

Regular Meeting of Pinetop Fire Board  
**February 27, 2023 5:00pm**  
Pinetop Fire District Station 12  
Video & Conference Available  
1845 S. Pine Lake Rd, Pinetop AZ 85935

**Call the meeting to Order: Ben Borrego called the meeting to order at 5:10 pm**

**Roll Call of Board Members; present- Ben Borrego, Carla Bowen, new member Wayne Booher**

**Present Electronically; Ernie Lawes and John Rowlinson was unable to attend**

Administration present; Chief Jim Morgan, Asst. Chief Richard Wallace, Gabe Buldra, Attorney Bill Whittington and Karen Robbins

**1. 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 for January 2023
- 2) Approval of Warrants paid in January 2023

Carla Bowen made the motion to accept the Consent Agenda as presented. Seconded by Ernie Lawes. Motion passed unanimously 3-0

**IV. Board Business**

**1. Discussion/Consideration/Possible Action re: Swearing in Mr. Wayne Booher as a Board Member**

Mr. Wayne Booher was sworn in as a Board Member – Welcome to Pinetop Fire District Mr. Booher  
No board action.

**2. Discussion/Consideration/Possible Approval re: Presentation of January 2023 Financial Reports**

Gabe Buldra (JVG) was present to discuss the January 23 Financial Reports – all documents were included in the packet. Some highlights included;  
Navajo County Revenue for January was \$34,689 under budget driven by property tax collection timing.

Non-Levy Revenue was under budget by \$44,719

Grant Revenue was under budget by about \$48,679

Expenses for January were over budget by \$53,819 Totaling \$497,656

Communication & IT were over budget by \$27,419 - a driving factor was the Global Traffic Technologies -GPS light prompter payment – \$24,525.54

Travel, Meetings and Training is also over budget by \$13,472, the largest expense being the 2<sup>nd</sup> Arbinger Institute Training payment of \$18,339. This expense in relationship to the Employee complaint. (Explained in January meeting minutes)

**Year to date** total revenue was \$5,137,345 over budget by \$528,937

Wildland Fire was \$859,259 over budget

Grant income was under budget at \$340,455.

Chief Morgan gave a brief summary of the grant process and what we are expecting in the coming weeks/months.

Year to date expenses were \$4,323,779 which was over budget by \$734,431 driven by personnel expenses, travel, meetings and trainings which were also over budget, all influenced by wildland expenses.

Wildland revenue and expenses are very relevant to our finances.

Total Cash is at \$4,149,398 which is \$1,257,314 less than this time last year. Capital projects and paying off long term debt factors into the total.

Percentages; Personnel 79%, Ops at 13%, managerial at 6% and Communications at 3%

Year over year-- 4.3 million compared to last year at 5.4 million.

Our total assets were at 10.8 million compared to last year at 19 million partly due to pension reform and payoff of the lease purchase.

Our Cash position at this point in 22-23 budget is still very good.

3. **Discussion/Consideration/Possible Approval re: 2023/2024 Budget Committee and Board Objectives**

There was a brief discussion about Board budget responsibilities for the benefit of new members. Two board members usually sit on the budget committee as well as James Vincent Group and employee representatives. This is an interactive process and usually meets before the board meetings.

Carla Bowen suggested Ernie Lawes and Ben Borrego as they were the two board members the previous year and would have better insight with the budget process.

Mr. Booher asked if he could sit in and observe. Mr. Whittington advice is; if we have 3 board members then it is considered a quorum and the district is required to post notice in advance. Chief Morgan added; we have no problem posting, we just need advance notice with ample time to post 24-hour announcement of a quorum.

There was discussion concerning the difference if the Fire Chief appointed committee members vs the board appointing them. Mrs. Bowen feels strongly that the board should appoint the them, all agreed.

Mr. Lawes and Mr. Borrego will be the official committee members and if Mr. Booher would like to observe we will post the notice of quorum. Mr. Booher could also substitute for Mr. Lawes, if the need arose.

This is a committee appointment, there is no board action.

V. **Summary of events**

1. **Chief Report**

Chief Morgan told the board there would be a lot of training in preparation of Wildland Fire Season. Mrs. Bowen asked for a brief explanation about the scope of our wildland program for the benefit of Mr. Booher. Chief Morgan explained that our crews are deployed all over the United States, he explained the process and financial impact our seasonal wildland business has on district funding.

The Land Purchase has not closed yet, there is an easement issue that seems to be causing difficulties between the two major land owners, Mr. Martinez and the adjoining property owner Mr. Larsen. There was discussion about the property and alternatives. Chief Morgan agreed to put it on next month (March 2023) agenda. Mr. Lawes expressed his appreciation that we have knowledgeable people who know what is going on with real estate issues and can explain in lay person, speaking of Mrs. Bowen, the Fire Chief and our Attorney Bill Whittington. Mrs. Bowen asked that we also have a timeline on the land purchase process because she believes it should have closed at the end of December. Chief Morgan told them we still have options – there are things we can do and he will investigate options and inform the board at the March meeting.

## **2. Board Chair Report**

Nothing significant to report

### **VI. *Future Meeting Dates: March 20, 2023***

### **VII. *Announcements***

Statutory Training in Tucson, March 3, there also is one in July at AFDA – Chief Morgan told Mr. Booher that if he would like to attend, they would get him a room as soon as possible or schedule him for AFDA in July.

Agenda Items;

1. Property- timeline, issues, solutions
2. Budget process

### **VIII. *Adjournment***

Meeting was adjourned at 6:03 pm

Respectfully Submitted

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Karen Robbins