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## **Pine-Strawberry Fire District**

### **PINE-STRAWBERRY FIRE BOARD REGULAR MEETING MINUTES July 25, 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, Member - Dave Burkhart, and Member - Melvin Palmer. Board Chairman - Chuck Ackerman was absent.
- 3) **Presentations** – Garrett Turley presented the new logo/patches that he has been working on with a graphic designer. (This work has been done as part of a credited class project and did not cost the District anything.) Garrett had several renderings to show the Board which followed the evolution of the design, as well as the final design of the new logo. Garrett also pointed out that our current logo/patch was dated and had been copied from another District years ago. The new one is more reflective of the Rim Country that we live in, while also retaining the background of the Arizona state flag. Garrett is still working on getting prices for decals for the District vehicles and will report back to the Board when he has this information.
- 4) **Correspondence** – One letter of thanks was read.
- 5) **Call to the Public** – None.
- 6) **Approval of Previous Minutes**  
  
**June 20, 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 June 2024** – Ben Archer-Clowes of the James Vincent Group was in attendance and presented the financials for June as well as for the end of the 23-24 fiscal year. Dave Burkhart made a motion to approve the financial report as given and to 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.)  
Chief Joel Brandt reported on the following:  
**Emergency Activity-**  
Total Dispatches for June = 63 Total Calls for Service - Previous Month 57  
6 Fire – 2 Structure, 3 Vehicle, 1 Wildfire



41 EMS  
 1 Gas Leak/Hazmat/Electric  
 5 Motor Vehicle Accidents  
 10 Misc. Calls for Service

Bob Papke prepared a spread sheet with CFS based on Chief's Report Data for the Fiscal Year 23-24 (attached), which was referenced by the Chief.

CALLS FOR SERVICE						
Month	Fire	EMS	TC	Gas, Elev, Haz	Other	Total
Jul	1	45	5	0	18	69
Aug	3	62	7	0	17	89
Sep	0	37	5	2	18	62
Oct	3	44	9	1	14	71
Nov	3	27	1	0	9	40
Dec	1	45	5	2	9	62
Jan	1	30	3	1	14	49
Feb	0	35	0	1	10	46
Mar	0	28	6	4	12	50
Apr	0	33	1	1	5	40
May	4	37	9	0	7	57
Jun	6	41	5	1	10	63
<b>TOTAL</b>	<b>22</b>	<b>464</b>	<b>56</b>	<b>13</b>	<b>143</b>	<b>698</b>
<b>AVERAGE</b>	<b>1.8</b>	<b>38.7</b>	<b>4.7</b>	<b>1.1</b>	<b>11.9</b>	<b>58.2</b>
<b>%</b>	<b>3.15</b>	<b>66.48</b>	<b>8.02</b>	<b>1.86</b>	<b>20.49</b>	<b>100</b>

**Training Report** – Total training hours completed this month were 328.5 hours reported for all career members and 1.5 hours reported for reserve members.

- a) **The Fire Marshal's Report** – The Fire Marshall's office reviewed 4 sets of plans, adding 2,020 square feet of construction, and totaling \$439.95 of revenue.
- b) **Vehicle Report** – A total of \$7,295.06 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 we had the first of our 2 required Local PSPRS Board meetings on June 27, 2024. Local Board Member Michele Powers announced that she would like to retire from the PSPRS Local Board due to health issues. Dave Burkhart suggested that we post an announcement for the vacancy on the PSPRS Local Board.
- c) **Firefighter's Association Report** – It was reported that the Association has approved a t-shirt design with the new logo and the back. This t-shirt was designed by Board Member Bob Papke and will be made and available for sale to the public shortly.



Dave Burkhart stated that while at the summer AFCA Conference, he won an Igloo cooler that he intends to donate to the Firefighter's Association along with a "Doggie Fire Alarm" that could be raffled off to raise money and awareness for the Association.

- d) **Labor Organization Report** – Billy Chester reported that they are a few days shy of their next meeting and he will have a report for the Board next month.

#### 10) New Business –

- a) **Discussion/Possible action on Memorandum of Understanding (MOU) 2023 Assistance To Firefighters Grant (AFG) Regional Grant Award Application ID: EMW-2023-FG-07391** Chief Brandt explained that these MOU Grants (contained in the Board packets) have been reviewed and approved by the PSFD attorney and require Fire Board signature. This one is for Cancer Screening.

Dave Burkhart made a motion to authorize the Board to sign the Memorandum of Understanding. Mel Palmer seconded the motion and it passed unanimously.

- b) **Discussion/Possible action on Memorandum of Understanding (MOU) 2023 Assistance To Firefighters Grant (AFG) Regional Grant Award Application ID: EMW-2023-FG-04266** This grant is for Mental Health training and counseling and also required the Fire Board signature. Mel Palmer made a motion to authorize the Board to sign the Memorandum of Understanding. Bob Bennett seconded the motion and it passed unanimously.

- c) **Discussion/Possible action on Gila County Fire Chief's Mutual Aid Agreement.**

Chief Brandt stated that we have had this same Mutual Aid agreement for years and that it had expired, so we needed to sign the renewal of the new agreement. Dave Burkhart made a motion to approve the Mutual Aid Agreement and authorize the Board Chairman or Clerk to sign. Mel Palmer seconded the motion and it passed unanimously.

- d) **Discussion/Possible action on adoption of Policy 2.6 Conflict of Interest and Outside Employment.**

Bob Papke and Dave Burkhart presented the Policy Review Committee recommended draft of Policy 2.6 Conflict of Interest and Outside Employment - Permitting procedures for approval of employment in addition to primary employment at PSFD for full-time employees.

Dave Burkhart made a motion to adopt Policy 2.6 Conflict of Interest and Outside Employment as presented to the Board with an effective date of August 9, 2024. