

## **Pine-Strawberry Fire District**

### PINE-STRAWBERRY FIRE BOARD REGULAR MEETING MINUTES

March 21, 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**

**February 22, 2024** – Regular 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.

- 7) **Financial Report of March 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. Bob Bennett 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
    - 0 Fires
    - 35 EMS
    - 1 Gas Leak/Hazmat/Electric
    - 0 Motor Vehicle Accidents
    - 10 Misc. Calls for Service
  - b) **Training Report** – Total training hours completed this month were 313.5 hours reported for all career members and 62 hours reported for reserve members.
  - c) **The Fire Marshal's Report** – The Fire Marshall's office reviewed 11 sets of plans, adding 13,887 square feet of construction, and totaling \$2,732.04 of revenue.

d) **Vehicle Report** – A total of \$450 was spent on vehicle repairs this month. 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 Conference was attended by himself, Carmen Wailes, and Mariella Taylor. Mr. Burkhart gave an overview of all the sessions he attended.

c) **Firefighter's Association Report** – Dan Green reported that the Firefighter's Association had a meeting and elected new officers. President - Bill Potter, Vice President - Garrett Turley, Secretary – Zach Graham, and Dan Green – Treasurer. The Association voted to increase the dues to \$40/year. They are still looking into making t-shirts to sell to raise money for projects.

d) **Labor Organization Report** – None

10) **Old Business - None**

11) **New Business –**

a) **Annual Board evaluation of Fire Chief – Performance of Duties**

Chief Brandt elected to remain in open meeting for the evaluation.

Chairman Ackerman allowed time for Chief Brandt to review the accomplishments he has achieved over the last year.

Board Clerk Bob Papke provided the Board members with a list that he had compiled from his clerk's notes over the last year regarding the Chief and the things that have been accomplished since last April when Chief Brandt was hired as the permanent Fire Chief.

Chief Brandt also listed several goals he has for the coming year.

All comments were very positive in nature, and Mr. Ackerman challenged Chief Brandt to keep doing a great job.

b) **Discussion/Possible action on opening sealed bids regarding disposal of Ambulance 43**

One bid was received and opened by Chairman Ackerman. The bid was from Mr. Brandon Moore, offering \$6,000 for the ambulance. Chuck Ackerman made a motion to accept the bid from Mr. Moore for \$6,000 for Ambulance 43. Dave Burkhart seconded the motion and it passed unanimously.

c) **Discussion/Possible action on General Obligation Bond issuers.**

Chief Brandt stated that both Stifel and RBC brokerage firms have been contacted. We have a meeting set for April 18<sup>th</sup> at 5:00 pm for each of them to give a 30-minute presentation to the Board. No action taken.

d) **Discussion/Possible action on retaining the services of a personnel attorney.**

Chief Brandt stated that he has been looking into obtaining the services of an attorney. Our current attorney, Bill Whittington, is good and very well-versed in Fire District law; however, his turnaround time is extremely long. Chief Brandt stated that when he has screened a few attorneys, he will set up a meeting between them and the Board. No action taken.

**e) Discussion/Possible action on adopting Policy 4.15 – Short Term Disability**

Policy Committee Chairman Bob Papke explained to the Board that the two policies we are looking at today are very basic – just stating that the District has these policies, and this is how they are managed. Currently, our Short-Term Disability insurance is contracted through AFLAC.

Dave Burkhart made a motion to adopt Policy 4.15 Short Term Disability with an effective date of April 2, 2024. Bob Bennett seconded the motion and it passed unanimously.

**f) Discussion/Possible action on adopting Policy 4.16 - PEHP (Post Employment Health Program).**

Currently, our PEHP program is managed by Nationwide Retirement Solutions. Bob Papke made a motion to adopt Policy 4.16 – PEHP with an effective date of April 2, 2024. Chuck Ackerman seconded the motion and it passed unanimously.

**12) Future Board Meeting Date**

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

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

**Items for discussion** – Personnel attorney, Policies ready for adoption.

**13) Adjournment:**

Dave Burkhart made a motion to adjourn. Mel Palmer seconded the motion and it passed unanimously at 7:30 pm.

cw





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



**Monthly Financial Report – February 2024**

Attached are the following for your information and review:


1. Balance Sheet as of February 29, 2024.
2. Summary of Reconciled Cash Balances as of February 29, 2024.
3. Income Statement of Revenues and Expenditures for February 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 February is \$165,936 which is \$26,175 over budget.
  - Tax Revenue is \$72,386 which is \$9,386 under budget.
  - Non-Tax Revenue for February is \$93,550 which is \$26,175 over budget.
- Expenses for February totaled \$231,540 which is under budget by \$9,686.
- Year to Date Revenue is \$2,770,165 which is \$250,404 over budget.
- Year to Date Expense is \$2,412,869 which is \$62,376 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.**

  
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Board Clerk

3-21-2024  
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 Chiefs Report-March 2024

**Emergency Activity** – Total Dispatches for February = 46 calls for service

0 Fire

35 EMS calls

1 Gas Leak/hazmat/Electric

0 Motor Vehicle accidents

10 Misc. calls for service

Last month were 49 calls for service.

**Vehicle Report** – A41 had a new bumper and portable radio chargers installed. E41 had a leaking valve stem extension replaced. E41 had portable radio chargers installed. Computer chargers were installed in all the apparatus. A total of \$450 was spent and all district vehicles are in service.

**Training Report** - Total training hours completed this month were 313.5 hours reported for all career members, and 62 hours reported for reserve members.

**Plan Reviews** – The PSFD Fire Marshall reviewed 11 sets of plans this month with a total addition of 13,887 SQ FT. The total fees collected this month were a total of \$2,732.04.

### Significant Incidents and Events:

- 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.
- We participated in a training at Pine-Strawberry elementary school regarding EMS response acts of violence.
- Dan Green was awarded his trainer certification in rope rescue technician, and we will be hosting his first course in April.

- We applied with AFG for new self-contained breathing apparatus in the amount of \$399,000
- We have applied with the Pascua Yaqui Indian community for a new Zoll monitor in the amount of \$33,950.
- We have applied with GOHS for new extrication equipment in the amount of \$55,157.
- We have applied for cancer screening for all our members through a regional grant with AFG.
- We have applied for mental health screen for all our members through a regional grant with AFG.
- We have 12 seasonal reserves signed up to go out on wildfire this year.
- We did purchase a new dodge ram 1500 to be used as the new battalion 4. It is at the upfitters getting the donated light package installed.

## **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 Monday, March 18, 2024. Sealed bids will be addressed to:

Pine Strawberry Fire District Board

P.O. Box 441, Pine AZ, 85544

Bids will be opened March 21, 2024, 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.