**Board Agenda January 7, 2021 Pine-Strawberry Fire District**

**NOTICE OF PUBLIC MEETING**

**SPECIAL BOARD MEETING AGENDA**

**TO RATIFY ACTIONS TAKEN BY THE FIRE BOARD**

**ON DECEMBER 17, 2020**

Pursuant to A.R.S. 38-431.02 and A.R.S. 38-431.05, 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 7, 2021** **beginning at 4:00 PM at the** **Pine-Strawberry Fire District Fire Station 41 conference room** located at 6198 Hardscrabble Mesa Rd. in Pine, Arizona.

**THE PURPOSE OF THIS MEETING IS TO RATIFY**

**THE FOLLOWING PRIOR ACTIONS:**

**1.** **APPROVAL OF NOVEMBER 2020 REGULAR MEETING MINUTES**

**2.** **APPROVAL OF FINANCIAL REPORT OF NOVEMBER 2020 FINANCES.**

**3.** **MOTION TO TABLE THE PURCHASE OR UPGRADE OF A UTV FOR RESPONSE TO FOSSIL CREEK EMERGENCIES.**

**4. APPROVAL OF THE FY 2020 FIRE DISTRICT ANNUAL AUDIT.**

**5. APPROVAL OF UPDATING THE FIRE DISTRICT FIRE CODE.**

**6.** **APPROVAL OF A ONE-TIME COVID 19 PANDEMIC RELATED BONUS FOR FIRE DISTRICT EMPLOYEES IN THE AMOUNT OF $1,000.00 PER FULL-TIME EMPLOYEE AND UP TO $500 FOR QUALIFYING RESERVE EMPLOYEES.**

**7. APPROVAL DESIGNATING CHIEF WISNER AND BOARD CHAIRMAN CHUCK ACKERMAN AS SIGNERS ON THE PSFD EMPLOYEE ASSISTANCE FUND COMMITTEE BANK ACCOUNT AND REMOVAL OF GARY MORRIS, NORMAN BURK AND ANY OTHER PREVIOUS SIGNERS.**

**A DETAILED DESCRIPTION OF THE PRIOR ACTIONS TAKEN ARE INCLUDED HEREIN IN THE FORM OF MINUTE/NOTES FROM THE DECEMBER 17, 2020 MEETING.**

**THE PUBLIC MAY OBTAIN A COPY OF THESE DETAILED DESCRIPTIONS OF PRIOR ACTIONS AS WELL AS COPIES OF THE NOVEMBER 2020 FINANCIAL REPORT AND THE FISCAL YEAR 2020 AUDIT REPORT AT THE PINE STRAWBERRY ADMINISTRATION OFFICES**

**3741 PRINCE DRIVE**

**PINE, ARIZONA.**

***NOTICE: Due to Coronavirus/COVID-19, Arizona Executive Order #2020-18, and CDC recommendations on social distancing, public will be limited to social distancing requirements. Members of the public may participate through zoom. Meeting ID*** 926 9742 9607***.***

***Link:*** <https://zoom.us/j/92697429607?pwd=Uk1Qc3NEcUJpbEorTURmOUxwOVVrZz09>

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.

**CALL TO ORDER.**

1. **PLEDGE OF ALLEGIANCE.**
2. **ROLL CALL OF BOARD MEMBERS.**

**3) 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 to 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 5 minutes of speaking time each.



**6) RATIFICATION OF PRIOR ACTIONS**

***(Prior actions to be considered, reviewed, discussed for possible ratification.)***

**a) Approval of November 2020 regular meeting minutes.**

**b) Approval of financial report of November 2020 finances.**

**c) motion to table the purchase or upgrade of a UTV for response to fossil creek emergencies.**

**d) Approval of the FY 2020 fire district annual audit.**

**e) Approval of updating the fire district fire code.**

**f) Approval of a one-time COVID 19 pandemic related bonus for fire district employees in the amount of $1,000.00 per full-time employee and up to $500 for qualifying reserve employees.**

**g) Approval designating Chief Wisner and Board Chairman Chuck Ackerman as signers on the PSFD Employee Assistance Fund Committee bank account and removal of Gary Morris, Norman Burk and any other previous signers.**

**7) ADJOURNMENT.**

Notice of Meeting (Agenda) dated and posted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021. At \_\_\_\_\_\_\_ , local time

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If any disabled person needs any type of accommodation, please notify the Pine-Strawberry Fire District prior to the scheduled meeting time.

