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, October 19, 2026.** 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; Steve Voldal and Carin Rubin were present. John Rowlinson was virtually available; Marcus Harding sent his resignation letter.

   Staff Present: Chief Josh Livermore, Karen Robbins, Asst Chief Richard Wallace Sara Simonton (JVG), and Devin White Attorney were virtually present. Also present were the two board candidates for Edi Webbers board position and their spouses.

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. We have no new employees.
   B. Employee Anniversaries: Holly Koerner 3 years, currently she is deployed and has several task books open to better her career at PFD.

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

      All reports were included in the packet.
      Highlights were –Chief announced his choice for Assistant Fire Chief. Charles Griffiths from Chandler. He has diverse experience with 22 years in Fire Service. He will be a great asset to the district. Congratulations to Mr. Griffiths.

Approved

B. Assistant Chief's Report
Chief Wallace – report in packet, highlights are closeout of all September/October Wildland Billing. BC Halcomb will be taking over Asst Chief Wallace duty with the Red Card Qualification committee. Raymond Valles is finishing his task book as well as Asst Chief Wallace- up for review on the 28th. Congratulations.

C. **EMS & Fuels Report;** Chief Livermore – Highlights are with DEA licensing we are reviewing our Policy and Proceedures for narcotics waste. We are also implementing new narcotics lock up policy. Also, in the works is having Narcan available to the public. There was a question about drug boxes on all the trucks? Chief Livermore told them only paramedics have access and they are only on the first responder vehicles. We are allowing the BC to have boxes on their vehicles, but these are first responder drugs only, used for cardiac arrest and other emergencies where the BC would be first on scene before apparatus or EMS.

D. Fuels Crew/Mitigation Report, report is included in the packet. Chief Livermore told them that they are working on a different bid process since not having grant funding available. They are working from the bottom of the list up to sign people up on the Cash process. We also are making our fuels crew employees full time benefited to try and keep them for mitigation and wildland response. They just took a class for tree top rescue and are going to help the crews get that training also.

E. **Prevention Report:** Carin Rubin made a comment about the excellent work that Charles Rose has been doing to work with the City of Pinetop-Lakeside.

All reports are in your packet. Charles reviewed the businesses in town he is working with, and where they are in the process. Sonoran Grill has been shut down due to noncompliance with the city and County. Safeway is making progress as is Dominos. Green Tree Inn has been partially shut down for repairs to the Alarm system – they are working to get those rooms reinstated for service. He thanked Dave Davis and Darrell Craig for on call and doing a fantastic job. He mentioned the software with Navopache Electric- they are working on and the hydrant program that the firefighters can work on locations in the pre-plan phase. The retirement/disability process for Kevin Short is moving forward, we hope to have an answer for him soon.

F. **Training Report**: Chief Livermore spoke to David Davis and Ryan Carpenter attending the Captain's Academy and they are doing an excellent job. Also, Greg Chavez is attending the BC academy and currently has a task book open. Congratulations.

APPROVED

G. **Logistics and Fleet Report;** Report is included in the packet. Congratulations to Cole Estes for finishing his Emergency Vehicle Tech- Fire Apparatus Master Mechanic. Bc are changing vehicles, E5 type 1 is now fully repaired after the horse vs apparatus, and the biggest news is that we Sold the IFT ambulance. We are going through the process to complete the sale.

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. Possible Executive Session

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

1. Board Candidate interviews pursuant to A.R.S. §38-431.03(A)(1).

John Rowlinson made the motion to go into executive session for legal advice pursuant to A.R.S. §38-431.03(A)(1). Seconded by Carin Rubin. Motion passed unanimously 3-0.

5:50pm

Attending will be Chief Livermore for information, Karen Robbins for minutes, the fire board members and Devin White Attorney for Pinetop Fire District, and the two candidates for the board positions.

Return from Executive Session at 6:20 pm

9. BUSINESS

A. Discussion and Possible Action re: Acceptance of resignation of Board Member Harding

John Rowlinson made the motion to accept the resignation of Mr. Marcus Harding with gratitude for his service. Seconded by Carin Rubin. Motion passed unanimously 3-0

Approved

B. Discussion and Possible Action re: Possible Appointment of new board member(s) to fill vacant board positions.
Note: Mr. Peltier will leave his application for consideration for Marcus Harding's board position.

John Rowlinson made the motion to appoint John Salskov to fill the two-year position of Edie Weber, effective next board meeting, and completion of the required state training. Seconded by Carin Rubin. Motion passed unanimously 3-0

C. Discussion and Possible Action re: Presentation and approval of September 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 92,341 which is 282,559 under budget.
Non-tax revenue is over budget by $367,884.
Wildland Revenue was over budget by $235,822.
Ambulance income is over $34,648.
Fuels Reduction is over by $58,892.

Total Expenses for August were over budget by $132,489.
Personnel were over by 108,177 due to higher wildland fire overtime expenses.
Managerial costs are over 25,390 due to timing of liability insurance exp.

Year to date total revenue is over, property tax collection revenue was under budget and wildland fire income was over budget.

