

Regular Meeting of Pinetop Fire Board
Monday June 15, 2015 4:45 pm
Pinetop Fire District Station 12
5976 Buck Springs Rd, Pinetop AZ 85935

I. Call the meeting to Order: John Rowlinson called the meeting to order at 4:45 pm.

Roll Call of Board Members: Board members present, Bob Scheuneman, Ed Cibbarelli and John Rowlinson
Carla Bowen and Doug Wright absent

II. *Call to the Public:* None

III. **Consent Agenda**

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 on May 11, 2015
2. Approval of Warrants paid in May 2015
3. Approval of financial reports
4. Approval of Chief Report
5. Approval of Board chairman Report

There was no Board Chairman report as John Rowlinson has been out of district for most of the month. The approval of May Minutes was postponed until the next board meeting.

Ed Cibbarelli moved to approve the consent agenda items 2, 3, and 4 as presented; motion was seconded by Bob Scheuneman. Motion passed unanimously 3-0.

IV. **Board Business:**

- 1) *Discussion/Consideration/Possible Action:* Presentation by VFW for Firefighter and EMT of the Year

Representatives from the VFW, John Beeler, Rogers Stevens and Al Jones were present to recognize Linda Kramer and Jon Carpenter. Every year the VFW reaches out to each fire district to receive nominees for Firefighter and EMS personnel of the year. The VFW then submits the applications to the state. The state selections are then forwarded to national. Linda Kramer received a state level award. Jon Carpenter received both state and national awards.

No board action taken

- 2) *Discussion/Consideration/Possible Action:* Approval of 2015-2016 fiscal year Budget

The board was provided with the proposed 2015-2016 budget and 2016-2017 projected budget. As noted in the budget hearing the buy down payment, which was part of the refinancing with Wells Fargo, has been removed. The budget presented for approval includes total expense of 5,309,583.36 with an estimated tax rate of \$2.82.

John Rowlinson commented that the budget process has been ongoing for several months and involved board members, staff, and personnel from the department.

Ed Cibbarelli moved to approve the proposed budget with an approximate tax rate of \$2.82. Bob Scheuneman seconded the motion. Motion passed unanimously 3-0.

Chairman John Rowlinson noted that the final tax rate is determined by Navajo County.

Motion passed 3-0

3) *Discussion/Consideration/Possible Action:* Amended Section 125 Premium Only Plan

Chief Morgan; in accordance with section 125, when amendments or changes are made to any insurance benefit plans, our Section 125 plan has to be amended to reflect those changes. The district changed our policy effective dates to July 1st through June 30th aligning our policies with our fiscal year, effecting the open enrollment period. The Section 125 plan has been updated to reflect the change.

Ed Cibbarelli moved to approve the district's amended Section 125 plan. Bob Scheuneman seconded the motion. Motion passed unanimously 3-0

4) *Discussion/Consideration/Possible Action:* Compensation Policy

Chief Morgan; this item has to do with administrative HR policies that need to be reviewed. The board was provided two documents on this policy including the new proposed policy and the existing policy with notes in the side bar from Chief Morgan.

The currently policy allows excess hours worked (over 40) by exempt employees to be converted to PTO. Per Chief Morgan the current policy is not illegal, but not common. Chief Morgan doesn't believe the policy to be ethical, as the PTO policy is not in alignment with policies for all employees. Chief Morgan is asking the board to decide if there should be a comp policy, and what the cap should be. Comp time in general, creates an unfunded liability. Comp time is used in lieu of paying overtime, and will need to budget for in future budgets should the board elect to have a comp time policy. Chief Morgan, most agencies don't like comp time due to the unfunded liability it creates. If Comp time is not used, it has to be paid out.

Ed Cibbarelli asked if comp time is not allowed what is the alternative. Chief Morgan explained the hours would be paid as overtime.

John Rowlinson expressed his concern with being a small department with limited personnel to call on. He is also concerned of additional unfunded liability comp time will create.

Ed Cibbarelli would like to see a comp time policy with a maximum amount of time that would be allow to be accumulated. He was unsure what that cap should be.

Chief Morgan also discussed the aspect of managing personnel to maintain staffing levels, while allowing comp time to be used.

John Rowlinson asked if the policy being proposed had been reviewed by the county attorney. Per Chief Morgan the county attorney has not, the employment attorney has reviewed the policy.

Ed Cibbarelli moved to approve the policy presented; standards 102.06, Bob Scheuneman seconded the motion. Motion passed unanimously 3-0.

5) *Discussion/Consideration/Possible Action:* Resolution 2015-4; Instituting the Meet and Confer Process

Chief Morgan in accordance with board motion to move forward with the meet and confer in April the formal resolution was prepared. He would like to point out that in the original presentation it was stated there is no cost involved, however there is a potential if a mediator was used, there could be a shared cost. Chief Morgan also clarified that this process is exclusive to line personnel, and doesn't specifically note civilian employees, civilian employees are often considered in these processes.

John Rowlinson is concerned that the preamble indicated that everyone was involved, and the process now recognizes organized employees only.

Ed Cibbarelli asked if there is one recognized employee group. Currently there are no recognized employee groups, this process would recognize one. It was asked if civilian employee would be allowed to join that group. The labor group has specifics rules on who can join that group, they have to be in public safety retirement and be a career firefighter.

Bob Scheuneman questioned if the resolution had been reviewed by legal. Chief Morgan advised the board it was not reviewed by ours, but this is the same process used by other districts and cities throughout the state.

Ed Cibbarelli moved to approve resolution 2015-4 establishing the meet and confer process for the employee

group as submitted; motion was seconded by Bob Scheuneman.

Bob Scheuneman questioned, since all board members need to sign on, do all board members need to be present for approval. Chief Morgan; this is formalizing what the board approved on April 20th which was to adopt the meet and confer process.

