

Pinetop Fire District Station 12
Regular Meeting of Pinetop Fire Board
Monday September, 20 2021
Video & Conference Available
1845 S. Pine Lake Rd, Pinetop AZ 85935

Call the meeting to Order: John Rowlinson Called Meeting to order at 5:00 pm

1. Roll Call of Board Members: John Rowlinson by video conference, Carla Bowen, Brad Baker and Ernie Lawes were present. Doug Wright resigned prior to meeting

Also Present by video conference, Chief Jim Morgan, Asst Chief Richard Wallace, Gabe Buldra from JVG, and Attorney Bill Whittington were available by video conference. Fire Marshal Chad Berlin 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 August 2021
- 2) Approval of Warrants paid in August 2021

Carla Bowen made the motion to approve the July 2021 consent agenda, as presented, seconded by Brad Baker, motion carried unanimously 4-0

V. Board Business

1. Discussion/Consideration/Possible Action re: Acceptance of Mr. Doug Wright's resignation from the Fire Board

Mr. Wright resigned from the board leaving a vacancy for appointment. He had served on PFD Board for a period of about 13 years. He will be missed.
Due to technical difficulties with our video feed the discussion was minimal and the suggestion was made to post the vacancy in the paper.
Staff direction is to post the vacancy in the newspaper, also posting on the website and at Station 11. Once letters of interest are received, they will be included at the next meeting for appointment of a new member according to Pinetop Fire District Bylaws and Arizona state Statutes.

Chairman Rowlinson made the motion to accept Dr. Doug Wright's resignation from the fire board in good standing with special gratitude from the board and community as submitted. Seconded by Ernie Lawes, Motion passed unanimously 4-0.

2. Discussion/Consideration/Possible Action Re: Appointment of board clerk
A Clerk must also be appointed to fill Dr. Wright's vacancy.

Carla Bowen nominated Ernie Lawes to be Clerk of the Board, seconded by Mr. Lawes, Mr. Lawes was unanimously elected to be Clerk of the board 4-0.

3. Discussion/Consideration/Possible Action re; Presentation on the fire prevention and permit process for events.

In response to comments at the August meeting, Fire Marshal Chad Berlin gave a high-level overview of Pinetop Fire District's special use permit process for the events held around the district, It's Magic, Charlie Clarks, and other locations. The process involves payment for plan approval, a detailed drawing of where booths, parking, food and foot traffic will be making sure they are compliant with the fire codes and rules. Once they have been approved, they are then inspected after set up so the Fire Marshal can make any changes needed before the event begins. If there are any subsequent events at later dates – they also must be inspected for compliance. He told them that the safety of our crews and the public at large are the first considerations of the process.

Fire Marshal Berlin explained that during our permitting process at It's Magic, he discovered that there is a gate – where a cattle guard used to be that is too narrow for a Fire or EMS Apparatus to access. Its Magic was asked to widen the gate and make it accessible for Emergency Vehicles. The time period was to be taken care of by the end of this year-2021. They agreed to make the change during their off season.

The concern was that our emergency personnel may not have been able to maneuver in and around the event or be able to secure a patient within the event. There was an ambulance call several weeks ago and perception was that the crews could not gain access to find the patient. Fire Marshal Berlin explained that he spoke to the crew involved, specifically Engineer Ben Altop, the call was on July 2, 2021 at 1474 Spruce Lane for an unknown patient. First of all, there was a communication problem, call came in from an apple watch and dropped. Then the crew could not locate the patient and continued to look everywhere including looking in the event at It's Magic, just to cover the area and be sure there was no emergency. They did not find anyone, but understandably the appearance was that they couldn't maneuver around the event. He told them that as of now, the ambulance could access the event at other points of entry and we have gurneys that can be wheeled into the event to pick patients.

Mrs. Bowen was, concerned for the safety of the crew and the public, it appeared that the crews could not gain access. Once she learned what the nature of the call was, she understood completely and expressed her concern about the widening of the gate so the emergency vehicles could access everyone at every point. Fire Marshal Berlin assured her the gate will be widened this year. Mrs. Bowen thanked him for explaining the process and making it more understandable. This is informational only – no board action.

