

Regular Meeting of Pinetop Fire Board  
Monday May 18, 2020  
Pinetop Fire District Station 12  
Video Conference Available  
1845 S. Pine Lake Rd, Pinetop AZ 85935

**Call the meeting to Order: Ed Cibbarelli Called Meeting to order at 5:00 pm**

**Roll Call of Board Members, Ed Cibbarelli, Kurt Alcumbrac, John Rowlinson, Carla Bowen, and Doug Wright electronically at approx. 5:18pm**

**Gabe Buldra, Sara Simonton and Attorney William Whittington were present by video conferencing Jennifer Dietz from IAFC RSG! was also present by video conferencing.**

**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 April 2020
2. Approval of Warrants paid in April 2020

John Rowlinson made the motion to approve the consent agenda as presented, seconded by Kurt Alcumbrac seconded, motion carried unanimously 4-0

**IV. Board Business**

1. Discussion/Consideration/Possible Action re: IAFC RSG! Targeted Risk Reduction Assistance Grant (Jennifer Dietz)

Jennifer Dietz explained to the board about the IAFC RSG! Targeted Risk Reduction Assistance Grant. Ultimately there were only 11 communities selected throughout the country. It started with 40 Subjects, 25 finalists, 30 interviews. The Pinetop Fire District was one of the 11 selected. It was a very competitive process PFD should be proud. This grant isn't a "Cash money" grant but similar to the CPAW grant providing technical assistance for the district, they will provide much needed help with experts to work with PFD in an evacuation plan, defensible space, and risk reduction marketing. It will help PFD develop a solid plan in the pursuit of risk reduction in our area, including a demonstration day for the community with all the resources. Chief Morgan added that it would be similar to CPAW in that there would be staff time, administrative costs but we would benefit by having educational material and information. Mrs. Bowen asked if the costs are budgeted? Chief Morgan stated yes. Kurt Alcumbrac asked if we have scheduled anything yet. Chief Morgan told him that it would likely be at the next annual Firewise Event. This is informational only – no board action

2. Discussion/Consideration/Possible Action re: Presentation of April 2020 Financial Reports

All reports are included in packets, Gabe Buldra and Sara Simonton were available by video conference for the overview.  
Doug Wright also entered the meeting via video conference.

Mr. Buldra provided the summary; total revenue for the month of April was up, Tax revenue, Non-tax levy and Ambulance Collections were down. Grant Revenue was up for the month.

EMS Supplies, Vehicles and Equipment were over budget, the EMS Supplies probably caused by COVID 19 PPE supply purchases, and vehicles and equipment were over due to many needed repairs. Communications and Managerial were over, both due to covid 19, but remember we will see reimbursement for Covid 19 things beginning through June but possibly July.

The rest of the categories seem to be right in line, only a few were over budget.

Year to date Revenue is under budget – mostly due to function in timing, there are no tax collection problems. Non levy tax is under as well, grant related and ambulance billing, but that is normal for this time of year.

Total Expenses were under budget, but vehicles and equipment were over with COVID 19 PPE and ambulance supplies, and those expensive repairs on one of the Rescues and the Engine. Managerial is over some but that is also COVID Related.

Percentages stay pretty consistent at Personnel 77%, Operations 16%, Administrative at 5% and Communications at 2%.

Cash position is up by approximately 3.7 million compared to last year at 3.5 million. Other assets were down due to depreciations.

Carla Bowen made the motion to accept the April Financial Reports as presented. Seconded by Kurt Alcumbrac, motion passed unanimously 5-0.

3. Discussion/Consideration/Possible Action re: Tentative Adoption of proposed draft 2020/2021 Budget:

Chief Morgan gave a brief summary of the budget process. Gabe Buldra gave a summary of the budget and process and the date for our public hearing. We will post the tentative budget on May 19 to ensure a 20-day posting cure time. On June 15<sup>th</sup>, we will have the public hearing for the final adoption of the 2020-2021 balanced budget. Pinetop Fire District again maintains the same tax rate of \$3.17. The assessed valuation growth was 5.10% which allowed us some added revenue. AFDAT also increased. Gabe Buldra; Point of interest, PFD will not rely on Wildland Revenue to balance the budget, it is a general projection and will not affect the budget adversely if we have a “bad season”, however, if we do have a good season then it becomes an added bonus.

Mr. Buldra went on to summarize the budget break down which is available for review at both fire stations and on the website. After the summary he added to keep in mind that we will be very conservative in our capital purchases for now with the raging COVID 19 Pandemic.