Year to date expenses were $379,193 over budget driven by increase in wildland wages and wildland income.

Total cashless bond is $1,129,072 which compared to this time last year is up by $29,537.

We have spent about 22% of our general fund budget.

83% Personnel, 9% Operations, 6% administrative and 2% communication

Approved

Mr. Rowlinson asked what the expenses were for Clarion Events. Chief told him that it was the parent company for Fire Engineering which is an incremental charge and is our management platform for Training. Also, we use them for our asset tracking module.

John Rowlinson made the motion to accept the September 2026 financials as presented by the James Vincent Group. Seconded by Carin Rubin. Motion passed unanimously 3-0

D. **Discussion and Possible Action Re, Consideration of partnership with Safe Haven Baby Box.** Chief Livermore was approached in May about this potential project. This is a box that would be placed at ST 11 that is temperature is controlled and has a monitoring system to alert dispatch and the firefighters that someone has anonymously left a baby at the station. The community has shown a need for this service in the area. This would be in place for Navajo and Apache Counties or anyone needing the service. Once the box identifies something in it- the door locks and no one can open it unless there are authorized personnel on the other side.
All initial costs would be covered by White Mountain Helping Hands, and the FF union has agreed to pay maintenance, a local contractor would donate his service, and PFD would provide the location.
Question about where the baby would go once in our hands? Chief Livermore told them this would be like any other EMS transport – to Summit Healthcare who and then the proper authorities. It is an anonymous process, with no camera, no identification of any kind.

Steve Voldal made the motion to authorize the partnership with White Mountain Helping Hands and Safe Haven Baby Box if the cost to the district is minimal and all contract lanquage is reviewed by the district's attorney. Seconded by Carin Rubin. Motion passed 3-0.

E. **Discussion and Possible Action re:** Proposed change to contracted EMS billing company.
Chief Livermore explained the current problems with our billing company and told the board how a small boutique company could benefit the district. He pointed out the lost revenue from our current company, and the challenges and frustrations faced by staff and JVG. He explained how TMFMD had changed to the smaller company and their staff had given Pulse Point glowing reviews.
Staff from Pulse Point gave an overview of what the district could expect and how different the two companies are.

Approved

Chief Livermore told them that we could put it out for bid, but chances are we would get feedback from larger companies and then we would be in the same situation we are currently- if we accepted. This will be like in-house, to some degree, there will be training for crews to do paperwork to enhance our billing process and there will always be someone available for staff. It is just a better fit to have a local company doing billing that is familiar with the local problems. Local phone prefixes and it will only have our branding- not a company in Kentucky, with impersonal staff.
There was discussion about the contract and the timing for changes, would it disrupt district billing? Chief told them attorney is reviewing the new contract, and the old one has a 90-day run out period.
Carin Rubin asked if company is so small and growing, wouldn't growth possibly be a problem meaning would service start to degrade if they grow too fast. The staff from Pulse Point told them – they really are not looking to large scale the business. They would strive to provide the close relationship service that they are currently offering.

Carin Rubin made the motion to authorize staff to negotiatie the contract with Pulse Point Billing for all EMS related billing services ensuring all contract language is reviewed with Chief Livermore in coordination with the District's Attorney. Seconded by Steve Voldal. Motion passed unanimously 3-0

F. **Discussion and Possible Action re:** Consideration of changing the day and time of the regularly scheduled monthly board meetings.
There was discussion about changing the board time to 3pm. They spoke to the newest appointed member and decided it seems to benefit all to change the time.

John Rowlinson made the motion to change the time to 3pm keeping the days the same. Seconded by Carin Rubin. Motion passed unanimously 3-0

G. **Discussion and Possible Action re:** Transfer Bond Dollars to the District Capital Fund.

Chief Livermore: the bank is requesting we do this every time and have the board approve the transfer. It is not always best practice at other districts per JVG, but Navajo County is requesting we go through this everytime there is a transfer of money. Chief pointed out that the board already approved the transfer of funds in the original bond resolution. The Resolution allows us to move money and use bond funds. They talked about staff and the attorney discussing a better way to make these transfers, maybe including resolution 15 C going forward. Approving

Approved

the motion for this transfer for this meeting. Having a conversation with County to find out if we need to do this every time.

Steve Voldal made the motion to approve the transfer of $158,348.5 from the Bond account to the District's Capital Fund. Seconded by Carin Rubin. Motion passed unanimously 3-0.

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 response letter.

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 715pm
Attending will be Chief Livermore, the board members, attorney Devin White, Sara Simonton, and Karen Robbins for minutes.

10. RECONVENED IN PUBLIC SESSION

A. Discussion and possible action re: James Morgan compensation issue.
Back in Regular session at 7:56 pm.

John Rowlinson made the motion to authorize legal counsel, to proceed as otherwise instructed in executive session. Seconded by Carin Rubin. 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 November 16, 2026, at 3pm

12. NEW AGENDA ITEMS please send to chief Livermore any ideas for agenda items.
Replace board member Marcus Harding

13. ADJOURNMENT at 7.58pm

Karen Robbins

Respectfully Submitted, Karen Robbins

Approved