

Pine-Strawberry Fire District

PINE-STRAWBERRY FIRE BOARD REGULAR MEETING MINUTES April 21, 2022

The meeting was called to order at 6:06 pm

- 1) **Pledge of Allegiance**
- 2) **Roll Call** – Present were Board Clerk - Bob Papke, Member - Bruce Dow, Board Chairman - Chuck Ackerman, and Member - Dave Burkhart. Member - Mel Palmer was absent.
- 3) **Presentations** –
- 4) **Correspondence** – One flyer from the Arizona Burn Foundation/American Red Cross/Pine Strawberry Fire District announcing the FREE Smoke Alarms/Installations Saturday, April 23rd from 9:00 – 11:00 am.
- 5) **Call to the Public** –None
- 6) **Approval of March 2022, 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 unanimously.
- 7) **Financial Report** – Approval of Previous Month’s Finances – February 2022, Financial Reports - Ben Archer-Clowes of the James Vincent Group was in attendance and he presented the financial report to the board.
 - Revenue for March is \$158,736 which is \$9,345 over budget.
 - Tax Revenue is \$126,987 which is \$2,791 **over** budget.
 - Non-Tax Revenue for March is \$31,748 which is \$6,553 **over** budget.
 - Expenses for March totaled \$203,464 which is **under** budget by \$4,980.
 - Fiscal year revenues are \$2,668,057 which is **over** budget by \$338,313.
 - Fiscal year expenses are \$2,228,505 which is **under** budget by \$12,544.
 - Ambulance Revenue: FYTD - \$5000 **over** budget.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**– Including but not limited to:
 - a) **Significant emergency incidents**
 - b) **Other non-emergency Fire District Activity** – Pine Strawberry Water Improvement District (PSWID) is considering drought water restrictions which may impact PSFD training activities. Water will be available for suppression unless it exceeds capabilities of the Water District.

Crews have completed Wildland Fire refresher training.

- c) **The Fire Marshal's** office has reviewed 10 plans, adding 20,974 square feet of construction and totaling \$4,296.36 of revenue.
- d) **Report on emergency call volume from previous month** – responded to 54 calls for service.
- e) **Report on vehicle maintenance from previous month** – \$10,197.56
- f) **Report on training activities from previous month** – 508 hours of training reported.
- g) **Specific program updates or demonstrations** –
 - Chief and two members are going to Florida for Engine Prebuild meeting at E-One
 - Chief and two members will attend AFCA/AFDA conference in July
 - Grant funded extrication equipment has arrived and is being fitted on Ambulances
 - Pending grant request from GOHS for CPR devices.
 - Currently there are no Fire restrictions on the Tonto National Forrest or District. No burn permits have been issued due to winds and dry conditions.

9) **Other Fire District Related Reports**

- a) District Board Chairman's Report – None
- b) PSPRS Board Report – The PSPRS Local Board will have to meet soon to process one retiree and look at approving one new full time employee and one full time **temporary** employee. Also the Local Board will be required to retain the services of legal counsel – which cannot be our current Fire Board attorney. Board member – Bruce Dow is looking into fees for services and waiting response from two attorneys.
- c) Firefighter's Association Report – The Association had no meeting this month. Member Bill Potter is now the official Northern Gila County contact for the Arizona Burn Foundation.
- d) Labor Organization Report – Some members are still not happy with the modified Reserve Fire Fighter pay scale. Thomas Cordova stated that Labor would like to meet with Chairman Ackerman and Chief Wisner prior to budget approval.
- e) Fossil Creek Access Report – Fossil Creek remains closed.

10) **Old Business** –

- a) **Administrative Policy 1.1 Policy and SOG Management** – Revisions to this policy will be presented by the Policy Committee Chair for possible action.
 Draft of District Administrative Policy as recommended by the Policy Review Committee on March 8th was distributed electronically to Board Members for review ahead of this meeting. This policy covers the administration, adoption, revision, maintenance, format, and accessibility of District Policies and SOGs. It was drafted from vendor submissions, previous policy, AFDA Red Book guidelines and input from committee members with extensive editing. If approved it will take effect 15 days from Board Approval and will govern all future Policy revisions.
 Dave Burkhart made a motion to approve the Administrative Policy 1.1 as presented and authorize the Board Chairman to sign. Bruce Dow seconded the motion. Bob Papke, Dave Burkhart, and Bruce Dow voted aye. Chuck Ackerman abstained. Mel Palmer was absent. Motion carries with three "ayes".

11) **New Business** -

- a) **Resolution 2022-002** - to consider and, if deemed advisable, to adopt resolution no. 22-002 relating to the sale and execution and delivery of certificates of participation in a leaseback agreement to provide financing for all or a portion of the district's unfunded liabilities with respect to the Arizona Public Safety Personnel Retirement System.

Presentation by Royal Bank of Canada (RBC) regarding current status of pending Certificates of Participation (COP) offering. Standard & Poor's (S&P) credit rating is in progress. The total savings projected in their February presentation is no longer applicable due to volatility in the bond market since the Russian military action in Ukraine and subsequent supply chain and oil supply disruptions.

Discussion of timing for a final commitment by the Board ... still at the time of pricing. Discussion of draft resolution giving direction to RBC acting as underwriters for the District, including responsibilities of the "Compliance Officer". Ben of James Vincent Group advised that they fulfill that function for other client districts and can do so for PSFD.

Various funding and lease purchase plans were presented in the printed documentation provided. Discussion that level payments throughout the term of the COP lease purchase contract at approximately the current PSPRS (2022) level and assets to be offered for lease purchase be limited to 55% of the COP value. Thus, it can be met using only the District's real property and improvements, without inclusion of operating apparatus.

Discussion of "Option 3" as presented in the printed RBC material with level payments for the full term of the COPs and a projected total savings of \$2.7M over PSPRS amortization costs. RBC advised the resolution can be tailored to direct level payments and a minimum savings with the limitations of "collateral" discussed earlier.

Dave Burkhart made a motion that the district move forward with a resolution engaging RBC Capital Markets as underwriters of a COP to fund the District Unfunded PSPRS obligation. R. Papke amended the motion to give specific direction that the Districts intent is to engage in a level payment plan as presented in "Option 3" with a minimum saving to the district of \$2.5M to account for current market volatility. Bruce Dow seconded the motion and it passed unanimously.

- b) Staff directives concerning PTO usage for COVID 19 related quarantine/isolation-**The board may review the current practices in regards to this matter, hearing any new information from the fire chief or health and safety officer, and may issue new directives.

Health and Safety Officer B. Chester reported that there has been no additional usage of non-charged leave for COVID19 exposures. One Workman's Comp Claim has been filed. No additional Board action needed at this time.

- c) Pine Fire Station replacement or remodeling** – The board may consider directing the fire chief and other staff to research designs, locations, remodeling and costs of replacing or remodeling the fire station in Pine, as well as authorizing use of reserve funds for such a directive.

In light of the current status of COPs no action taken at this time.

- 12) **Future Meeting Date** - will be Thursday, May 19, 2022, at 6:00 pm. Items for consideration – Policies, Tentatively adopt Draft Budget, Financial Underwriting credit rating and COP issue.
- 13) **Adjournment** –Bruce Dow made a motion to adjourn. Dave Burkhart seconded the motion and it passed unanimously at 8:15 pm.