PFD will be issuing a budgeted 3% COLA across the board for personnel this budget year, as we are seeing PSPRS, ASRS and health insurance costs again rising. The most exciting personnel budgeted amount is the Revised Tuition Reimbursement Program, we are very proud to be able to offer this to our employees. All of the board members would like any employee who wish to continue their education to take advantage of this benefit.

Communications will be up due to the purchase and lease of our new Traffic Preemption mechanism which will be excellent for the community and help our response times tremendously. Vehicles and equipment show additional money for wildland firefighting equipment, and our new hand crew program module.

Carla Bowen wanted to note that we are catching up from when the economy started falling and property tax fell to an all-time low and continued to decline until the last several years. She said that by 2025 we should be close to total recovery of that funding. She also wanted to note that we are being very conservative in our spending and since she had come on board, the district had resolved to try very hard to stay at our current tax rate for our citizens and it is also a goal of Chief Morgan's to remain at the same rate as long as we can.

Mr. Buldra told the board he does not see a decline in fund balance. PFD still has enough funding to adequately cover potential upcoming retirement end leave liability, it was projected that in the next five years we would see some folks hit retirement. The district is stable if this were to happen as projected.

There was a question about comparison to TMFMD tax levy, Chief Morgan; TMFMD enjoys a larger tax base sitting comfortably at 2.98 or 2.99 because they have twice the AV with consolidations spread over a larger property base with some larger businesses and growing.

The board thanked Gabe Buldra, the James Vincent Group, PFD administration, staff and Chief Morgan for the hard work on the 2020-2021 Balanced Draft Budget.

Kurt Alcumbrac said he looks forward to see the tuition reimbursement realized giving great things to great people. Chief Morgan added that he also hoped that all would take advantage but he knows two off hand that will be using it to get their Master's Degrees.

John Rowlinson made the motion to approve and tentatively adopt the 2020/2021 fiscal budget fee schedule and wage scale as presented. Seconded by Carla Bowen, motion passed unanimously 5-0.

4. Discussion/Consideration/Possible Action re; Tentative submission of budget to GFOA for award considerations.

Chief Morgan, PFD had been discussing this with Melissa Tomlinson, it was a project she started and was very excited about, with her gone we will still be striving to provide this extra level of transparency to our tax payers with the James Vincent Group. PFD in coordination with, Gabe Buldra and Sara Simonton from JVG, will be submitting our CAFR for award consideration and we are developing our budget document with the hope to achieve the GFOA's Distinguished Budget Presentation Award. This is a higher level of transparency for our citizens that most districts and departments don't even work or plan for and we are very pleased to be able to provide even the option to strive for such an award.

Mr. Buldra stated that this is another element of transparency that validates we are doing what we said we would do, that we are good steward of the district money.

Informational only – no board action.

5. Discussion/Consideration/Possible Action re; Updates on COVID 19

Chief Morgan, unfortunately this is an ongoing agenda item, Covid 19 and first responders.

Arizona Navajo County has been doing fairly well in this historical pandemic crisis. It is very frightening and especially for our people on the front lines. We are very blessed and have enough PPE equipment to last us for approximately two months, we have gloves, masks, face shields and gowns, fortunately we haven't had too many problems acquiring supplies thus far. As far as exposures and positive cases we have been fortunate and have not had too many. Each employee must take their temperature and record any symptoms each and every morning before work. We have a installed a temporary shield in the administrative office for Karen Robbins and soon will have an openable, closable window for an added level of protection. Our people have hand sanitizer and sanitizers for the ambulance, engines and equipment. We are all being very careful to keep ourselves and our family's virus free. We have no symptoms and no positive cases in our employee base. Navajo county/Summit Healthcare has started "blitz testing" which may make numbers go up in the coming days and weeks. We still have to be careful when we go out and about and our people need to be extra careful. Once the area opens up officially, we have a "flag" in place so the crews know to utilize extra PPE according to each ambulance call. Carla Bowen asked to be updated at the next meeting for comparison.

**V. Summary of Current Events**

1. Fire Chief Report regarding District Activities
2. Board Chairman report

**VI. Future Meeting Dates:**

Our next Meeting is scheduled for June 15, 2020

**VII. Announcements**

AFDA has been cancelled this July due to Covid 19

**VIII. Adjournment**

John Rowlinson made the motion to adjourn the meeting at 6:25 pm, seconded by Doug Wright, motion passed 5-0

Respectfully Submitted

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Karen Robbins