4. Discussion/Consideration/Possible Action re; Presentation of June 2021 Financial Reports

Gabe Buldra from James Vincent Group was present by video conference to give the summary. All reports are included in the board packet. There was some discussion about the current wildland fire season and how it relates to the income and expenses. Chief Morgan told them that we are expecting it to exceed 1.8 million so far and the season will extend on into November-December.

Due to technical difficulties, we were unable to have a visual/verbal summary but the reports were included in the packet for review.

Brad Baker made the motion to accept the July 2021 financial reports as presented, seconded by Ernie Lawes, motion passed unanimously 4-0

5. Discussion/Consideration/Possible Action re: Ratification of accepting an Assistance to Firefighters Grant for Regional Biomedical replacement equipment in the amount of \$966,280.04.

Chief Morgan, we have worked hard to identify other means of revenue for the district. This grant cycle, we had another successful award notification for nearly one million dollars. This grant is in joint with our partners, Timber Mesa Fire and Medical, Taylor-Snowflake Fire, and Heber-Overgaard Fire. This is a ratification of acceptance due to the time frame involved - there was not time to allow board approval at that particular date. Chief Morgan accepted the award due to time constraints and this item is presented to the board for ratification of acceptance.

Since the grant allows for EMS Equipment, PFD and the partners listed above developed the need for heart monitors and powerlift gurneys. There is a 10% purchase match by all participants. The MOU is included in the board packet. Purchase will include 18-12 lead monitors, and 11 Power load/lift systems and 7 power load gurneys to be distributed to all partners.

He told the board that just as in the SCBA Grant that we were awarded last year, there would be another single audit in conjunction with our CAFR audit. The cost for the extra audit would be minimal at \$3500. He reviewed the Joint Purchasing process again for the new members. Chief Morgan told them that Pinetop Fire District would be lead of the purchase, administration and distribution of the items including the single audit, the Vendors would be doing the setup and training. Carla Bowen told the chief thank you for his hard work. This is a normal grant process, and ratification of acceptance of the grant.

Chief told the board that once the purchases were approved and made, FEMA typically reimburses within 10 days once reimbursement is requested. Once the purchases are received, we will invoice the partners for their share which probably would take a couple of weeks for reimbursement due to other boards going through the same processes of approval.

Carla Bowen made the motion to ratify the acceptance of the AFG EMW-2020-FG-16834 Biomedical Equipment grant in the amount of \$966,280.04. Seconded by Ernie Lawes, motion passed unanimously 4-0

6. Discussion/Consideration/Possible Approval re: Approve the purchase of Zoll X series 12 Lead Heart Monitors in the amount of \$734961.12

These are the heart monitors we discussed in the prior RBA, they perform the same functions as the hospital versions and will be great additions to our life saving tools. They are much needed EMS Equipment which is also part of our original capital replacement plan.

Pinetop Fire District and Partners will be trading in old Monitors as credit towards the purchase, including the Phillips monitors that at least one of the partners uses. On September 15, 2021, the 3 partners met and the decision was made to remain with ZOLL Medical since this was an existing product that the partners were using. We have had ZOLL in district since we started EMS service. A couple of the partners liked the Phillips version but agreed to change to ZOLL after some discussion.

We will be utilizing the City of Tucson's joint purchase agreement with the same pricing and rates. There was discussion about the joint purchase agreement and the administration/distribution and Chief Morgan reviewed the quotes. All documents are included in the board packet.

Brad Baker made the motion authorizing Chief Morgan to convert Zoll quote 395080 V2 to a purchase for 18 Zoll, Series X, 12 lead Heart Monitors and accessories from the Zoll Medical Corporation not to exceed the amount of \$734,961.12 as presented. Seconded by Carla Bowen, motion passed unanimously 4-0.

