

**Announcements:** Chief sends his Chief report out early in case a board member would like to pull an item out for discussion on the agenda.

**Adjournment-**

Motion to adjourn by Carla Bowen at 6:02pm, seconded by Kurt Alcumbrac motion passed unanimously 5-0.

Respectfully Submitted

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Karen Robbins