

# Board Agenda January 18, 2024

## Pine-Strawberry Fire District

### NOTICE OF PUBLIC MEETING REGULAR BOARD MEETING AGENDA

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Pine-Strawberry Fire District Board of Directors and to the public that the Board will hold a public meeting on **Thursday, January 18, 2024 beginning at 6:00 PM at the Pine-Strawberry Fire District Fire Station 41 conference room**, located at 6198 Hardscrabble Mesa Rd. in Pine, Arizona. Access to the meeting room will be available 12 ½ minutes prior to the meeting.

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. 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. **The Board reserves the right to address any item in any order they wish.**

#### Join Zoom Meeting

<https://zoom.us/j/9810590210?pwd=WUpwTVBUZngvRmQ1TDBFcmQvS3pwQT09>

Meeting ID: 981 059 0210

Passcode: 185150

#### CALL TO ORDER

##### 1) PLEDGE OF ALLEGIANCE

##### 2) ROLL CALL OF BOARD MEMBERS

##### 3) PRESENTATIONS

##### 4) CORRESPONDENCE

##### 5) CALL TO THE PUBLIC - Those wishing to address the Pine-Strawberry Fire District Board need not request permission in advance. The Fire District Board is **not** permitted to discuss or take action on any item raised in the Call to the Public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed at them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The Fire District Board **cannot** discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law. Speakers responding to the Call to the Public are restricted to 3 minutes of speaking time each.

**6) APPROVAL OF PREVIOUS MINUTES**

- a) December 21, 2023, Special Board Meeting Minutes
- b) December 21, 2023, Regular Board Meeting Minutes

**7) FINANCIAL REPORT**

- a) Approve the December 2023 Financial Report

**8) FIRE CHIEF'S REPORT – Discussion/possible action or direction on the following items:**

- a) Significant emergency incidents
- b) Other non-emergency Fire District activity
- c) Progress report on Fire Board directed Fire District business activities or projects
- d) Report on emergency call volume for previous month
- e) Report on vehicle maintenance from previous month
- f) Report on training activities for the previous month
- g) Specific program updates or demonstrations

**9) OTHER FIRE DISTRICT RELATED REPORTS**

*(Items to be presented, considered, reviewed, discussed only.)*

- a) District's Board Chairman Report & Discussion
- b) Public Safety Personnel Retirement Board Report
- c) Firefighter's Association Report
- d) Labor Organization Report

**10) OLD BUSINESS**

*(Items to be considered, reviewed, discussed, and possible action on.)*

- a) Discussion and possible action on the Board By-laws
- b) Discussion/report on AZ Fire District Association Winter Conference

**11) NEW BUSINESS**

*(Items to be considered, reviewed, discussed, and possible action on.)*

- a) Discussion and possible action on the District's June 30, 2023, Financial Audit.
- b) Discussion and possible action on opening sealed bids regarding disposal of Ambulance 43.
- c) Discussion and possible action regarding DFFM SB1720 Fire District Support Grant
- d) Discussion and possible action Regarding REMS (Rapid Extrication Module Support) Team equipment purchase

**12) FUTURE MEETING AGENDA ITEMS and NEXT MEETING DATE**

**13) ADJOURNMENT**

Notice of Meeting Agenda dated and posted \_\_\_\_\_. At \_\_\_\_\_, local time  
By: \_\_\_\_\_

If any person has special needs for a specific type of accommodation, please notify the Pine-Strawberry Fire District prior to the scheduled meeting time.

P.O. Box 441  
6198 W. Hardscrabble  
Pine, AZ 85544  
Phone: 928-476-4272  
Fax: 928-476-4634

## **Pine-Strawberry Fire District**

### PINE-STRAWBERRY FIRE BOARD SPECIAL MEETING MINUTES December 21, 2023

The meeting was called to order at 4:02 pm.

- 1) **Pledge of Allegiance**
- 2) **Roll Call** – Present were Board Clerk - Bob Papke, Member - Dave Burkhart, Member - Melvin Palmer, and Member - Bob Bennett. Board Chairman - Chuck Ackerman was absent.
- 3) **New Business** –
  - a) Discussion /Possible edits of the Pine-Strawberry Fire District Board By-laws.