7. Discussion/Consideration/Possible Approval re: Stryker Power Load Cots and Power Lift Systems not to exceed \$388,233.27

The second part of the grant is for the power load cots and power lift systems to protect our patient and crews. These new gurneys and the power lift system will take things to a new level, with no more heavy manipulation for the crews in loading patients large and small. It will protect them from back injury when lifting heavier patients and trying to maneuver the gurney into the ambulance automatically locking it into place, the new system will do all the heavy lifting and maneuvering.

There was some discussion about the overage in charges, chief explained that pricing has changed since the initial grant was written, there were changes in suppliers, supply chain and freight. He explained that the partners would share in the audit cost and the board was satisfied. This is again – a 10% grant match.

Brad Baker made the motion authorizing Chief Morgan to convert Stryker Quote 10235166 to a purchase for 11 Stryker Power Load/Lift systems and 7 Power XT Cots and accessories from the Stryker Medical Corporation not to exceed the amount of \$388,233.27 as presented. Seconded by Ernie Lawes, motion passed unanimously 4-0.

8. Discussion/Consideration/Possible Approval re: Ratification of accepting a Fire Prevention and Safety Grant for Fire code adoption and Wildland Risk Reduction in the amount of \$27,439.05

AFG grant for Fire Prevention and Safety, this is also a FEMA grant and part of our alternative revenue source to accomplish needed projects. This grant is for community risk reduction through adoption of updated edition of the fire code. We will have a 5% match for this grant. Chief Morgan told them that once again there was a timeline limitation requiring acceptance. Thus, this will be a ratification of acceptance of the grant. He also told the board that other Fire Chiefs have taken notice of our progress and it is benefiting them as well – he noted this in the chief report for reference. Chief Morgan told everyone thank you as this was a “team” effort. Carla Bowen thanked the Chief as he is the primary grant writer and works very hard at it. Chief Morgan told the board that this will be adoption of fire code with WUI inclusion, it likely will have to come to a public hearing, but allows for wildland mitigation with notable progress reporting and future planning. The board will need to adopt the fire code at a different time.

Carla Bowen made the motion ratifying acceptance of the AFG EMW-2020-FP-00940 Fire Prevention and Safety grant in the amount of \$27,439.05. Seconded by Ernie Lawes, motion passed unanimously 4-0.

9. Discussion/Consideration/Possible Approval re: approval of Resolution 2021-03 amending the IRC Section 125 Premium Only Plan

Chief Morgan told the board that this item is the renewal process for the employees HSA benefit plan allowing for pre-tax payroll deductions – a section 125 plan required by IRS. He explained that we are just updating our Section 125 plan describing employees benefits that are approved for pre-tax deduction.

Ernie Lawes made the motion to approve resolution 2021-03 amending the Pinetop Fire District IRC Section 145 Premium Only Plan as presented. Seconded by Brad Baker, motion passed unanimously 4-0.

10. Discussion/Consideration/Possible Approval re: Approval of Resolution 2021-04 adopting Employee Benefits Plan and ERISA Wrap Summary

This is the update to our ERISA summary plan. Pinetop Fire District offers deferred benefits through our 457(b) plans, then there is deferred payment for employee and family health

insurance, HSA and any other tax-deductible employee payroll withholding payments. ERISA in accordance with Federal Law provides that summary of benefits.

This is just a basic formality and needs to be signed by the Board – allowing for employee pretax through payroll withholding. It is in play for 5 years and will need to be brought up for update again at the end of that time. This is a part of the previous item and again is an update.

Brad Baker made a motion to adopt resolution 2021-04 approving the Employee Benefits Plan and Employee Retirement Income and Security Summary Plan Description as presented. Seconded by Ernie Lawes, motion passed unanimously 4-0

11. Discussion/Consideration/Possible Approval re; Update on Land Sale Agreement and Retention of Law Firm Perkins and Coie for legal services regarding Land Purchase agreement and environmental contract language.