John Rowlinson requested that the county attorney review the process for the district.

Ed Cibbarelli questioned how the employees not covered under this, will have input, does it need to be a formal resolution or a board policy to see that they are included?

John Rowlinson would like to see something drafted that states it will be district policy to involve all personnel in the decisions that are covered in the meet and confer process.

- 6) *Discussion/Consideration/Possible Action:* Appointment of Board Member to serve as Chairman on the Volunteer Retirement Board

Chief Morgan with Volunteer pension program, it was previously thought that the board clerk needs to serve as chairman on that board. This is not accurate; any board member can serve in that position. Board needs to identify who is that appointed board member. The fire board will need to call for an election to fill the three board vacancies. The board member position will be 4-year term, or the balance of time on the board.

John Rowlinson moved that board member Ed Cibbarelli will serve as chairman on the Volunteer Retirement Board filling the remaining term until such time as any further chairman needs appointed, Bob Scheuneman second the motion. Motion passed unanimously 3-0.

- 7) *Discussion/Consideration/Possible Action:* Refinancing of C.O.P.s with Wells Fargo

Chief Morgan reported on the status of refinancing with Wells Fargo. After the completion of the underwriting process with Wells Fargo, they have concerns with our declining assessed valuations, the concept of merging with Timber Mesa Medical and Fire and with the continued restriction on taxing; therefore they will not be providing the district with an opportunity to refinance the C.O.P.s. Chief Morgan will continue to seek other possible refinancing options. No board action was taken.

- 8) *Discussion/Consideration/Possible Action:* Purchase of Command Support Vehicle

Included in the approved 2015-16 budget is a capital replacement plan, which includes the replacement of a command vehicle. Through joint purchasing with other districts, three proposals for purchasing a command support vehicle was obtained. Show Low Ford was the vendor providing the lowest bid as indicated in the quotes provided to the board members.

Bob Scheuneman expressed his concerns with purchasing a ford due to past history with ford and our ambulance problems.

Richard Wallace explained that part of past problems were due to maintenance issues. He also noted the vehicle being proposed to be purchased is a gas vehicle, not a diesel like the rescues.

Bob Scheuneman commented that he likes purchasing locally, and wanted to know who made the decision to look at Ford. Per Chief Morgan this is the standard vehicle used by the other departments involved in the joined purchasing of the vehicle.

Bob Scheuneman motioned to direct staff to move forward with the purchase of one (1) 2015 Ford F-150 4x4 Super Crew XLT from Show Low Ford not to exceed \$33,751.31 inclusive of taxes and shipping. Motion was seconded by Ed Cibbarelli. Motion passed unanimously 3-0.

- 9) *Discussion/Consideration/Possible Action:* Wildfire Preparedness update.

Chief Morgan submitted a grant to Tonono O'odham Nation for the purpose of the replacement of aging personal protection equipment. If approved the grant funds would be used to purchase personal firefighting protection attire and firefighting gear to replace the out dated attire and gear currently being used. Chief Morgan is working with Navajo County in updating their CWPP plan (Community Wildfire Protection Plan). Chief Morgan provided the board with information

addressing the current dryness of the timber in our area. The report indicates that the timber is retaining moisture this year. This information along with a burn index, day to day temperatures and moisture is used weekly to determine forest closures and if burning is allowed.

Bob Scheuneman asked about the fires across from the school, and asked if anything was known as to who set that fire yet. Chief Morgan advised him that there are several leads which the local law enforcement agencies are working on. Bob Scheuneman commended that he would like to see a junior fire setter program created to provide intervention.

No board action taken.

10) *Discussion/Consideration/Possible Action: Pinetop Community Association Firewise Day, June 20th, 2015*

Chief Morgan reported that door hangers are being used, as well as media releases through radio and newspaper to promote the event. An electronic sign board was set up this afternoon and banners have been placed at station 12. Chief Morgan shared a PowerPoint presentation on a thinning project completed by Pinetop Fire District personnel near Station 12 and Pinetop Lakes Association.

Bob Scheuneman thanked chief and staff for their participation with the thinning project and the Firewise Day.

No board action taken

Personnel

1. *Discussion / Consideration / Possible Action: Hiring a third party Investigator.*

John Rowlinson moved to adjourn to executive session, second by Bob Scheuneman. Motion passed unanimously 3-0. Meeting was adjourned into executive session at 6:12 P.M.

Ed Cibbarelli moved to adjourn from executive session, Bob Scheuneman second the motion. Motion passed unanimously 3-0. Meeting reconvened to public session at 6:54 P.M.

John Rowlinson moved that the Fire chief be authorized to hire a third party investigator to address public record requests, not to exceed \$10,000, Ed Cibbarelli seconded the motion. Motion passed unanimously 3-0.

V. *Summary of Current Events:* The U.S. forest service is conducting a prescribed burn in the Vernon area on 500 acres. Chief Morgan met with our attorney concerning TruckWorks. The district has received another judgement for attorney fees. Strategies to recover the judgement were discussed. Through a debt collector service the district would only capture a partial amount. Legal avenues can be used as well as using outreach options, including going to AFDA to get TruckWorks removed from conferences and picketing their stand at conferences.

VI. *Future Meeting Dates and Items for Future Agendas –*
July 20, 2015. John Rowlinson advised the board members that he will be out of country.
Bob Scheuneman requested a review of firewise day and wildland preparations.

VII. *Announcements:* None

VIII. *Adjournment-* Ed Cibbarelli motioned to adjourn the meeting, Bob Scheuneman seconded the motion. Motion passed unanimously 3-0

Meeting adjourned at 7:02 P.M.

Respectfully Submitted

Charlotte Williams