The Board continued edits of the current By-laws. Dave Burkhart stated he will get a fresh copy of the By-laws with the edits they have made to the Chief for distribution to all Board members.

- 4) **Future Meeting Date** – January 18, 2024, at 5:00 pm.
- 5) **Adjournment**  
Dave Burkhart made a motion to adjourn. Bob Bennett seconded the motion and it passed unanimously at 4:50 pm.

## **Pine-Strawberry Fire District**

### PINE-STRAWBERRY FIRE BOARD REGULAR MEETING MINUTES December 21, 2023

The meeting was called to order at 6:01 pm.

- 1) **Pledge of Allegiance**
- 2) **Roll Call** – Present were Board Clerk - Bob Papke, Member - Bob Bennett, Member - Dave Burkhart, and Member - Melvin Palmer. Board Chairman - Chuck Ackerman was absent.
- 3) **Presentations** – None
- 4) **Correspondence** – None
- 5) **Call to the Public** – None
- 6) **Approval of Previous Minutes**

**November 16, 2023** - Special Meeting Minutes – Dave Burkhart made a motion to accept the minutes as written and authorize the Board Clerk to sign them. Mel Palmer seconded the motion and it passed unanimously.

**November 16, 2023** – Regular Meeting Minutes – Mel Palmer made a motion to accept the minutes as written and authorize the Board Clerk to sign them. Bob Bennett seconded the motion and it passed unanimously.

**November 27, 2023** – Special Meeting Minutes – Bob Bennett made a motion to accept the minutes as written and authorize the Board Clerk to sign them. Dave Burkhart seconded the motion and it passed unanimously.
- 7) **Financial Report of November 2023** – Ben Archer-Clowes of the James Vincent Group was in attendance and presented the financials. Dave Burkhart made a motion to approve the financial report as given and authorize the Board Clerk to sign. Melvin Palmer seconded the motion and it passed unanimously. (See attached Financial Report.)
- 8) **Fire Chief's Report** – Including but not limited to: (See attached Fire Chief's Report.)
  - a) **Significant Emergency Incidents** –
    - Emergency Activity Total Dispatches for August = 40 total calls for service
    - 3 Fires - 1 mutual aid and 2 campfires.
    - 27 EMS calls
    - 0 Gas leak/hazmat/electric
    - 1 Motor vehicle accident
    - 9 Misc. calls for service

- b) **Training Report** – Total training hours completed this month were 530 hours reported for all career members and 0 hours reported for reserve members.
- c) **The Fire Marshal's Report** – The Fire Marshall's office reviewed 4 sets of plans, adding 12,110 square feet of construction, and totaling \$2,384.10 of revenue.
- d) **Vehicle Report** – All District vehicles are in service.

9) **Other Fire District Related Reports**

- a) **District Board Chairman's Report** – None given.
- b) **Public Safety Personnel Retirement System Local Board Report** – None given.
- c) **Firefighter's Association Report** – Chief Brandt reported that the Firefighter's Association has completed the process for obtaining their new 501(c)(3) registration and will soon have the new account up and running.
- d) **Labor Organization Report** – None given.

10) **Old Business**

- a) **Discussion /Possible action on the Board by-laws.**

Board Clerk Bob Papke reported that they had a special meeting today to continue going over the Board By-laws. Board Member Burkhart will incorporate the changes discussed into the current draft and send it to the Chief for distribution and review by all Board members. The Board has planned an additional Special Meeting for discussion and review of the By-laws on January 18, 2024, prior to the regularly scheduled Board meeting.

11) **New Business –**

- a) **Discussion on upcoming Arizona Fire District Association winter conference.**

Dave Burkhart stated that the AFDA Conference is scheduled for January 10 – 12, 2024, and encouraged Board members to go. He also thought it was a good idea for the administrative staff to attend, as well as any of the crew members who may be interested.

- b) **Discussion/Possible action on American Rescue Plan Act (ARPA) funds.**

Chief Brandt stated that the copy of the check included in the Board's packets is what we received from the State of Arizona. This is the reimbursement for fire district COVID related costs. Since this money was not previously budgeted, Chief Brandt offered the suggestion to the Board that we move these funds to the Capital Reserve Account to help offset the cost of the new ambulance. The reimbursement check for \$123,160 is approximately half of the \$254,502.34 paid for the ambulance.