In the packet are documents from Christopher D. Thomas, environmental land agreement consultant. Also included is the email tree discussion concerning the land sale and testing of well #6 for Benzene and possibly a couple of the others to make sure all bases are covered. There is a recommendation for the retaining of environmental firm Haley and Aldrich to conduct the phase 1 and 2 testing that the board has been discussing.

There was some discussion about waste management possibly getting reluctant in light of all the recommended testing and chief Morgan assured them there was nothing to worry about. Waste Management realizes that any testing performed would ultimately protect their interest in the sale as well as Pinetop Fire District. After the testing is completed, we should be able to make a decision on the purchase.

This is informational only, no board action.

12. Discussion/Consideration/Possible Approval re; Retaining the professional services of the environmental firm Haley and Aldrich to conduct phase 1 plus environmental study not to exceed \$12,400.00

The cost has changed for the phase 1 and 2 testing from approximately \$7500 to now around \$12,400. Brad Baker asked why we would be paying for the study when originally, he thought that we would have Waste Mgt pay for the testing. Chief Morgan said that Pinetop Fire should pay for testing ourselves so we could over-see and own the results, protecting our own interests for the future if we purchase.

Phase 1 and 2 testing will provide us with a viable timeline to go forward. Over time the natural disintegration of the chemicals should be notable. With the prior testing and our new testing as a basic formality of protection we should be clear to purchase the property. Chairman Rowlinson asked if everything was in order to proceed, chief Morgan assured him it was.

Carla Bowen made the motion to retain Haley and Aldrich consulting firm not to exceed \$12,500 as presented. Seconded by Ernie Lawes, motion passed unanimously 4-0

13. Discussion/Consideration/Possible Approval re; Updates on 2021 Wildland Fire Season

This is an update to the wildland fire season in our area. The local wildland fire meetings have not been taking place due to the minimal risk we are experiencing with the current monsoon season. Even though our precipitation has decreased in the last few days due to monsoon season coming to an end, it is natural to assume we will be in danger again. As of this point in time we should be safe from crown fires and heavy fuel fires. This doesn't mean as the green fine fuels cure and turns brown we won't have some danger. The lighter fine fuels fire can create a risk as a second fire season transitions during the dry fall. At this time our local ERCs

are climbing slightly which isn't a concern right now and nationally we are still at a PL 5. We will still see fires in the pacific northwest as they have not had the moisture we have experienced.

Chief Morgan told the board it wouldn't surprise him to see the wildland fire season and deployments continue through November. Chief gave a brief rundown of deployments still out, including himself and assistant chief Wallace.

This is informational only, no board action.

IV. Summary of Current Events

1. Fire Chief's Report regarding district activities

Chief Morgan wanted to bring to the board's attention the two tragedies we have experienced in the last few weeks. Ryan and Haley Carpenter losing their two-month-old baby daughter and Jarret and Destiny Johnson's little four-year-old daughter with an in-operable brain tumor. He asked for everyone's prayers and thoughts.

2. We are taking assignments all over the west still at this time. We are in a good position to reach billable fires at 1.8 million dollars or more since the start of our season.

3. Also Mr. Rowlinson asked me to give a legislative review on the initiative for a privilege and sales tax in the amount of one tenth of a cent to go to public safety entities over a life span of 20 years. If it should pass would possibly generate about ½ our property tax levy, about a million dollars. The current FDAT tax has not been a popular vehicle for money so this would be a great alternative. It probably would face heavy resistance from the tax lobby folks but would definitely benefit the district.

4. The board wants to thank the men and women who were out on assignment as well as their families for supporting them, and those in district who are filling in for everyone.

Future Meeting Dates:

October 18, 2021

VI. Announcements

Chairman Rowlinson thanked Dr. Doug Wright for his 13 years on the Pinetop fire District Board, his exemplary service, dedication, and his medical expertise. We are sad to see him go and he will be missed. He did say he would stay in contact with the district and help out if he can.

VII. Adjournment

John Rowlinson adjourned the meeting at 6:26pm

Respectfully Submitted

Karen Robbins