

Pine-Strawberry Fire District

PINE-STRAWBERRY FIRE BOARD REGULAR MEETING MINUTES

April 15, 2021

The meeting was called to order at 6:02 pm

1) **Pledge of Allegiance**

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

3) **Presentations**

- a) Promotions and Oath of Office/Badge Presentations

Firefighter Nathan Lynch was promoted to Engineer. Oath of Office was administered by Chief Wisner and Nathan Lynch was pinned by his wife.

Reserve Firefighter Garrett Turley was appointed to the full-time vacancy left by Stacy Figueroa's retirement. Chief Wisner administered the Oath of Firefighter/Paramedic Office, and Garrett Turley was pinned by his wife.

- b) Stacy Figueroa – Retirement, Website, and Social Media update.

Stacy Figueroa reported on the transition of her staff assignment duties. Her last shift day will be April 24, 2021. The PSFD Website has been moved to a GoDaddy platform which will be administered primarily by Fire Chief John Wisner, Office Manager Carmen Wailes, and Fire Marshal Rick Barnes.

Facebook will be for **posting** information only at this point, no comments.

The School Fire Safety programs will continue with some of the other staff who are willing to participate.

Stacy's Retirement party is scheduled for 5/15/21 at That Brewery – Pine, Arizona from 2:00-5:00 pm.

4) **Correspondence**

Chief Wisner received a nice e-mail from the Gila County Sheriff's Office complimenting him on the great job he did in development and posting of area specific Evacuation Routes for Pine and Strawberry.

- 5) **Call to the Public** –None

6) **Approval of Previous Month's Meeting Minutes**

March, 2021 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

March, 2021 Financial Reports –Ben Archer-Clowes of the James Vincent Group presented the financial report to the board. Melvin Palmer moved to accept the financial statements and authorize the Board Clerk to sign them. Dave Burkhart 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
- 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 49 calls for service.
- e) Report on vehicle maintenance from previous month. \$4,085.84
- f) Report on training activities from previous month – a total of 348 hours of training completed.
- g) Fire Marshal Report - Plan Reviews generating a total of \$3,259.68 were completed.

9) **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 – There has been no activity.
- d) PSPRS Board Report –The next meeting will be to go over the actuarial.
- e) Firefighter's Association Report – Stacy Figueroa congratulated the two crew members who were recognized earlier in the Board Meeting.
- f) Labor Organization Report –Tommy Cordova was responding to an emergency call so Captain Billy Chester, who was in attendance for the pinning ceremony, read his notes:
April 27 – sit down with President Smith.
Gov. Ducey signs SB1451
SB1298 is on its way to Gov. Ducey to be signed. This bill helps refinance district's pension debt.
SB1220 signed by Gov. Ducey increasing mental health and trauma counseling.

10) **Old Business**

(Items to be considered, reviewed, discussed and possible action on)

- 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 6:58 pm. Fire Marshal Rick Barnes reported that the proposed code has been posted in five public places throughout Pine and Strawberry, as well as on our website. He also stated that it has been published in the PaysonRoundup Newspaper for three weeks, and that to date, we have received no phone calls, e-mails, comments from the public concerning the new Fire Code. Hearing no public comment, Board Chairman Ackerman closed the public hearing at 7:11pm.
Dave Burkhart made a motion to adopt the proposed Fire Code as published and authorize the Board Chairman and clerk to sign Resolution 2021-001. Bruce Dow seconded the motion and it passed unanimously.

11) **New Business –**

(Items to be considered, reviewed, discussed and possible action on)

- a.) Discussion and possible action on Resolution 2021-002 – a resolution pertaining to the submission of projects for consideration in Arizona's 2022 Highway Safety plan. Chief Wisner reported that he submitted a grant application to the Governor's Office of Highway Safety last month for the Pine Strawberry Fire District. This application requires a Board resolution stating that the Board approves the submission of the project and that the Board appoints Chief John Wisner to conduct all aspects of the grant. Dave Burkhart made a

motion to approve Pine Strawberry Fire District Resolution 2021-002 as written, and authorize the Board Chairman and Board Clerk to sign it. Mel Palmer seconded the vote and it passed unanimously.

- b.) Personnel Policies – Consideration of proposal to hire human resources firm to develop new personnel policies. Chief Wisner stated that the current set of policies we have are inconsistent, and out of date. He presented the Board with a written proposal from Brenda Trachina of Human Resource Strategies to review our existing policies and develop a concise set of updated policies that are in compliance with State of Arizona laws while keeping the integrity of Pine Strawberry Fire District policies and procedures (see attached letter and scope of work) at a cost of \$6,500.

Member Burkhart expressed concern over “a complete NEW set of policies” He stated that when we created those policies, they were very specific to our Pine Strawberry Fire District. He also stated that he didn’t think the membership would be in favor of this. He felt that if some outside source was to write all our policies, they would be “cookie cutter” policies and we would lose the dynamic that makes us Pine Strawberry Fire District.

Member Bruce Dow thought it seemed like quite a high price to pay for rewriting the policies.

Member Bob Papke was concerned as to whether Brenda Trachina would stand behind the policies she had written, should a legal issue ever arise.

Chief Wisner spoke to the Board regarding several of their concerns. He assured the Board that Ms. Trachina would be updating **our** policies. He stated the several of the membership have already voiced their opinion to him either in person or in writing, in favor of an updated policy manual. Chief Wisner also stated that Brenda Trachina specializes in fire district policy and also works very closely with several attorneys. Her price for this service is far less than other Human Resource firms such as Lexipol. After much discussion, Dave Burkhart made a motion to direct Chief Wisner to proceed with the process of hiring Human Resource Strategies/Brenda Trachina to review, update, and develop an updated set of Pine Strawberry Fire District policies according to the scope of work presented in her letter of proposal dated March 31, 2021, and present it to the Board for final approval. Mel Palmer seconded the motion and it passed with four ayes. Bruce Dow abstained.

- c.) Fee schedule – Consideration for developing a new fee schedule for the Fire District. Chief Wisner pointed out that currently, the only fees charged by the Fire District are Plan Review Fees, and the State approved ambulance fees. He further stated that the law allows the District to adopt fees for services. Chuck Ackerman expressed concern that taxes are already paid by property owners and that additional “fees” may be seen as excessive. The Board directed Chief Wisner to develop a fee schedule and bring it to the Board for approval. They suggested that care should be given so as to be sure such fees are justified and not to seem punitive. Bob Papke made a motion to allow Chief Wisner to develop a fee schedule for Board review. Mel Palmer seconded the motion and it passed unanimously.

- 12) **Future Meeting Date** will be Thursday, May 20, 2021, at 6:00 pm. Items for consideration- Budget workshop – prior to next Board meeting.
- 13) **Adjournment** –Bob Papke made a motion to adjourn. Charles Ackerman seconded the motion and it passed unanimously at 8:05 pm.