

Regular Meeting of Pinetop Fire Board  
Monday October 21, 2019  
Pinetop Fire District Station 12  
1845 Pine Lake Rd, Pinetop AZ 85935

**Call the meeting to Order: John Rowlinson** called the meeting to order at 5:00 pm

**Roll Call of Board Members, John Rowlinson, Doug Wright, Ed Cibbarelli and Kurt Alcumbrac by telephone, Carla Bowen was excused**

**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 September 2019
2. Approval of Warrants paid in September 2019

Doug Wright made the motion to approve the consent agenda as presented, seconded by John Rowlinson motion carried 4-0

**IV. Board Business**

**1. Discussion/Consideration/Possible Action re: Attorney General Opinion on Board Member Activities**

This item is on the agenda as a place holder allowing the board to discuss an attorney general's opinion on board duties and responsibilities. Mr. Whittington was requested to obtain a clarifying opinion on board members duties. To date Mr. Whittington has not had correspondence from the AG's office.  
Informational only, no board action

**2. Discussion/Consideration/Possible Action re: Presentation of July 2019 Financial Reports**

Gabe Buldra was present to present the financials for Pinetop Fire District, all documents included in packet. Some highlights were; Navajo County Revenue for August was under budget. Non-Levy and grant revenues were also under, due to timing of invoices and collection. Wildland Fire Revenue was up slightly.  
Expenses for August were over budget by almost \$10,000. Dollars.

Our cash position is less than in August of last year. Month over month variance is probably due to timing of tax revenue vs general operating expense. Review of cash flow projections show that cash is sufficient through the end of the year and there is no need to draw on the county line of credit which, as always is welcome news.

Percentages for the month were; Personnel 84% Operations 11% and Managerial at 4% and communications at 1%. These are normal benchmark percentages in comparison to other fire district averages with our size and structure.

John Rowlinson made a motion to accept the September Financials as presented, seconded by Doug Wright, motion passed unanimously 4-0.

3. Discussion/Consideration/Possible Action re: Presentation of Annual General and Single Audit

Chief Morgan; in accordance with ARS 45-235, we must conduct an annual audit of our previous year's financial budget. Lydia Hunter from BeachFleishman PC will present the results of our General and Single Audit. Lydia Hunter addressed the board and told the Board we once again earned an "Unmodified Opinion" which is the best rating the district can have. Congratulations to the district and congratulations on the financial Award for last year's CAFR Audit.

She went through each tab in the Audit Book explaining that the district is in great Financial Health. The Audit Results were not deemed final yet due to waiting on a report from Public Safety Personnel Retirement System (PSPRS), the audit will be finalized once we have that report, they aren't expecting any changes on release of the report.

Mrs. Hunter told the board that there were a couple of things to note but to keep in mind PFD still has an "Unmodified Opinion" and our Audit was excellent.

1. The procurement policy written procedure needs some language changed to meet federal grant guidelines.
2. The Cash management for the Grant from the Federal Government states the funds have to be utilized within 30 days. We actually took a little more than 30 days. Our SCBA grant totaled over 750,000.00 which was over the threshold and required the single audit process. During a routine desk review, it was found that the funds weren't spent within the 30-day window. This will be changed in the policy.

Mrs. Hunter told the board that we would be addressing those problems later in the meeting to change policy to meet the standards. She thanked personnel and told the board that the district is doing everything right and our Audit meets all standards set by the state statutes.

Ed Cibbarelli and John Rowlinson thanked everyone involved for a great job.

After some discussion Doug Wright made a motion to accept the annual 2018-2019 General and Single financial audit for Pinetop Fire District as submitted with any edits or corrections BeachFleishman finds after the PSPRS actuarial is reviewed. Seconded by John Rowlinson, motion passed unanimously 4-0

4. Discussion/Consideration/Possible Action re: Acceptance of AZDOHS Grant for Communication improvements:

Chief Morgan, we were awarded this joint grant project for radio infrastructure, our radios were not P-25 capable or compliant. To accomplish everything needed it would cost approximately \$524,172.00 which would include all mobiles, hand held portables and tower repeaters. It will take a total of 6-7 years to complete the project. This grant award will provide a replacement of our Sky-High tower repeater. The current one is 18 years old and failed in September of last year. We have been leasing one from Durham Communications in order to maintain our emergency communications. This is non matching grant. All supporting documentation is included in the packet. Accepting this grant is necessary to get a permanent solution in place. If approved today we will be completing the replacement sometime in the spring. PFD and TMFMD have communications infrastructure needs of about \$600,000.00, and we have been receiving partial funding of \$40,000.00 at a time.

Doug Wright made the motion to authorize the fire Chief to execute subrecipient agreement 19-AZDOHS-HSGP-190107-01 accepting grant funds for communication

improvements in the amount of 39,3662.00 as presented. Seconded by John Rowlinson, motion passed unanimously 4-0.

