

Pinetop Fire District Station 12
Regular Meeting of Pinetop Fire Board
Monday April 19,21
Video & Conference Available
1845 S. Pine Lake Rd, Pinetop AZ 85935

Call the meeting to Order: John Rowlinson Called Meeting to order at 5:05 pm

- 1. Roll Call of Board Members: Chairman John Rowlinson and Doug Wright present by Video conference, Carla Bowen, Brad Baker and Ernie Lawes were present**

Also, Present Chief Jim Morgan, Gabe Buldra, Ben Archer and Sara Simonton from James Vincent Group, and Attorney William Whittington

II Call to the Public: Allison Moseley thanked the Board from the Labor Group for allowing their participation in the 2021-2022 budget process.

III. 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 March 15; 2021.
- 2) Approval of Warrants paid in March 2021.

Ernie Lawes made the motion to approve the consent agenda, as presented, seconded by Brad Baker, motion carried unanimously 5-0

IV. Possible Vote to go into Executive Session

Discussion/Consideration/Possible action re: possible vote to go into executive session pursuant to A.R.S. §38-431.03 (A)(3) and A.R.S. 38-431.03 (A)(7) for legal advice regarding purchase of property for district operations.

Carla Bowen made the motion to enter into Executive Session at 515pm, Seconded by Brad Baker motion to go into executive session passed unanimously 5-0

Executive Session adjourned at 550pm, back to regular meeting

V. Board Business

- 1. Discussion/Consideration/Possible Action re: Presentation of February 2021 Financial Reports**
Gabe Buldra; all reports are included in the board packet.

Some highlights are;

Navajo County Revenue total revenue was \$303,000.00, which is under budget by \$68K.

Property tax revenue was \$191k in alignment with the month of March.

Non-Levy Revenue was under budget by \$70819 primarily due to grant revenue.

Ambulance income was over budget by \$13,334 and wildland revenue was over by \$25K.

Expenses for March totaled \$445,619 under budget by \$3,994.00.

Building and land expense was \$19,509 under budget.

Communication was over slightly due to the timing of their invoicing.

Total revenue was approximately \$6,161,370 which were over budget by \$541,565 Property Tax Levy Revenue is under by \$189,320 while non tax revenue is over budget by \$730,885 driven by wildland Revenue offset by lower than anticipated Grant Revenue.

Monthly Percentages for February 2021 are:

Personnel 81%, Ops 13%, Admin 4% and communications at 2%.

Moving into the new wildland fire season, we have received most of our last season funding and have some new billings as a result of the new fires, the G22 which should net around \$40,000.00, as the early fire season continues, we will be seeing wildland revenue and expenses going up as well.

We have a 4.3 million total Cash position which is more than 3.3 million from last year.

Carla Bowen made a motion to accept the March 2021 Financial Reports as presented. Seconded by Brad Baker, motion carried unanimously 5-0.

2. Discussion/Consideration/Possible Action re: Update on land purchase agreement

Note: discussion in executive session earlier in meeting

Brad Baker made the motion to authorize PFD Legal Counsel and the Boards Representative with pending restate matter to proceed as otherwise instructed in executive Session, seconded by Ernie Lawes, motion passed unanimously 5-0 .

3. Discussion/Consideration/Possible Approval re: 2021/2022 Budget Workshop Review

No attachment, this is just a review of upcoming 2021-2022 budget process. From the James Vincent Group; Gabe Buldra, Ben Archer and Sara Simonton were present to drive the review. Gabe Buldra noted the committee met prior to the board meeting and they should have a final draft by next meeting. Sara Simonton gave the update of our goal to adopt a tentative budget at the May meeting and pass a final budget at the June 21 meeting to have the budget in place by July 1 2021. There was discussion about the profitable wildland season and how it does not affect the budget only our capital bottom line. More discussion about the dismal AV and FDAT rate and continuing to be conservative because of low rates. There was discussion about possibly pursuing C.O.P.S as a matter of funding for the unfunded pension liability. Discussion about a 1.3% Cola across the board and step increase for those eligible, while considering the end leave liability. They talked about the other non-levy revenues such as mitigation share, prevention plan review, and the largest one being ambulance revenue- while slightly up we would probably want to budget at last year's amount to be fiscally safe.

Carla Bowen and the other board members commented on the success of our budget and thanked all involved.

Informational only no board action currently.

4. Discussion/Consideration/Possible Approval re: Approve the adoption of the Chief Executive Officer educational and experience policy

Chief Morgan: during our update of policy with the Lexipol Group it came to our attention that we need to update our Executive Officer requirement policy. This is just verbiage of what is standard practice if you need to hire a Fire Chief in the future, an expectation for desired qualifications. Simply put it would state the minimum educational requirement for the Fire Chief would be a bachelor's degree. The districts desired credentials would include a master's degree and EFO and CFO designation.

Carla Bowen made a motion to approve the adoption of the chief executive officer educational and experience requirements policy as presented. Seconded by Brad Baker, motion carried 5-0

5. Discussion/Consideration/Possible Approval re; Wildland Fire Conditions

Chief Morgan: included in your packet are 2 graphs containing local ERC's for a couple of weeks. We did see some moisture, but we are in serious trouble if we don't get more. He explained the dramatic increase in fire restrictions last year, which probably prevented a disaster, and we probably will utilize again this year for extreme prevention. The 1000-hour fuels look ok at the moment but the more immediate burning fuels such as grass, weeds, pine needles maybe able to ignite and take off despite any moisture we have just seen. We are seeing an uptake of summer visitors earlier and earlier and we may have used those extreme restrictions. There was discussion about smoking and witnessing cigarettes being tossed out on the ground by Ms. Bowen and the Chief said he would suggest to the PIO group education for the community as necessary.

This is informational only no board action.

6. Discussion/Consideration/Possible Approval re; Covid 19

New information included in packets.

Covid 19 continues to improve, yet several members of one crew here at the district came down with Covid 19, the majority of them are doing well, one with asthma is taking extra precautions.

ICU bed use continues to go down and while vaccinations in the country are going down slightly Covid 19 seems to be improving still. Everything seems to be opening up everywhere.

This is board information only no board action.

VI. Summary of Current Events

1. Blood Drive earned us a silver award for 2019.
2. We also have earned a 2019 Certificate of Excellence for Finance.
3. John Rowlinson is doing very well after his quadruple bypass surgery.
4. New chase vehicle was delivered and the other two are soon to follow.
5. Doug congratulated C shift for completing their inspections.
6. Senator Sinema sent her letter of support for the AFG SAFER grant (included).

Future Meeting Dates:

May 17, 2021

VII. Announcements

- a. Please let Chief Morgan know if there are any new or standing agenda items.
- b. Mandatory Classes are beginning for Board Members May 21 is the one at TMFMD it is an all-day class. 8-430 pm.

VIII. Adjournment

Chairman Dr. Wright adjourned the meeting at 6:44 pm

Respectfully Submitted

Karen Robbins