PINETOP FIRE DISTRICT

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NOTICE OF PUBLIC MEETING

The Board of Directors of the Pinetop Fire District will meet in regular session on **Monday, September 21, 2026, at 3:00 pm.** The meeting will be held at Pinetop Fire Station 12 located at 5976 Buck Springs Rd., Pinetop, AZ. The meeting room will be accessible to the public at 4:45 pm. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. 38-431.03(A)(3) for legal advice with the district's attorney on matters as set forth in the agenda item. Board Members may attend by telephonic conference. The following topics, and any variables thereto, will be subject to board consideration, discussion, approval, or other action. All items are set for possible action.

Regular Meeting of the Pinetop Fire Board

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF BOARD MEMBERS**
   Roll Call of board members; John Rowlinson, Steve Voldal and Carin Rubin. Marcus Harding was excused. Edi Webber submitted her resignation letter.

   Staff Present: Chief Josh Livermore, Asst Chief Richard Wallace, Sara Simonton (JVG) Karen Robbins and Bill Whittington were present by telephone.

4. **CALL TO THE PUBLIC**
   Members of the Board cannot discuss items that are not on the agenda. Therefore, action taken because of public comments will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision later date.
   None

5. **RECOGNITION**
   A. Swear in FF Cody Wallace
      Cody Wallace was sworn in as fulltime Firefighter CEP by Asst. Chief Wallace and badge pinned by his wife Heather.
   B. Employee Anniversaries; Jimmy Meek 16yrs, Louis Mirabelli 5yrs, Zach Van Slyke 5yrs, Matt Coats 3yrs, Daniel Brubaker 1yr.
   C. Thank you from Humane Society, we received a letter from the Humane Society for our help with their annual fund raiser.

6. **REPORTS**
   A. Fire Chief's Report

      Highlights were – we are out of grant money for the fuels crew. We are revisiting that program and looking at Cash Bids comparing them with local contractors.

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Carin Rubin asked about the timeline for a cash job, chief told her it is weeks or months. Steve Voldal asked if it would affect staffing and Chief Livermore told him – yes, we will be looking at that in the future.
Initial impact is letting seasonals go and then if we have no grant funding we may have to explore other options. We will try for new grant funding in the spring. It seems that Arizona is having trouble getting them especially in this area, Navajo county and Pinetop Fire District. It has gotten extremely competitive. Carin Rubin asked if there were folks working on legislation, Chief told her we are working through AFDA taskforce to petition the legislators, for risk mitigation and/or home hardening.
We currently have 4 applications for Assistant Chief. 2 from in state and 2 from out of state. We will be working with Brenda Tranchina to narrow the choice; we will decide in October.

B. Assistant Chief's Report
Chief Wallace – report in packet, highlights are State Fire School we had several attends. They came back with a wealth of information. In our Admin ops meeting we discussed – winter conditions and partnering with the county and city to discuss having a plan in place in case we have a good winter this year. We are also in a PL3 currently for wildland fire and still have folks out on fires. Congratulations to Marcus Pompe for getting his Paramedic certification and working currently as a medic. Good Job.

C. **EMS & Fuels Report;** Chief Livermore – there isn't a lot to report – again the fuels crew program bidding process for cash jobs. Darrell is working with Navopache Electric for their Tree Top Rescue training. This is particularly good training and will not cost anything, we have many contractors in the area, and this is an important training.

D. **Prevention Report:** Charles Navopache Electric can build us a Self-Inspection program for our low-risk business so they can do a self-assessment. This will take some of the load from prevention and help with management. They have some IT people that can build programs like that and offered to partner with us.

E. **Training Report**; nothing significant to report currently.

F. **Logistics and Fleet Report;** Report is in the packet, Cory Esparza and Cole Estes, the Fleet mechanic are still extremely busy. Cory Esparza is currently

working on the Transit Van sale. He is working on the "Garage" platform – we were waiting on some attorney language for the contract to proceed. We should know more at the next meeting.

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7. CONSENT AGENDA BOARD BUSINESS

A. Approval of Minutes for Board Meeting held on August 17, 2026.
B. Approval of Warrants paid August 2026.

Steve Voldal made a motion to accept the 2026 August Board meeting minutes and warrants paid in August as presented. Seconded by Carin Rubin. Motion passed unanimously 3-0.

8. BUSINESS

A. Discussion and Possible Action re: Possible acceptance of resignation of Board member Webber. Discussion and possible action re: process for seeking a replacement for her position.

Chairman Rowlinson said the board will accept the resignation of Edi Webber with reluctance; we are sorry to see her go.

Steve Voldal made a motion to accept Edith Webber's resignation effective immediately and authorize staff to publicly post the vacancy with an expected review of interested applicants at the regularly scheduled October board meeting. Seconded by Carin Rubin. Motion passed unanimously 3-0.

B. Discussion and Possible Action re: Possible selection of a new Fire Board Clerk.

There was some discussion about the duties of the clerk and Steve Voldal volunteered for the position of Board Clerk. There were no objections. Steve Voldal will sit as the new clerk of the board.

