

Regular Meeting of Pinetop Fire Board  
**January 23, 2023**  
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**

**Roll Call of Board Members; present- Ben Borrego. Present by video Conference; Chairman John Rowlinson, Carla Bowen, Ernie Lawes. Bradley Baker Resigned 12/19/22**

Also present in person; Chief Jim Morgan, Asst. Chief Richard Wallace.  
Present virtually; Gabe Buldra (JVG), and attorney Bill Whittington, 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 December 2022
- 2) Approval of Warrants paid in December 2022

Carla Bowen made the motion to accept the Consent Agenda as presented. Seconded by Ernie Lawes. Motion passed unanimously 4-0

**III. 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)(1) for legal advice regarding selection of board Appointment

**IV. Board Business**

1. **Discussion/Consideration/Possible Action re: Accepting Bradley Baker Board member Resignation:**

Carla Bowen made a motion to accept Mr. Bradley Baker's resignation from the fire board with gratitude and regret, in good standing - as submitted. Seconded by Ben Borrego. Motion passed without dissent 4-0

Carla Bowen made the motion to go into executive session for legal advice, Seconded by Ernie Lawes. Motion carried unanimously 4-0

**III. Executive Session at 5:13pm**

The board consulted attorney Bill Whittington for legal advice selecting a new board member. The executive session began at 5:13pm and ended at 5:23 pm.

2. **Discussion/Consideration/Possible Approval re: Appointment of Board Member:**

There are three applicants, they discussed qualifications and experience of all 3. Two resumes and one letter of interest. Note: there was more information about the applicants' personal

experience conveyed in the resumes. All three applicants were qualified to sit on the board. None of the applicants were available at the meeting possibly due to bad weather. The board selected one of the applicants with extensive grant and public safety experience. Mr. Whittington reminded them that the appointed member would need to take the trainings required before the next meeting.

Ben Borrego made a motion to appoint Mr. Wayne Booher to fill Mr. Baker's position as presented. Seconded by Carla Bowen. Motion passed unanimously 4-0

3. **Discussion/Consideration/Possible Approval re: Appointment of PSPRS Board Members Berlin and Wood.**

Chairman Rowlinson told the board that the regular Fire Board is not required to vote on Public Safety members, however he and the PSPRS board attorney recommended the fire board be involved for best practice. PSPRS does now require the two public members to have staggered terms allowing for more continuity- there is a 2-yr and a 4-yr term. Both public members are willing to continue serving, Mrs. Sue Wood agreed to the 2-year term and Mrs. Meghan Berlin agreed to serve the 4-year term.

Carla Bowen made a motion to appoint Sue Wood and Meghan Berlin to the Pinetop Fire District Local Public Safety Personnel Retirement Board (PSPRS) as presented. Seconded by Ernie Lawes. Motion passed unanimously 4-0

4. **Discussion/Consideration/Possible Approval re: 2023 Board Meeting Dates (February)**

The vote for the February meeting date was postponed so the other members could have input. The dates were the 13<sup>th</sup> and the 27<sup>th</sup>, the 20<sup>th</sup> is Presidents Day. Chief Morgan reminded them that the 13<sup>th</sup>, it is doable, but the financial reports take a few weeks to complete and pushing the next meeting up to the 13<sup>th</sup> may prove to be challenging. The board was in agreement to move the meeting to the 27<sup>th</sup> of February.

Carla Bowen made the motion to approve the proposed 2023 February adjustment to the 27<sup>th</sup> to accommodate the Federal Holiday. Seconded by Ben Borrego. Motion passed unanimously 4-0

5. **Discussion/Consideration/Possible Approval re: Presentation of December 2022 Financial Reports.**

Gabe Buldra (JVG) was present to discuss the December 22 Financial Reports – all documents were included in the packet. Some highlights included;

Navajo County Revenue for December was almost \$10,000 under budget driven by property tax collection timing.

Non-Levy Revenue was under budget by \$29,639

Grant Revenue was under budget by about \$48,000.

Miscellaneous Revenue was over budget by \$31,892 which includes our Proposition 207 monies. Note: we received our Prop 207 money this month in the amount of \$36,000.00 we should receive another payment in June.

Expenses for December were over budget by \$95,042 sitting at \$407,196

Personnel expenses were \$90,674 over budget due to wages, backfill and OT from wildland specifically.

**Year to date** total revenue was \$608,345 over budget driven by Wildland which was \$859,259 Grant income was under budget at \$291,776. Chief Morgan advised them that we have grant money coming in, we should see those numbers up in the near future. Year to date expenses were over budget by \$678,340 driven by personnel which was over by \$463,678 due to wildland fire deployments as well as travel, meetings and trainings which were also over budget due to wildland travel expenses. Total Cash is at \$4,454,692 which is \$1,188,033 less than this time last year. Percentages were Personnel 79%, Ops at 13%, managerial at 6% and Communications at 2%

Mr. Buldra explained the managerial costs were slightly higher due to audit expenses. Chief Morgan added – there was a large payment of \$22,549 for personnel training from Pathfinder Strategies. Mrs. Bowen asked what Pathfinder is and Mr. Lawes asked how long the program lasts. Chief Morgan reminded them about the personnel issue that came up a few months ago with an employee complaint letter and subsequent investigation. The Chief consulted with Chairman Rowlinson, they notified the board and the decision was made to help our leaders become better mentors through training and coaching for positive cultural change. Currently we are training with Pathfinder Strategies and Arbinger Institute. The training will continue for another month, with one more payment. We are hoping for positive notable change.

Reminder; It is almost 2023-2024 budget planning time. Chief Morgan and Gabe Buldra (JVG) how to increase our non-tax revenue, perhaps with wildland, staffing changes, expenses and possibly amending our C.O.N. Chief Morgan will also be meeting project managers.

Ben Borrego made the motion to accept the December 2022 Financial reports as presented. Second by Ernie Lawes. Motion passed unanimously 4-0

6. **Discussion/Consideration/Possible Approval re; Adopt and approve revised District Policies on Purchasing (105.04) and Credit Card Use (105.05)**

Documents included in the packet. PFD had some recommendations from our auditors in the form of language regarding grant cash management, purchase/purchase order, and credit card use accountability. Included in the packet is the clean proposed version approved and reviewed by Mr. Buldra (JVG). The policies are just to identify procedures for District credit card use since we have so many now with authorized credit cards. These policies are basically for purchase accountability.

There were discussion concerning the possibility for credit card abuse and amount limits and approvals. Chief reminded them; the board has approved measures in past policy decisions. A question arose about the punishment for credit card abuse. Chief Morgan; we have an always zero-tolerance policy concerning tax payer monies, any abuse could or would result in punishment up to and including termination. Mr. Borrego asked about purchasing- items or only budgeted items, Chief Morgan told them; budgeted, needed, and wildland fire, consisting of food, lodging and possible vehicle breakdowns or necessities. He told them that we do in-house auditing throughout the month, there must be monthly accountability and receipts to make sure everyone is compliant. Cards are being watched very carefully by the chiefs, JVG and finally the audit.

Carla Bowen made the motion to adopt the revisions on the purchasing policy and the credit card use policy as presented. Seconded by Ben Borrego. Motion passed unanimously 4-0.

**V. Summary of events**

**1. Chief Report**

We have had a few structure fires and have been very busy this last month.

**2. Board Chair Report**

Nothing significant to report

**VI. *Future Meeting Dates: February 27, 2023***

**VII. Announcements**

None

**VIII. Adjournment**

Meeting was adjourned at 6:05 pm

Respectfully Submitted

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Karen Robbins

Approved