5. Discussion/Consideration/Possible Action retype 1 Engine Update

Chief Morgan, as a board you approved the purchase of a Type 1 Engine Pumper for our front-line service through our capital replacement plan. The apparatus committee worked hard to set the specs for the new engine and we have been following the build since Jan of last year. We had our final walk thru inspection last week and the committee inspected the vehicle validating specifications. It is a beautiful engine and the district will be very proud of it once it is delivered. They are correcting a few small things, minor in nature but will be addressed. The vehicle construction is built to allow for greater access to the pump, greater vision at night due to the LED lights, it has ventilation for the crews, we will have to train on maintenance of the filter, it has a larger hose bed and more storage. The frame has been galvanized dipped to prevent any corrosion during the winter months with the ice and snow melt during winter road exposure. The quality of work is amazing, it will be so much better for our crews and the citizens. The build is ahead of schedule and with the acceptance we should see it delivered in early November. The price was locked at \$525,690. There will be no financial changes unless the board approves it. Chief Morgan showed them pictures/videos of the walk thru. Informational only, no board action.

6. Discussion/Consideration/Possible Action: Consideration of the adoption of an amendment to the 2015 IFC, Section 315.3.1 Ceiling Clearance for Storage.

John Rowlinson moved to go into Special Session Open Hearing for the public. Seconded by Doug Wright motion passed 4-0

Ed Cibbarelli; this is a Special Session Open Hearing for consideration of amending the 2015 IFC, Section 315.3.1. fire codes. Are there any comments for or against amending the fire code? Hearing None we will convene to regular session board meeting.

John Rowlinson moved to close the special hearing, motion seconded by Doug Wright, motion carried unanimously 4-0

Regular consideration: Chief Morgan told the board this is a formality to amend PFD's current IFC 2015 Fire Codes the board adopted in January 2016. As the code sets are updated, we have the authority through our board to either adopt or amend the current code with best practice as we deem necessary. One of the recent updates are the exceptions concerning Section 315 General Storage 315.3.1. This section reads as follows, Storage shall be maintained 2 feet or more below the ceiling in non-sprinklered areas of the building or not less than 18 inches below sprinkler head deflectors in Sprinklered areas of the building.

Our inspectors use this violation more frequently and business owners have more difficulty complying due to limited space in our district businesses. There has been a lot of discussion concerning this problem in the field between our local businesses and inspectors. It has been found that storage along the walls do not impede suppression activities in non-sprinklered buildings. The new 2018 IFC codes now align with NFPA13 Section 8.6.6.2.1 and 3.9.2.6 which states there is not a limit on the storage height of 18 inches below sprinkler deflectors in sprinklered buildings. The new exceptions only apply to General Storage and does not cover high piled combustible storage addressed in Chapter 32 or IFC Code.

If we amend this code, it will help our local business community and we still will be within best practice and current codes.

Kurt Alcumbrac asked if there were fees included in the amendment? Chief Morgan said we have the fee structure adopted every budget year, that is usually when changes take place.

Doug Wright, made the motion to adopt the proposed amendment to the 2015 IFC Fire Code section 315.3.1 Ceiling Clearance as presented. Seconded by John Rowlinson, motion carried unanimously 4-0

7. Discussion/Consideration/Possible Action: Adoption of proposed financial procurement and asset management and disposal policy change in order to comply with federal CFR grant management Practices.

Chief Morgan, after participating in a FEMA desk review for the regional SCBA grant. FEMA staff noted that while we have a policy in affect that addresses state and local purchasing standards, our current policy doesn't address the Code of Federal regulations (CFR) for federal grants. Melissa Tomlinson prepared a recommended revision of the procurement policy and Chief Morgan made the necessary revisions to comply with CFR200.313 equipment requirements. Included in your packet for review is the amended policy. This will help with other agencies that may or may not be involved in our grant, such as the SCBA policy with multiple agencies. It will maintain a level of compliance that we were lacking in the past. Both policies meet standard best practice and are presented to the board for approval. John Rowlinson asked if PFD would control the inventory of the other agencies involved (specifically in the SCBA grant) and any future procurement grants we may be awarded. Chief Morgan told the board that in regional grants yes and this is identified in the MOU with other partners agencies. PFD will be responsible for maintaining inventory requiring the other departments to send us a list verifying inventory and/or lost and or damaged products which we will have to track and keep track of those items as best practice. John Rowlinson added that FEMA would take a dim view of disposal of any of the grant items.

John Rowlinson made a motion to approve the recommended proposed revisions to financial procurement and asset management & disposal policy as presented. Seconded by Doug Wright, motion carried unanimously 4-0.

Ed Cibbarelli asked to move up the Announcements and Future date for meeting due to Chief Morgan's evaluation review which would most likely go into Executive Session

**VI. Summary of Current Events** Chief Morgan said the Chief report and the Chair report are I the packet, there were no questions or comments.

Next meeting is October 21, 2019 5:00pm at ST 12

**V. Personnel**

1. Discussion/Consideration/Possible Action re possible vote to go into executive session pursuant to A.R.S. §38-431.03 (A) (1) for personnel matters re: Fire Chief Jim Morgan's annual evaluation review.

Chief Morgan, all of the pertaining documents are included in the packet. Time for Fire Chief annual review. Chief Morgan told them there was a summary document in the packet with a list of all his recent Goals, achievements and successful grants.

John Rowlinson made the motion to move into executive session in order to discuss Fire Chief Jim Morgan's annual evaluation, seconded by Doug Wright, motion carried unanimously 4-0. Executive Session began at 6:00pm

John Rowlinson moved to exit Executive Session at 6:15pm, seconded by Doug Wright, motion carried 4-0

No additional Comments or Announcements

***Adjournment-***

Motion to adjourn by John Rowlinson at 6:18 pm seconded by Doug Wright, motion passed unanimously 4-0.

Respectfully Submitted

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Karen Robbins

Approved