**DETAILED MINUTE/NOTES FROM DECEMBER 17, 2020 MEETING:**

PINE-STRAWBERRY FIRE BOARD REGULAR MEETING MINUTES

December 17, 2020

The meeting was called to order at 6:00 pm

1) Pledge of Allegiance

2) Roll Call – Present were Board Clerk - Robert Papke, Member – Bruce Dow, Board Chairman- Chuck Ackerman and Member - Dave Burkhart. Mel Palmer was absent.

3) Presentations – None

4) Correspondence – One Letter of Thanks was read from Tom Iverson of Arrowhead Estates, wishing to especially thank Assistant Fire Marshal, Rick Barnes for his prompt attention and response to the needs at Arrowhead Estates.

Mr. & Mrs. Bill (Cheri) Olney dropped off two lovely hand-made quilted hangings – one for the Pine station and one for the Strawberry Station, along with a card of thanks for our service to the communities of Pine and Strawberry.

Native Air representative Josh Malin dropped by and delivered an engraved plaque in horror of Station 41 and Station 42 also thanking PSFD for their service to this community.

5) Call to the Public –None

6) Approval of Previous Month’s Meeting Minutes

November, 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 passed unanimously.

7) Financial Report – Approval of Previous Month’s Finances

November, 2020 Financial Reports –Ben Archer-Clowes of the James Vincent Group was in attendance and he presented the financial report to the board. Dave Burkhart moved to accept the financial statements and authorize the Board Clerk to sign them. Bruce Dow seconded the motion and it passed unanimously.

8) Fire Chief’s Report (Available on our Website) – Including but not limited to:

a) Significant emergency incidents – Chief Wisner reported on three significant incidents all requiring helicopter transport to Phoenix area hospitals for treatment.

b) Other non-emergency Fire District Activity – Chief Wisner reported that regrettably, due to the COVID-19 precautions, we have made the decision to post-pone the annual Awards Banquet that honors our member’s years of service.

c) Progress report on Fire Board directed business activities or projects – Chief Wisner stated that he will be working on some policy changes that he will be bringing to the board in the near future regarding our wildland fire billing.

d) Report on emergency call volume from previous month – responded to 67 calls for service.

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e) Report on vehicle maintenance from previous month – No money spent in November.

f) Report on training activities from previous month – a total of 227 hours of training completed.

g) Specific program updates or demonstrations – Chief Wisner added a new report from the Fire Marshal, Mike Reichling. The District has reviewed submitted plans in the month of November totaling 23,454 sq. feet and generating revenue totaling $4,688.16

9) Other Fire District Related Reports

a) District Board Chairman’s Report – None given.

b) Chaplain’s Report – None

c) Employee Assistance Fund Committee – None

d) PSPRS Board Report – The PSPRS Local Board will be giving the Oath of Office to Two new members this coming week.

e) Firefighter’s Association Report – None given.

f) Labor Organization Report –Retired Fire Captain D.J. Lopez passed away this week from COVID complications at the age of 51. PSFD expressed our sincere condolences to the family via Union president, Lyle Wyatt.

Northern Gila County firefighters voted by proxy to support Steve Gilman, a Goodyear firefighter for the 10th district IAFF(International Association of Fire Fighters) seat. If Steve wins, he will represent Arizona, New Mexico, California, Hawaii, and Guam in Washington, D.C.

10) Old Business

a.) Discussion and possible action related to the purchase of a UTV for response to Fossil Creek emergencies. Retired Fire Chief, Gary Morris was in attendance and gave updated information on the continuing discussion with the Gila County Sheriff’s Office regarding the shared use vehicle (UTV) grant that was applied for through the Arizona Parks Department. The Sheriff’s Department has verbally agreed to keep the UTV located at the Strawberry Fire Station. They would be using it for calls for service that don’t need medical help but need immediate attention on one of the Fossil Creek trails. Pine Strawberry Fire District would be using the vehicle to respond to medical calls. There are still several issues to consider, including having an intergovernmental agreement between Pine Strawberry Fire District and the Gila County Sheriff’s Office. The Board and Chief Wisner are in agreement that this needs to be in place so we are clear on the fact that the vehicle would be covered under the Sheriff’s Department insurance and that maintenance would be covered by them as well.