Dave Burkhart made a motion to move the \$123,160 to the Capital Account. Mel Palmer seconded the motion and it passed unanimously.

- c) **Discussion/Possible action regarding disposal of Ambulance 43.**

Chief Brandt explained to the Board that he has been looking into what to do with A-43 and has found it is not very desirable because of its year and make. He said we have 3 viable options:

1. Donate it to Mormon Lake Fire District who could really use it.
2. Accept the one offer of \$6,500 we recently received.
3. There is a company that will list it for us – for a commission – we could list it for a while and see what kind of offer we get.

After some discussion, the Board felt it would be good to put A-43 out on a sealed bid and we could open bids at the January Board meeting and see what kind of offers we get.

Dave Burkhart made a motion to put A-43 out on a sealed bid until the next Board meeting and see if we get a better offer than \$6,500. Bob Bennett seconded the motion and it passed unanimously.

**d) Discussion/Possible action regarding selection of PSFD Board Chairman and Board Clerk for next year.**

Mel Palmer wished to state that he felt the Board was running smoothly as it is and if those in the offices of Chairman and Clerk were willing, he would like to see it remain the same. Chief Brandt stated that although Chuck Ackerman wasn't able to attend tonight's meeting, he had indicated he would accept the position of Board Chairman if nominated.

Mel Palmer nominated Chuck Ackerman for position of Board Chairman for the term of one year. Dave Burkhart seconded the nomination and it passed unanimously.

Dave Burkhart nominated Bob Papke for the position of Board Clerk for the term of one year. Mel Palmer seconded the nomination and it passed unanimously.

(Board members will assume their respective duties at the next meeting.)

**e) Discussion/Possible action regarding the following policies:**

**1) Policy 4.14 Worker's Compensation**

Dave Burkhart made a motion to accept Policy 4.14 Worker's Compensation as written with an effective date of January 5, 2023. Bob Bennett seconded the motion and it passed unanimously.

**12) Future Board Meeting Date**

Thursday, January 18, 2024, Special Meeting starting at 5:00pm.

Thursday, January 18, 2024, Regular Board Meeting. starting at 6:00pm.

**Items for discussion** – Audit Presentation, Board By-laws, Policies, Ambulance 43 – sealed bid opening.

**13) Adjournment:**

Dave Burkhart made a motion to adjourn. Bob Bennett seconded the motion and it passed unanimously at 6:50 pm.

cw



**Pine- Strawberry Fire District**  
6198 W Hardscrabble Mesa Rd  
Pine, AZ 85544



**Monthly Financial Report – December 2023**

Attached are the following for your information and review:

1. Balance Sheet as of December 31, 2023.
2. Summary of Reconciled Cash Balances as of December 31, 2023.
3. Income Statement of Revenues and Expenditures for December 2023 including budget to actual and year-to-date balances.
4. Income and Expenses Graph FY24.
5. Monthly Disbursement Report.
6. 12-Month Cash Flow.

**Key points:**

- Revenue for December is \$232,156 which is \$8,924 under budget.
  - Tax Revenue is \$183,182 which is \$9,023 under budget.
  - Non-Tax Revenue for December is \$48,974 which is \$99 over budget.
- Expenses for December totaled \$263,291 which is over budget by \$1,239.
- Year to Date Revenue is \$2,247,941 which is \$100,799 over budget.
- Year to Date Expense is \$1,817,069 which is \$18,468 over budget.

Please contact the Finance Department at (480) 422-9777 for any questions or concerns regarding this report.

**This report and the attached detail reports have been reviewed and approved by the Fire Board.**

  
\_\_\_\_\_  
Board Clerk

1-24-2024  
\_\_\_\_\_  
Date



## Pine-Strawberry Fire District

P.O. Box 441 Pine, Arizona 85544

Phone: (928) 476-4272 Fax: (928) 476-4634

Website: [www.pinestrawberryfiredistrict.com](http://www.pinestrawberryfiredistrict.com)

# Fire Chief's Report - January 2024

**Emergency Activity** – Total Dispatches for December = 62 Calls for Service

1 Fire

1 Parking Log Fire

45 EMS Calls

2 Gas Leak/Hazmat/Electric/Fireworks

5 Motor Vehicle Accidents

9 Misc. Calls for Service

Last month there were 40 Calls for Service.

