

Regular Meeting of Pinetop Fire Board  
**January 22, 2024**  
Pinetop Fire District Station 12  
Video & Conference Available  
1845 S. Pine Lake Rd, Pinetop AZ 85935

**Call the meeting to Order: Chairman John Rowlinson, called the meeting to order at 5:00pm**

**Roll Call of Board Members; Present- John Rowlinson, Ben Borrego and Edie Webber, Wayne Booher video conference. Carla Bowen absent**

Administration present; Chief Jim Morgan, Asst. Chief Richard Wallace, with Gabe Buldra (JVG), Bill Whittington and Lydia Hunter via video conference.

**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 December 2023 Meeting Minutes**
- 2) Approval of Warrants paid in December 2023**

Edi Webber made the motion to accept the Consent Agenda as presented. Seconded by Ben Borrego. Motion passed unanimously 4-0

**III. Personnel**

**1. Badge Pinning**

- a. Louis Mirabelli**
- b. Zach Van Slyke**
- c. Eric Brown**
- d. Garrett Dewitt**

Firefighter Mirabelli was not present for pinning. He will be pinned at a later date.  
Zach Van Slyke was pinned by his wife – Veronica  
Eric Brown was pinned by Fellow Firefighter Cameron Collins  
Garrett Dewitt was pinned by his wife – Carly

All 4 came to us laterally and bring years of experience to the district.  
We are fortunate to have all of them, welcome to the district.

**IV. Board Business**

**1. Discussion/Consideration/Possible Approval re: Presentation of the November 23 Financial Reports**

Gabe Buldra gave a summary of the December 2023 financial reports. All reports were included in the board packet. Some highlights were;

Navajo County Revenue was at \$424,730 which were over budget for the month by \$44,704  
Property tax collection was over budget by \$19,000.00

Non-levy and Grants were also under budget.

Expenses for December were \$766,520, which were over budget by \$70,801  
Personnel was also over by \$33,910 primarily driven by worker's compensation timing.  
Vehicles and equipment were over by \$35,575 driven by R4 engine repairs.

Year to date Revenue is \$5,942,688 which is over budget by \$70,801.  
Year to date Expenses were \$4,192,637 which was \$513,670 over budget

Total Cash was \$4,539,054 which is \$84,036 more than this time last year.

Percentages; Personnel 78%, Ops 14%, Admin 6%, and Communication 2%.

Chief Morgan told the board about the AHCCCS Recertification Application stall. He explained we did not receive notification and found out by another entity contacting admin office to see how we are handling the recert process. Our billing co. has sorted it and processed our application. Application is still in review. Once the application is final, we should find out about our retro payment process. Chief Morgan feels we should see at least \$92,000 in revenue just from IFTs, at date of board meeting and we were still in review.

Edi Webber asked about grant revenue being low. Chief explained the process and told her we are waiting to hear about several grants - it is all timing. She also asked if this is normal for AHCCCS to delay payments. Chief explained this is only due to the new recertification process and hopefully will be resolved soon. He explained the billing process and explained the varying rates for private pay, insurance, Medicare, Medicaid and Self pay.

Chief Morgan also told the board that some of our private pay or collection accounts even receive payments of only \$10.00 monthly. Mr. Booher asked if we can still operate without that revenue at this time. Chief told them yes; authorization comes from the Department of Health - Bureau of EMS. We just are waiting on the application formality and retro payments back to October-November.

Ben Borrego made the motion to accept the December financial reports as presented.  
Seconded by Edi Webber. Motion passed unanimously 4-0

2. **Discussion/Consideration/Possible Approval re; update on seeking bonding opportunities for District Fixed Capital Project.**

This is informational only. Raymond James Financial Service has been engaged to develop plans for our bond consideration. Nick Dodd has prepared the engagement letter which was signed by the fire chief. A draft election schedule is included in the packet for board review. There is a tentative meeting scheduled with bond counsel Greenberg Traurig, LLP the week of the 22<sup>nd</sup>. They will help with the evaluation analysis and survey. Meanwhile chief will meet with the architects and get the master plan so we can push forward to find out the costs and other pertinent factors for a possible bond election. Chief will have other information at the next meeting. Gabe Buldra (JVG) gave a brief summation of the events upcoming. There were no questions.

3. **Discussion/Consideration/Possible Approval re; 2022-2023 Audit Presentation from Beach Fleishman PLLC.**

Lydia Hunter was present virtually to give the audit presentation. Pinetop Fire received another unmodified opinion, which is the best rating one can achieve. All documents for the

report are included in the packet. She explained the process and reviewed the reports for the board. She told the board it was another great year and the district is doing very well.

She went over internal controls and Chief Morgan told the board that adhering to full transparency, during the audit they found a mistake on his payroll rate per hour and it resulted in him having to return some money to the district. A question came up about who signs the PAFs for the district, Chief told them that Asst Chief Wallace and then they are given to Mrs. Robbins who pays the employees. Going forward JVG will provide a higher level of oversight for verification. A question from the board on why the board isn't approving them. Chief and Mr. Buldra explained that the board approves the wage scale in the budget process, it would put the board at an awkward position to approve every single merit or COLA.

Mrs. Hunter told the board that once again we would get a superior rating for our audit with GFOA. She explained that we no longer do a CAFR audit but a ACFR (annual comprehensive financial audit). This is still the highest level of transparency for the citizens in our district.

Ben Borrego made the motion to accept the 2022-2023 financial audit for the Pinetop Fire District as Submitted. Seconded by Edi Webber. Motion passed unanimously 4-0

## **V. Summary of Current Events**

### **1. Chief Report**

There was discussion about the IFT transports – chief broke down the amounts we should hopefully receive for the IFTs. He touched on Critical Care Billing and Revenue. He told the board everyone is working hard to keep them going.

2. Board Chair Report – Please drive down Hwy 260 across from the Town offices and look at our new sign for future station 10. It is really nice and professional.

## **VI. Future Meeting Dates: February 25, 2024**

## **VII. Announcements;**

Note: February 15, 2024 6:00 pm at the town offices, VA will be celebrating the FF and EMT of the year. Please try to attend. This year it is Zach Van Slyke for EMT and Louis Mirabelli for Firefighter

Wayne Booher asked about changing the District name to add “Medical” Chief Morgan told them it could be costly but if they want to do it, it can be discussed at a later meeting.

Meeting was adjourned at 6:02 pm

Respectfully Submitted

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Karen Robbins