

Pine-Strawberry Fire District

PINE-STRAWBERRY FIRE BOARD REGULAR MEETING MINUTES February 22, 2024

The meeting was called to order at 6:00 pm.

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

January 18, 2024 - Special Meeting Minutes – Mel Palmer made a motion to accept the minutes as written. Chuck Ackerman seconded the motion and it passed unanimously.

January 18, 2024 – Regular Meeting Minutes – Dave Burkhart 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.

- 7) **Financial Report of January 2024** – 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 = 49 Total Calls for Service
1 Fire
30 EMS
1 Gas Leak/Hazmat/Electric
3 Motor Vehicle Accidents
14 Misc. Calls for Service
 - b) **Training Report** – Total training hours completed this month were 433.5 hours reported for all career members and 10 hours reported for reserve members.

- c) **The Fire Marshal's Report** – The Fire Marshall's office reviewed 5 sets of plans, adding 4,468 square feet of construction, and totaling \$860.88 of revenue.
 - d) **Vehicle Report** – Ambulance-43 fuel water separator sensor was replaced this month as well as Ambulance-42 tires. All District vehicles are in service.
- 9) **Other Fire District Related Reports**
- a) **District Board Chairman's Report** – None
 - b) **Public Safety Personnel Retirement System Local Board Report** – Dave Burkhart reported that the PSPRS is having an Employer and Local Board training conference in March.
 - c) **Firefighter's Association Report** – Bill Potter reported that the Firefighter's Association (Non-profit) is now in good standing, having their bank accounts straightened out, and will be resuming activities in the community. Bill also showed a painting that Board Member Bob Papke painted as a possible design for t-shirts that they will offer for sale. They have requested an additional design as well.
 - d) **Labor Organization Report** – None
- 10) **Old Business**
- a) **Discussion /Possible action on the Board by-laws.**
 The completed draft of the Board Bylaws is ready for adoption. Chuck Ackerman asked if the Board thinks it would be advisable to send this document to legal counsel for review. The consensus was that the present draft is merely a revision of current Bylaws and draws from other districts' accepted content. No motion was made to send the document for legal review.
 Dave Burkhart made a motion to accept the revision of the Bylaws as presented with an effective date of March 7, 2024. Bob Bennett seconded the motion and it passed unanimously.
- 11) **New Business** –
- a) **Discussion/Possible action on Fire Board adoption of Policy 2.4 Wage and Compensation.**
 Bob Papke pointed out that there was one revision that needed to be made to the “Call in/call-back” (All-Call) practice. This is an edit of the previously adopted (8/17/23) policy. There was a discussion regarding the wording for provision of 2-hour emergency call back pay. “Current pay rate” was changed to “applicable pay rate”. The provision that hourly computation of time worked during an “All-Call” was confirmed as “beyond the initial hour” as intended by the Personnel Policy Committee – as opposed to “beyond the initial 2-hour period” as published in the draft that was distributed for Board review.
 Dave Burkhart made a motion to approve Policy 2.4 as presented, with the revisions discussed, with an effective date of March 8, 2024. Mel Palmer seconded the motion and it passed unanimously.
 - b) **Discussion/Possible action regarding Fire Board adoption of Policy 4.13 Medical, Dental, and Vision Insurance.**

Bob Papke presented the Board with the final draft of the Medical, Dental, and Vision Insurance policy. There were no questions or discussion from the Fire Board regarding the policy as it was written.

Bob Papke made a motion to approve Policy 4.13 as presented with an effective date of March 8, 2024. Bob Bennett seconded the motion and it passed unanimously.

c) Discussion/Possible action regarding DWS Towers using the Strawberry Station as a cell phone tower site and letter of support.

Chief Brandt explained that the DWS Towers company is considering the Strawberry station as a site for an additional cell phone tower in the Strawberry area. This is much needed as there are several spots in the area that have little or no cell phone service. DWS Towers is looking at a few different sites for this including the Strawberry Chapel Church behind Station 42, as well as the Self Realization Fellowship Church in Strawberry. They typically look for places that don't often sell or change ownership. If awarded the opportunity, the District stands to collect "rent" for the site ranging from \$1,500 to \$1,800 per month. DWS Towers is currently asking for a "Letter of Support" from the District. The Board feels this is a good idea and gave direction to the Chief to proceed with this opportunity.

d) Discussion/Possible action regarding replacement of Battalion 4 (Chief's vehicle).

Chief Brandt explained that the Chief's vehicle is 12 years old and has 155,000 miles on it. By all standards, it should be replaced. It was slated to be replaced this year on the 5-year plan. Chief Brandt provided the Board with a breakdown of costs for the replacement of Battalion 4. The total for a new 1500 Ram pick-up truck including the special light package, labeling, radios, camper shell, bumper, and center console is \$80,000.

