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Pine-Strawberry Fire District

PINE-STRAWBERRY FIRE BOARD REGULAR MEETING MINUTES April 18, 2024

The meeting was called to order at 6:26 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** – Board Clerk Bob Papke presented the Station 41 crew with a beautiful watercolor painting to be hung in the newly painted “Day Room.” Stop by the Pine Station and check out this awesome artwork!
- 4) **Correspondence** – One thank you card was received from the Pine-Strawberry Elementary pre-school class thanking the firefighters for a fun field trip to the Pine Fire Station.
- 5) **Call to the Public** – None.
- 6) **Approval of Previous Minutes**

March 21, 2024 – Regular Meeting Minutes – Dave Burkhart made a motion to accept the minutes as written and to 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 to authorize the Board Clerk to sign. Chuck Ackerman 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 March = 50 Total Calls for Service
0 Fires
28 EMS
4 Gas Leak/Hazmat/Electric
6 Motor Vehicle Accidents
12 Misc. Calls for Service
 - b) **Training Report** – Total training hours completed this month were 1,023.5 hours reported for all career members and 73 hours reported for reserve members.
 - c) **The Fire Marshal’s Report** – The Fire Marshall’s office reviewed 6 sets of plans, adding 13,022 square feet of construction, and totaling \$2,758.08 of revenue.

- d) **Vehicle Report** – A total of \$1,384 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 they hope to schedule the first of the 2 required biannual meetings for the Local Board, possibly in June.
- c) **Firefighter's Association Report** – The Association has elected new officers. Bill Potter is President. Garrett Turley is Vice President. Dan Green is Treasurer. Zach Graham is Secretary. They are still working on getting artwork for t-shirts that they can sell.
- d) **Labor Organization Report** – None.

10) **Old Business** – None.

11) **New Business** –

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

(Both Stifel and RBC gave presentations in the Special Board Meeting prior to the Regular Board Meeting.)

Dave Burkhart made a motion to table this item until next month's meeting when all Board members have had a chance to thoroughly read through the information presented. Bob Papke seconded the motion and it passed unanimously.

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

Chief Brandt arranged to speak with Attorney Jeff Matura on the phone during this portion of the Board meeting.

Matura has been an attorney in Arizona for 25+ years, mainly representing public entities. For the past 10-15 years, he has worked directly with or through insurance referrals representing fire districts. Matura has experience in Policy Review, Open Meeting Law, General Litigation, and Employment Law, as well as other areas related to fire districts.

Matura stated that he is willing to travel to Pine-Strawberry Fire District to meet with the Board/Fire Chief as needed to build a relationship. When asked by Dave Burkhart if we would retain him or his firm, Matura stated that a letter of engagement would be for the firm but that he would be the default attorney completing our work.

Dave Burkhart also asked about Matura's experience with District Employment Law and Matura stated that he has handled district issues from development of policy, promoting actual application of policy and litigation, up through trial and appeal, focus on mitigating risk.

Bob Papke asked a question concerning turnaround time to review a potential (or actual) policy and Matura stated that in more cases we could expect an initial response within 24-48 hours.

For actual work, Matura's firm charges \$200 an hour, but they do not charge for communicating with the District. Matura stated that he sees his job as "advisement, mitigation risk/exposure, providing analysis of issues and options for proceeding (I think you should do X, but the decision is up to the Board)." There is no retainer fee. All fees are for work completed and are billed monthly (or as used).

Matura confirmed that the District can have more than one attorney and Chuck Ackerman asked Mr. Matura for his references. Directions were given to staff to gather references and engagement documents so the Fire Chief could contact references.

Dave Burkhart made a motion to table this item until references and engagement letter have been received and include this item on next month's agenda. Bob Bennett seconded the motion and it passed unanimously.

c) Discussion/Possible action on adopting Policy 2.7 – District Travel

Policy Committee Chairman Bob Papke explained to the Board that this policy, regarding District-related travel, is very basic.

Dave Burkhart made a motion to adopt Policy 2.7 District Travel with an effective date of May 3, 2024. Mel Palmer seconded the motion and it passed unanimously.

d) Discussion/Possible action on adopting Policy 3.10 – Grievance Rights and Procedures

Policy Committee members Bob Papke and Dave Burkhart presented the draft of Policy 3.10 as presented to the Board. Chuck Ackerman felt that this policy should go to legal review before adoption. Dave Burkhart and Bob Papke responded that currently, the District has no policy on grievance procedure for members to formally seek resolution to issues and concerns as covered in this policy. Their recommendation is that the Board adopt this policy as written and then send the policy to legal counsel for review.

Dave Burkhart made a motion to adopt policy 3.10 Grievance Rights and Procedures as written with an effective date of May 3, 2024, with the caveat that it be sent for legal review once the engagement of legal counsel for employment law is resolved.

Bob Bennett seconded the motion and it passed unanimously.

12) Future Board Meeting Date

Thursday, May 16, 2024, Regular Board Meeting starting at 6:00 pm.

Chief Brandt and Ben Arche-Clowes will publish potential dates for a Budget Workshop to be conducted before the May Regular Board Meeting.

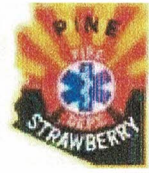
Items for discussion – Personnel Attorney, Policies, General Obligation Bond, Budget.

13) Adjournment:

Bob Bennett made a motion to adjourn. Bob Papke seconded the motion and it passed unanimously at 8:00 pm.



Pine- Strawberry Fire District
6198 W Hardscrabble Mesa Rd
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Monthly Financial Report – March 2024

Attached are the following for your information and review:


1. Balance Sheet as of March 31, 2024.
2. Summary of Reconciled Cash Balances as of March 31, 2024.
3. Income Statement of Revenues and Expenditures for March 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 March is \$152,826 which is \$19,151 under budget.
 - Tax Revenue is \$122,297 which is \$17,305 under budget.
 - Non-Tax Revenue for March is \$30,529 which is \$1,846 over budget.
- Expenses for March totaled \$304,481 which is under budget by \$45,757.
 - There was a delay in receiving the credit card statement from the financial institution, therefore credit card transactions are not included for the month of March.
- Year to Date Revenue is \$2,922,991 which is \$231,253 over budget.
- Year to Date Expense is \$2,717,350 which is \$16,619 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

4-18-2024
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-April 2024

Emergency Activity – Total Dispatches for March = 50 calls for service

0 Fire

28 EMS calls

4 Gas Leak/hazmat/Electric

6 Motor Vehicle accidents

12 Misc. calls for service

Last month were 46 calls for service.

Vehicle Report – A-43 had its transmission shift interlock bracket and cable replaced. E-42 had the bolts on the starter retorqued. A-41 got new fog lights. A total of \$1,384 was spent and all district vehicles are in service.

Training Report - Total training hours completed this month were 1023.5 hours reported for all career members, and 73 hours reported for reserve members.

Plan Reviews – The PSFD Fire Marshall reviewed 6 sets of plans this month with a total addition of 13,022 SQ FT. The total fees collected this month were a total of \$2,758.08.

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 sponsored our first certified ropes technician course last week. Dan Green was the lead instructor with help from Tonto Rim Search and Rescue and Fry Fire District. This training was a huge success and we trained 20 people to the level of ropes technician, 10 of those being PSFD members.

- We have applied with the Gila River Indian Community for a new staff vehicle in the amount of \$55,600.
- We have applied for a regional grant with the Gila County Supervisors Office for Mass Casualty Equipment and Stop the Bleed training equipment in the amount of \$8,500.