Board Chairman Charles Ackerman asked if the trails that we would be using this vehicle on have been improved enough to drive the vehicle on. Chief Morris replied that some of the trails have been improved, but not all – there is still work to be done.

There was also discussion on the cost of retro-fitting this vehicle to become a rescue unit. The cost of the QTAC EMS – UTV Skid unit is approximately $2,250. Additionally, there would be the cost of emergency lights and radio unit. (Some of which we may already have.)

The Grant has a cap of $30,000 and the one the Sheriff’s Department is looking at is $29,921.97. There would be additional upgrades needed to make this unit suitable for medical response. Chief Wisner reminded the Board that when Hellsgate purchased a

similar unit they had not considered the delivery fee, which amounted to an additional $700.00 and also there is sales tax to consider.

Dave Burkhart made a motion to table this item while gathering additional information. Bruce Dow Seconded the motion and it passed unanimously.

b.) Discussion and possible action related to a progress report on Fossil Creek Access and the Yavapai-Apace Tribe. Chief Morris also reported on this item stating that the Tribes move very slowly and this is still pending Tribal approval. No action taken.

11) New Business –

a.) Discussion and possible action related to the approval of the FY 2020 Fire District Audit. Brian Richards, CPA was in attendance via teleconference and he presented the Financial Audit to the board via a power point presentation. In his summary he stated that he found no significant adjustments and that there were no problems noted. He asked the board if there were any questions. No questions were brought up.

(Audit Report is available to the public upon request.)

b.) Discussion and possible action related to updating the Fire District’s Fire Code. Fire Marshal, Mike Reichling and Assistant Fire Marshal, Rick Barnes were in attendance to discuss this matter. Chief Wisner reported that the fire code has not been updated since 1999. Gila County no longer enforces burn ban restrictions until the Tonto Forest goes into Stage 2 fire restrictions. The Pine Strawberry Fire District would be able to enforce open burning restrictions if we adopt a code that contains enforcement language. Chief Wisner explained to the Board that this is not a quick process and that it would require three public hearings to give the residents/citizens opportunity to respond. Dave Burkhart made a motion directing the staff to draft and present an updated Fire Code to the Board. Bruce Dow seconded the motion and it passed unanimously.

c.) Discussion and possible action related to a one-time COVID 19 pandemic related bonus for Fire District employees. Chief Wisner explained that this year has been a difficult year for all. The impact that the COVID 19 has had in the Fire District has been tremendous. The personnel have had to put in a lot of out of the ordinary work in order to deal with the ramifications of this pandemic. In addition to the extra careful cleaning and sterilization of all of the equipment and surfaces, there is a new protocol of entering a patient’s home and treatment. There is additional protective gear that must be worn and also the stress of wondering what they may be bringing home to their families. Our staff members have performed above and beyond their normal work-load during this most difficult time. In view of the outstanding work done by our Pine Strawberry fire District members, Board member Burkhart made a motion to give a one-time COVID 19 pandemic related bonus of $1,000 to all the full-time employees and up to a $500.00 bonus to our reserve staff based on the amount of hours they have put in this year. Bruce Dow seconded the motion and it passed unanimously.

d.) Discussion and possible action related to designating Chief Wisner as a signer on the PSFD Employee Assistance Fund Committee bank account, removing other past signers and designating officers of same. Chief Wisner explained that previously he had deposited a donation check into the Employee Assistance Fund at the National Bank and when he inquired about the balance they could not release this information as we still

show Chief Gary Morris as the signer on that account. He further explained that past Chaplain, Norm Burke is still listed as a signer on the account as well. He proposed that the board designate him as a signer on the account as well as an additional Board member and that we remove the signers who are no longer serving the District in a capacity that would necessitate them being signers on the account. Dave Burkhart made a motion that we designate Chief John Wisner as a signer on the Employee Assistance Fund account along with Board Chairman Charles Ackerman. He included in his motion that we remove Gary Morris and Norm Burke and any other past signers on that account. Bruce Dow seconded the motion and it passed unanimously.

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

13) Future Meeting Date will be Thursday, January 21, 2021, at 6:00 pm. Items for consideration- Updated Fire Code, Wildland Policy update, Residential lockboxes for elderly.

14) Adjournment – Bruce Dow made a motion to adjourn. Charles Ackerman seconded the motion and it passed unanimously