Dave Burkhart made a motion to authorize Chief Brandt to replace Battalion 4 at the proposed price of \$80,000. Bob Bennett seconded the motion and it passed unanimously.

e) Discussion/Possible action regarding General Obligation Bond.

Chuck Ackerman stated he feels it would be best to have more than one company present their plan to us for a General Obligation Bond. Chief Brandt stated that he would like to move through this process very slowly and methodically, so we aren't rushed into it and have all the information we need before we go to the public with the request for a bond. Mr. Burkhart suggested that when we have the companies scheduled to talk to us, we schedule a special Board meeting so they will have time to make their presentations to us. Dave Burkhart made a motion to authorize the Chief to go out and start gathering information on a General Obligation Bond and provide that information to the Board.

(Some discussion ensued about the 2026 election and whether or not that was too far out.)

Motion died for a lack of second.

Chuck Ackerman recommended that the Board not make a motion right now. Rather, let the Chief put an action plan together on all the steps that are going to happen and reach out to the financing companies for some information and come back to the Board next month with that information and see where we are headed. Chief Brandt stated that he suggests putting the action plan together AFTER we have made the selection of the bonding agency we are working with, because they usually have an outline of what needs to be done and when.

Direction was given to the Chief to research funding vendors and invite them to make a presentation to the Board in anticipation of seeking voter approval of a General Obligation Bond to replace Station 41 (Pine Station) and purchase an additional Structural Fire Engine with the timing to be determined – possibly 2025 or 2026.

f) Discussion/Possible action regarding Fire Board Member’s uniform shirts.

Dave Burkhart requested the District purchase polo-type shirts for the Board members to wear when attending conferences or other places where they wish to represent the District. Chief Brandt pointed out that all the Board members have button down shirts that were provided for them and if they desired to have additional or different style of shirt, they are allowed to purchase them, and we will reimburse the cost and have the District logo embroidered on them. No action taken.

12) Future Board Meeting Date

Thursday, March 21, 2024, Regular Board Meeting starting at 6:00 pm.

Items for discussion – Board Review/Evaluation of Fire Chief, Policies, General Obligation Bond Issuers Update.

13) Adjournment:

Bob Papke made a motion to adjourn. Chuck Ackerman seconded the motion and it passed unanimously at 7:37 pm.

cw



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



Monthly Financial Report – January 2024

Attached are the following for your information and review:

1. Balance Sheet as of January 31, 2024.
2. Summary of Reconciled Cash Balances as of January 31, 2024.
3. Income Statement of Revenues and Expenditures for January 2024 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 January is \$356,288 which is \$132,816 over budget.
 - Tax Revenue is \$243,293 which is \$52,196 over budget.
 - Non-Tax Revenue for January is \$112,995 which is \$80,620 over budget.
 - Wildland Revenue was \$73,521 over budget.
- Expenses for January totaled \$362,804 which is over budget by \$52,138.
 - Personnel Costs were over budget \$22,211 attributable to HSA payment in January.
 - Vehicles & Equipment expenses over budget by \$14,456 driven by the purchase of REMS Gear.
 - Communications & IT expenses over budget by \$14,141 driven by the timing of dispatch invoice from Payson Fire Department.
- Year to Date Revenue is \$2,604,229 which is \$233,615 over budget.
- Year to Date Expense is \$2,180,453 which is \$71,186 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

2-22-2024
Date



Pine-Strawberry Fire District

P.O. Box 441 Pine, Arizona 85544

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

Website: www.pinestrawberryfiredistrict.com

Fire Chiefs Report-February 2024

Emergency Activity – Total Dispatches for January = 49 calls for service

1 Fire

30 EMS calls

1 Gas Leak/hazmat/Electric

3 Motor Vehicle accidents

14 Misc. calls for service

Last month were 62 calls for service.

Vehicle Report – A43 fuel water separator sensor replaced. A42 had tires replaced. A total of \$2,925.97 was spent. All vehicles are in service.

Training Report - Total training hours completed this month were 433.5 hours reported for all career members, and 10 hours reported for reserve members.

Plan Reviews – The PSFD Fire Marshall reviewed 5 sets of plans this month with a total addition of 4,468 SQ FT. The total fees collected this month were a total of \$860.88.

Significant Incidents and Events:

- The new ambulance is in service out of station 42.
- We are continuing to work with Pine Strawberry Fuels Reduction INC. on a 90/10 fuels reduction grant.
- We have placed the order for a new UTV and expect to have it sometime in May.
- The sealed bid for our surplus ambulance was placed in the Roundup and Facebook. We sent mailers to CON holders, several other interested parties and an email was sent to the Admin Professional group.

Battalion 4 vehicle replacement

Ram 1500 pickup truck -----	\$54,458.55
Light Package -----	\$2,000
Labeling -----	\$1,000
Radios -----	\$8,000
Camper shell -----	\$5,851.11
Bumper/center counsel -----	\$3,100
Total	\$74,409.66
Contingency	\$5,590.34
Final amount from capital account	\$80,000