

## Pine-Strawberry Fire District

### PINE-STRAWBERRY FIRE BOARD REGULAR MEETING MINUTES January 21, 2021

The meeting was called to order at 6:10 pm

- 1) **Pledge of Allegiance**
- 2) **Roll Call** – Present were Board Clerk - Robert Papke, Board Chairman - Chuck Ackerman, Member - Dave Burkhart, and Member - Mel Palmer. Member – Bruce Dow was in attendance via Zoom.
- 3) **Presentations** – None
- 4) **Correspondence** – One Letter of ‘Thanks’ for the One-Time Covid-19 Pandemic bonus was read. There was also a copy of the letter from Chief Wisner to the U.S. Department Of Agriculture regarding the Fossil Creek Wild and Scenic River Comprehensive Management plan included in the Board packets.
- 5) **Call to the Public** –None
- 6) **Approval of Previous Month’s Meeting Minutes**  
December, 2020 Regular Meeting Minutes –Dave Burkhart moved to accept the minutes as written and authorize the Board Clerk to sign them. Bruce Dow seconded and the motion and it passed with four ayes. Mel Palmer abstained.
- 7) January 7, 2021 Special Meeting Minutes. Bob Papke moved to accept the minutes as written and authorize the board clerk to sign them. Charles Ackerman seconded the motion and it passed with three ayes. Members Mel Palmer and Bruce Dow abstained.
- 8) **Financial Report** – Approval of Previous Month’s Finances  
December, 2020 Financial Reports –Ben Archer-Clowes of the James Vincent Group was in attendance and he presented the financial report to the board. Mel Palmer moved to accept the financial statements and authorize the Board Clerk to sign them. Dave Burkhart seconded the motion and it passed unanimously.
- 9) **Fire Chief’s Report** (Available on our Website) – Including but not limited to:
  - a) Significant Emergency Incidents – House fire – Dec. 30th
  - b) Other non-emergency Fire District Activity
  - c) Progress report on Fire Board directed business activities or projects.
  - d) Report on emergency call volume from previous month – responded to 47 calls for service.
  - e) Report on vehicle maintenance from previous month. \$25,119.16
  - f) Report on training activities from previous month – a total of 291 hours of training completed. Last calendar year a total of 4,675 hours of training were completed.
  - g) Fire Marshal Report - Plan Reviews generating a total of \$1,827.84 were completed.

#### 10) **Other Fire District Related Reports**

- a) District Board Chairman's Report – None given.
- b) Chaplain's Report – The position is still vacant.
- c) Employee Assistance Fund Committee – No activity.
- d) PSPRS Board Report – None given.
- e) Firefighter's Association Report – None given.
- f) Labor Organization Report –None given.

#### 11) **Old Business**

- a.) Public Hearing and Comments on updating the District's Fire Code.  
Board Chairman Charles Ackerman opened the Public Hearing portion of the meeting at 6:50pm.  
The District is working on updating the old 1999 Fire Code. Once the draft is completed, it will then go to the State Fire Marshal and then the County for review. Additional Public Hearing is scheduled for the February, 2021 Regular Board Meeting. The final draft is expected to be ready for the March, 2021 Regular Board Meeting. Hearing no public comment, Board Chairman Charles Ackerman accepted a motion from Mel Palmer to close the Public Hearing. Bruce Dow seconded the motion and it passed unanimously.

#### 12) **New Business –**

- a.) Discussion and possible action related to the acceptance of a grant in the amount of \$10,739.92 to purchase rescue equipment and authorization for Chief Wisner to purchase said equipment. Chief Wisner reported that the Pine Strawberry Fire District was awarded the 100 Club of Arizona's Safety Enhancement Stipend grant that he applied for. He is requesting that the board authorize his purchase of the CTC Strut Rescue kit. Bob Papke made a motion to accept the awarded grant monies and authorize Chief Wisner to purchase the CTC Rescue Strut kit with the grant money. Dave Burkhart seconded the motion and it passed unanimously.
- b.) Discussion and possible action related to authorizing the purchase of residential lock boxes for the elderly. Chief Wisner reported that there are basically two ways to achieve this. One way is to install the brand name Knox Box on residential homes. These key boxes start at approximately \$200.00 and go up from there. These are the type of lock boxes that allow the Fire Department access to community businesses.  
The other option would be to purchase a cheaper brand of locking key box from Home Depot. The cost is approximately \$40.00. The District could install these at homes where there was a true need. Mr. Burkhart suggested that possibly the District could split the cost with the resident and install these units. It was also discussed that only the Fire District would have the code to access these boxes with the home owner's key in them – not the homeowner's themselves. Chief Wisner also suggested that if the District was going to do this, we should have some type of waiver developed that the homeowner would be required to sign that would hold the District "harmless" with regard to these lockboxes. Chief Wisner also reminded the board that this was not figured into this current year's budget.

Dave Burkhart made a motion to direct the staff to research and develop a program for this – not to exceed a cost of \$20.00 to the District per lockbox. Mel Palmer seconded the motion and it passed unanimously.

- c.) Discussion and possible action on revising the wildland pay and billing policies. Chief Wisner reported that he has gathered together all of our wildland, wildland billing, and wage policies. Chief Wisner will continue working on the policy update and bring suggestions back to the Board. No action taken.

**Executive Session.** *(If necessary and pursuant to Arizona Revised Statute 38-431.03) See Item 10a.*

- 13) **Future Meeting Date** will be Thursday, February 18, 2021, at 6:00 pm. Items for consideration- Updated Fire Code, Wildland/Extended duty pay policy update, Residential lockboxes for elderly.
- 14) **Adjournment** –Bob Papke made a motion to adjourn. Charles Ackerman seconded the motion and it passed unanimously at 7:30 pm.