

Pinetop Fire District Station 12  
Regular Meeting of Pinetop Fire Board  
Monday March 15, 2021  
Video & Conference Available  
1845 S. Pine Lake Rd, Pinetop AZ 85935

**Call the meeting to Order: Doug Wright Called Meeting to order at 5:05 pm**

**1. Roll Call of Board Members:** Dr. Doug Wright was available by “go to meeting”, Brad Baker and Ernie Lawes were present. John Rowlinson and Carla Bowen were excused.

**Also Present By “go to meeting” Chief Jim Morgan, Gabe Buldra, Ben Archer and Sara Simonton from James Vincent Group, and Attorney William Whittington, Assistant Chief Richard Wallace was present.**

**II Call to the Public:** None

**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 February 2021
- 2) Approval of Warrants paid in February 2021

Mr. Baker had a question about item #5; it stated “½ acre and 2 ½ acre purchase”, he would like it to say the “½ acre we currently own and the 2 ½ acre purchase”. Stands Corrected

Brad Baker made the motion to approve the consent agenda, as presented and corrected, seconded by Ernie Lawes, motion carried unanimously 3-0

**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.

There was not sufficient information to warrant Executive Session at this 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 was over budget by \$30,134

Non-Levy Revenue was also over budget by \$71,086 at 254,009.

Grant income was over budget by \$64,015

Ambulance income was over budget by \$17,700

Expenses for February were basically in line – such as Building and land. Payroll was slightly under budget with grant related expenses slightly over budget by \$23,509 due mostly to timing of grant billings.

Fiscal year Revenue were over budget by \$610,338,

Wildland Fire invoicing was over budget by \$1,397.806

Fiscal Year Expenses are also over budget by approximately \$500,000.

Year to date cash was approximately \$600,000.00 more than last year totaling \$7,341,516.

Monthly Percentages for February 2021 are:

Personnel 82%, Ops 12%, Admin 4% and communications at 2%.

Moving into the new wildland fire season, we have received most of our last season funding as of this meeting date 3/15/21.

Brad Baker made a motion to accept the February 2021 Financial Reports as presented. Seconded by Ernie Lawes, motion carried unanimously 3-0.

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

Chief Morgan was authorized to bring Mr. Whittington in as Pinetop Fire District Legal Representation for the Waste Management land purchase. So far there are no problems with our agreement, it is a standard contract between buyer and seller. Our only problem is Navajo County and the removal of our equipment and storage containers by mid-April. At the next board meeting, we should have a contract for board consideration. Brad Baker told the board he knows of property where we could store our equipment and storage containers if the need arises.

This is information only, no board action.

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

Gabe Buldra, Ben Archer and Sara Simonton were available by computer to update the board on the budget process and how it was coming along. There was some discussion about the project manager's reports still out at the time of the meeting.

Key Points

- \$175,000.00 Merit increases, for eligible employees
- Keeping the tax rate at \$3.17
- Waiting on Worker's Comp probably 5% increase
- Waiting on liability insurance - should only be approximately a 5% increase
- PSPRS and ASRS have increases approximately 4 ½%
- We know that health insurance had a small increase less than 5%
- Grants have all been submitted, AFG, Regional, Fire prevention, SAFER grants, and homeland security.
- Capital replacement reserves and unfunded leave reserves to prevent surprises.
- Out of control expenses such as utilities, fuel, and unplanned incidentals.

We should have a tentative budget for board review/consideration at the next meeting. This is informational only, no board action

4. Discussion/Consideration/Possible Approval re; Informed Consent and Joint Representation of Mr. Whittington Regarding the AFG Biomedical Equipment Grant

Resolution 2021-1 Pinetop Fire District (PFD) is seeking a Joint Biomedical Equipment Grant MOU for consideration. Mr. Whittington, PFD's Legal Council is also representing the other fire

districts, Timber Mesa Fire and Medical District, Heber-Overgaard Fire District and Taylor-Snowflake Fire District. The MOU for informed consent and joint representation outlines Mr. Whittington's participation with PFD and the other districts regarding the AFG Biomedical Equipment Grant while providing knowledge of the procurement expenses awarded to each district. There was some discussion about a prior agreement as an example –Our SCBA grant, which had multiple agencies and reimbursement. To summarize this is a standard consent agreement between all involved so there is no conflict of interest going forward.

