

Regular Meeting of Pinetop Fire Board
December 19, 2022
Pinetop Fire District Station 12
Video & Conference Available
1845 S. Pine Lake Rd, Pinetop AZ 85935

Call the meeting to Order: Chairman Rowlinson called the meeting to order at 5:03 pm

- 1. Roll Call of Board Members; present- John Rowlinson, Ben Borrego. Present by video Conference; Brad Baker. Carla Bowen and Ernie Lawes were excused.**

Also present in person; Asst Chief Wallace. Bill Whittington. Present virtually; Chief Jim Morgan, Sara Simonton (JVG), and Lydia Hunter (Beach Fleishman) present electronically

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 for November 2022
- 2) Approval of Warrants paid in November 2022

Ben Borrego made the motion to accept the Consent Agenda as presented. Seconded by Brad Baker. Motion passed unanimously 3-0

IV. Board Business

- 1. Discussion/Consideration/Possible Action re; Swearing in elected board members John Rowlinson and Bradly Baker**

Asst. Chief Richard Wallace swore in the elected Board Members, John Rowlinson and Bradly Baker.

No motion needed

- 2. Discussion/Consideration/Possible Approval re; Selection of Board Officers**

Chief Morgan reminded the board that they could elect new officers or approve the current officers for the new year. A comment was made that there were other members absent.

Ben Borrego made the motion to approve John Rowlinson as Chairman of the board and Ernie Lawes as Clerk of the board for the Pinetop Fire District in accordance with ARS 48-803. Seconded by Brad Baker. Motion passed unanimously 3-0

- 3. Discussion/Consideration/Possible Approval re; Obtaining new Conflict of Interest Disclosure Statements from Board Members.**

Chairman Rowlinson, Ben Borrego and Brad Baker declared no conflict of interest. Mrs. Bowen and Mr. Lawes will declare, sign and turn in their documents at the next meeting. There is no further board action.

- 4. Discussion/Consideration/Possible Approval re; 2023 Board Meeting Dates.**

Documents are included in the board packet. There was some discussion about the Dates that fall on a Federal Holiday, January 16 was moved to January 23, 2023 and the February date was not decided at this meeting.

Ben Borrego made a motion to approve the proposed 2023 regularly scheduled board meeting dates to include the recommended January adjustments to accommodate the Federal holiday, the February date will be decided at the next board meeting. Seconded by Brad Baker. Motion passed 3-0

5. **Discussion/Consideration/Possible Approval re: Presentation of the 2021-2022 Fiscal Year Annual Audit.**

All audit documents were included in the packet. Lydia Hunter virtually gave the presentation. Mrs. Hunter told the board that the 2021-22 audit went as well as expected, once again PFD accomplished an unmodified opinion (the best possible rating). She presented a power point with all of the financial highlights and discussed the financial position of the district, which is very good. Pinetop Fire District uses the deepest form of oversight in the form of a CAFR Audit. Mrs. Hunter told them they also performed a single audit for the Chief's grant program which is yet another layer of oversight.

There was some discussion about the board's duties as financial overseers and that they are doing a good job. She thanked James Vincent Group, the board and staff for their continued hard work.

Chief Morgan; new to this year we will add another layer of best practice by tightening our policy for CC and purchasing. He told the board that at next board meeting there would be two additional policies for signature.

Lydia Hunter thanked the Board and staff for all the help. The Board thanked Lydia Hunter and Beach Fleishmann for their assistance in completing the 2021-2022 District Audit.

Ben Borrego made the motion to accept the annual 2021-2022 financial audit for the Pinetop Fire District as presented. Seconded by Brad Baker. Motion passed unanimously 3-0

6. **Discussion/Consideration/Possible Approval re: Presentation of the November 2022 Financial Reports.**

All Documents included in the packet.

There were some technical difficulties during the presentation, Sara Simonton from James Vincent Group gave the highlights.

Navajo County Revenue was under budget by \$89,201, due to timing of collections

Non-levy revenue was over budget by \$128,659 probably due to wildland fire, we still have money trickling in.

Wildland Fire is over budget by \$169,683 and grant revenue was under by \$48,679.

Expenses for November were over budget by \$69,712

Communication was over budget – probably from the surveillance package for St 11 and 12.

Travel, Training expenses were under budget due to lower employee training.

Personnel expenses were over budget by about \$56,000 notably due to wildland fires.

Year to date Revenue was over budget by \$647,653 due to wildland fire which was also over budget by \$848,062.

Grant income was \$243,097 under budget for the year.

Year to date expenses were over by \$579,453 from wildland fires which were also over budget by \$372,109. Training and Travel were also over budget due to wildland travel expense

Total Cash for the year is \$653,159 less than this time last year.

Percentages were Personnel 71%, Ops at 13%, admin at 5% and Communication at 3%

Chief Morgan said Wildland season was not as big as the year prior, but we still had a very productive season.

Ben Borrego made the motion to accept the November 2022 Financials as reported. Seconded by Brad Baker. Motion passed unanimously 3-0.

V. Summary of events

1. Chief Report

Employee Appreciation party and a family event with children was also scheduled. The next meeting is scheduled for January 23, 2023 due to the federal holiday on the 16th.

2. Board Chair Report

John Rowlinson said that he was proud of the employees, it was good to see everyone and it was a very nice dinner.

VI. Future Meeting Dates: January 23, 2023

1. February Meeting Date needs to be on the next agenda.
2. Ernie Lawes and Carla Bowen Conflict of interest declaration

VII. Announcements

1. Winter Conference AFDA

VIII. Adjournment

Meeting was adjourned at 5:44 pm

Respectfully Submitted

Karen Robbins