C. Discussion and Possible Action re: Presentation and approval of August 2026 Financial Reports.

Sara Simonton is present to discuss the 2026 August Financial Reports. All reports are included in the board packet.

Highlights are.

Navajo County property tax revenue for august is 15,352 over budget.

Non-tax revenue is over budget by $137,626.

Wildland Revenue was over budget by $33,965.

Ambulance income is over by $35,113.

Interest income is over $27,631.

Total Expenses for August were over budget by $94,818.

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Personnel were over by 95,510 due to higher wildland fire overtime expenses. Travel and training were also over budget by about 4100.00 due to higher wildland travel expenses.

Year to date total revenue is over by $125,492, property tax collection and wildland fire income were also over budget.

Year to date expenses were $188634 over budget driven by increase in wildland wages and wildland income.

Total cash less bond is $1,129,072 which compared to this time last year is down $322,290.

We have spent about 16% of our budget.

83% Personnel, 9% Operations, 5% administrative and 3% communication

Steve Voldal made the motion to accept and approve the August 2026 financials as presented by the James Vincent Group. Seconded by Carin Rubin. Motion passed unanimously 3-0

D. **Public Hearing:** Proposed replacement of the current 2018 International Fire Code with the 2024 International Fire Code, with certain appendices and amendments thereto.

Chairman Rowlinson opened the Public Hearing for the Proposed Adoption of the Fire Codes with amendments at 3:43pm

There were no questions or discussions.

Public Hearing was closed at 3:45pm

E. **Discussion and Possible Action re:** Proposed adoption of Resolution 2026-02, substituting the current 2018 International Fire Code with the 2024 International Fire Code, with certain appendices and amendments thereto.

Steve Voldal made the motion to adopt resolution 2026-002, replacing the current Pinetop Fire District Fire Codes with the 2024 International Fire Code (IFC), as amended, to ensure compliance with ARS §48.805. Seconded by Carin Rubin. Motion passed unanimously 3-0

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F. Discussion and Possible Action re: Consideration of changing the day and time of the regularly scheduled monthly board meetings.

The Board discussed how meeting times affect board members and employees who attend to present reports. Because Marcus Harding cannot attend the 3:00 p.m. meetings due to his work schedule, the Board considered returning to 5:00 p.m. meetings and reevaluating the time as needed.
The time discussion will be tabled until a later date.

G. Discussion and Possible Action re: Proposed new HR Policy 103.28 Traumatic Event Counseling (Craig Tiger Act)

Chief Livermore explained that the Craig Tiger Act allows sworn members exposed to a traumatic event, as defined by A.R.S. § 38-673, to receive up to 36 counseling sessions at no cost. Although PFD already follows this process, it does not have a written policy. The District's HR consultant drafted the proposed policy to align with state law and current practice, and the labor group reviewed and approved it.
Chair Rowlinson asked whether treatment must occur within a specific period. Chief Livermore said there is no time limit. Members needing immediate help may access CISM peer support, counseling as needed, and Employee Assistance Program services.

Carin Rubin made the motion to approve adoption of Policy 103.28 Traumatic Event Counseling (Craig Tiger Act.) Seconded by Steve Voldal. Motion Passed unanimously 3-0.

H. Discussion and Possible Action re There were some discussion and chief explained this is best practice – we are just moving funds from the bond fund to the district general fund, reimbursing expenses that have been used for the Station 10 build that were paid from the General Fund.

Steve Voldal made the motion to move the bond funds to the district general fund to reimburse the district for expenses made for St 10. Seconded by Carin Rubin. Motion passed unanimously 3-0.

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9. POSSIBLE EXECUTIVE SESSION

A. Possible vote to go into executive session for the following items:

1. Legal advice pursuant to A.R.S. § 38-43 1 .03(A)(3), and instructions to legal counsel, pursuant to A.R.S. § 38-431.03(A)(4) regarding James Morgan compensation issue.

Steve Voldal made a motion to vote to go into executive session for legal advice from attorney Bill Whittington. Seconded by Carin Rubin. Motion passed unanimously 3-0 at 4pm
Attending will be Chief Livermore, the board members and Karen Robbins for minutes.

10. RECONVENE IN PUBLIC SESSION

A. Discussion and possible action re: James Morgan compensation issue.
Back in Regular session at 4:16pm
Chairman Rowlinson made the motion to authorize legal to proceed as otherwise instructed in executive session. Seconded by Steve Voldal. Motion passed 3-0.

11. ANNOUNCMENTS

A. Christmas Party – save the date – December 12th.
B. AFDA Winter Conference – January 5-7, 2027 (being moved to Tucson)
C. Next regular meeting at October 19th at 5pm

12. NEW AGENDA ITEMS please send to chief Livermore any ideas for agenda items.

13. ADJOURNMENT at 4:21pm

Karen Robbins

Respectfully Submitted, Karen Robbins

APPROVED