The second discussion continues into item #5 concerning the grant itself. Chief Morgan gave a summary about the Grant and the services it would provide for the local neighboring districts as well as PFD. This is a "10% match" regional grant in the amount of \$1,062,908.12 and will provide 7 Power Gurney and lift systems, 18-12 Lead Heart Monitors for four agencies. In accordance with the MOU distribution our request is for 5-12 Lead Heart Monitors, and 2- Power Cot Gurney and Lift Systems. Our estimated cost would be approximately 10% or \$28,083.86 if the grant is indeed awarded, this will be included in the 2022 budget process.

Mr. Whittington, at Chief Morgan's request gave a brief summary on the general background for resolutions. Basically, a resolution is required by state statute and contains language for funding mechanism requirements, signaling the exposures and expenditures were considered in the authorization of signed documents.

Doug Wright made a motion to approve the Waiver of Conflict of Interest/Consent to Joint Representation, also adopting the Joint Participating Agency AFG Biomedical grant MOU and designating Chief Morgan as the Applicant Agent for the Pinetop Fire District as Presented. Seconded by Ernie Lawes, motion passed unanimously 3-0.

Note: this motion takes care of item #4 and #5

5. Discussion/Consideration/Possible Approval re; Adoption of resolution for AGF Regional Biomedical Equipment Grant.

See above discussion, resolution and motion.

6. Discussion/Consideration/Possible Approval re; updates on the 2021 Wildland Fire Season  
Included in the March 2021 Board Packets are the updated reports for wildland fire season in our area. Chief Morgan updated everyone on the crew participation in the local Porter Mountain Brush/grass fire, explaining that we do not bill our neighbors when we aid them or visa-versa. He told them the fire began approximately 24 hours after the home owner thought he had extinguished his fire pit, a hot ember blew out and caught the nearby brush on fire, which caused embers to blow across the road and catch the forest floor on fire, unfortunately we hear this type of story every year, many times over.

According to new information, all indications point to continuing drought conditions even with the current snowpack. Everyone will need to be vigilant in the coming fire season, which we now know is happening earlier and earlier.

Informational only, no board action.

7. Discussion/Consideration/Possible Approval re; Updates on Covid 19

Chief Morgan; all reports are included in the March 2021 board packet. We are obviously seeing a decline in reported cases in Arizona and especially Navajo County. Governor Ducey is expected to open the State up more in the coming week.

Dr. Wright said there was a decline in numbers at Summit Healthcare of ICU beds being used as well as hospitalizations. Things are looking up but we must remain vigilant. As we see numbers come down, we will start seeing training classes open up and events start taking place again, including our own Fire wise event this summer.

**IV. Summary of Current Events**

1. Chief Morgan; congratulations to Karen Robbins for getting her Certificate of Proficiency in Accounting.
2. Congratulations to Dr. Wright and his new bride, he will be getting married soon. An invite to his reception is included in packet.
3. John Rowlinson is doing very well after his quadruple bypass surgery. Information is available if anyone would like to send an encouraging word. We are all so thankful that he is doing well and send our prayers and blessings.

**VI. Future Meeting Dates:**

April 19, 2021

**VII. Announcements**

- a. Please let Chief Morgan know if there are any new or standing agenda items
- b. 1-day classes are being scheduled around the state and Navajo County for new board members if anyone would like the information, chief will provide it.

**VIII. Adjournment**

Acting Chairman Dr. Wright adjourned the meeting at 6:05 pm

Respectfully Submitted

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Karen Robbins