**Vehicle Report** – Battalion 4 was serviced at Miller Auto Works. E42 had new scene lights installed, 2 new shocks installed, a coolant leak fixed, and an exhaust leak fixed. A42 had some wiring issues fixed and the DPF system replaced. A total of \$4,457.70 was spent. All vehicles are in service.

**Training Report** - Total training hours completed this month were 457 hours reported for all career members and 0 hours reported for reserve members. 4,377 hours were completed for the year.

**Plan Reviews** – The PSFD Fire Marshall reviewed 3 sets of plans this month with a total addition of 10,348 SQ FT. The total fees collected this month were a total of \$2,063.68. That is a total for the year of 99,138 square feet added to the District with a total of \$18,704 collected in review fees. In 2022, we reviewed 38,928 more SQ FT for a total of 138,066.

### Significant Incidents and Events:

- The new ambulance is getting prepped to go into service sometime next month.
- We are beginning to work with Pine-Strawberry Fuels Reduction INC. on a 90/10 fuels reduction grant.
- We received a grant from Firehouse Subs in the amount of \$35,047.22 for the purchase of a new UTV.
- The sealed bid for A41 was placed in *The Roundup* and on Facebook.





## PINE-STRAWBERRY FIRE DISTRICT

### SELECTED FINANCIAL TRENDS-LAST FIVE YEARS

	<b>2023</b>	<b>2019</b>	<b>Increase/ (Decrease)</b>	
Cash and investments	\$ 2,685,092	\$ 1,299,491	\$ 1,385,601	<b>107%</b>
Other assets	411,420	208,099	203,321	<b>98%</b>
Capital assets - net	709,988	938,184	(228,196)	<b>-24%</b>
<b>Total assets</b>	<b>\$ 3,806,500</b>	<b>\$ 2,445,774</b>	<b>\$ 1,360,726</b>	<b>56%</b>
Net pension liability	\$ 5,959,473	\$ 4,994,685	\$ 964,788	<b>19%</b>
Other liabilities	483,885	373,646	110,239	<b>30%</b>
<b>Total liabilities</b>	<b>\$ 6,443,358</b>	<b>\$ 5,368,331</b>	<b>\$ 1,075,027</b>	<b>20%</b>
<b>Fund balance</b>	<b>\$ 2,764,011</b>	<b>\$ 1,247,436</b>	<b>\$ 1,516,575</b>	<b>122%</b>
<b>Net position</b>	<b>\$ (2,879,600)</b>	<b>\$ (2,670,759)</b>	<b>\$ (208,841)</b>	<b>8%</b>

In simple terms, "Fund Balance" is the difference between assets and liabilities.

	<b>2023</b>	<b>2019</b>	<b>Increase/ (Decrease)</b>	
Operating expenses	\$ 3,137,938	\$ 3,283,657	\$ (145,719)	<b>-4%</b>
Cash coverage days	312	144	168	<b>117%</b>

	<b>2023</b>	<b>2019</b>	<b>Increase/ (Decrease)</b>	
Property tax revenues	\$ 2,576,213	\$ 2,180,054	\$ 396,159	<b>18%</b>
Fire district assistance	234,311	195,530	38,781	<b>20%</b>
PSPRS pension funding level	55.94%	50.31%	5.63%	<b>11%</b>

# Arizona Department of Forestry and Fire Management



## 2023 DFFM SB1720 Fire District Support Grant

### **ARIZONA FY 2023 REQUEST FOR GRANT APPLICATIONS**

(Notice of Funding Opportunity)

#### **ELIGIBLE APPLICANTS**

All recognized Fire Districts in Arizona

Applications must be submitted electronically through  
our application portal.

Visit our website for more information:

<https://dffm.az.gov/grants/sb1720>

#### **Application Deadline:**

**No Later than: February 1st 2024**

# REMS Equipment Cost

Shopping Budget:

Total: \$16,641.00

x	Name	Quantity	Size	Store/Location	Price	Price2
	4x4 Vehicle with Toy Hauler	1				\$0.00
	Optional UTV/ATV	1	4 seater with skid			\$0.00
	One ALS Kit	1		<a href="https://www.amazon.com/Statpacks-Backup-Packs/www.amazon.com">https://www.amazon.com/Statpacks-Backup-Packs/www.amazon.com</a>	\$300.00	\$300.00
	One BLS Kit	1		<a href="https://www.amazon.com/Statpacks-Backup-Packs/www.amazon.com">https://www.amazon.com/Statpacks-Backup-Packs/www.amazon.com</a>	\$300.00	\$300.00
	2-200' ropes (NFPA 1983 Technical or General Use)	2	11mm	<a href="https://sterlingrope.com/7-16-hip-static-rope/">https://sterlingrope.com/7-16-hip-static-rope/</a>	\$270.00	\$540.00
	2-300' ropes (NFPA 1983 Technical or General Use)	2	11mm	<a href="https://sterlingrope.com/7-16-hip-static-rope/">https://sterlingrope.com/7-16-hip-static-rope/</a>	\$400.00	\$800.00
	2-150' ropes [NFPA 1983 Technical, 9.5mm (3/8") to 12.5mm (1/2")]	2	9mm	<a href="https://sterlingrope.com/9-mm-hip-static-rope/">https://sterlingrope.com/9-mm-hip-static-rope/</a>	\$160.00	\$320.00
	4- Descent control device (NFPA 1983 Technical or General Use)	4	Petzl ID S	<a href="https://www.amazon.com/PETZL-Descender-Packs/www.amazon.com">https://www.amazon.com/PETZL-Descender-Packs/www.amazon.com</a>	\$250.00	\$1,000.00
	22- Carabiners (NFPA 1983 Technical or General Use)	22	Camp Atlas 2	<a href="https://www.barrettman.com/camp-usa-atlas-lock-com/">https://www.barrettman.com/camp-usa-atlas-lock-com/</a>	\$25.00	\$550.00
	4- Small or mini prusik minding pulley (NFPA 1983 Technical or General use)	4	Omni 1.1	<a href="https://www.barrettman.com/products/omni-block-4-1-inch-size/">https://www.barrettman.com/products/omni-block-4-1-inch-size/</a>	\$100.00	\$400.00
	2- Small or mini prusik minding double pulley (NFPA 1983 Technical or General use)	2	Double Omni 1.1	<a href="https://www.rockexotica.com/product/omni">https://www.rockexotica.com/product/omni</a>	\$140.00	\$280.00
	1- Gathering plate or ring (NFPA 1983 Technical or General use)	1	SMC bear paw	<a href="https://cascaue-rescue.com/smc-mini-rescue.com/">https://cascaue-rescue.com/smc-mini-rescue.com/</a>	\$40.00	\$40.00
	16- Prusik (8- short, 8 long)	16	cmc presewn	<a href="https://escauer.com/cmc-rescue-sewn-loop/">https://escauer.com/cmc-rescue-sewn-loop/</a>	\$20.00	\$320.00
	12- 20' webbing	12	Tubular	<a href="https://sterlingrope.com/1-mil-spec-webbing/">https://sterlingrope.com/1-mil-spec-webbing/</a>	\$20.00	\$240.00



## **ANNOUNCEMENT OF SEALED BID FOR VEHICLE PURCHASE**

NOTICE IS HEREBY GIVEN by the Pine Strawberry Fire District, declaring surplus and accepting sealed bids for the following vehicle:

2007 Ford F-350 Wheeled Coach Ambulance

6.4l diesel engine with 97,000 miles

For more information, please contact PSFD at 928-476-4272. The vehicle can be viewed at 6198 Hardscrabble Mesa RD Pine AZ, 85544.

Sealed bids will be received by Pine Strawberry Fire District administration until 5:00 PM mountain standard time Wednesday January 17<sup>th</sup>, 2023. Sealed bids will be addressed to:

Pine Strawberry Fire District Board

P.O. Box 441, Pine AZ, 85544

Bids will be opened January 18<sup>th</sup> at 6:00 PM mountain standard time. Bids received after the stated date and time will not be considered. The District will accept the bid which, in the District's judgment, is in the District's best interest. No bidder may withdraw their bid after the opening of such bids unless the awarding of the bid is delayed for a period exceeding thirty days. If the bid amount is less than the fair market value, The Pine Strawberry Fire District Board shall have the right to accept or reject the highest bid.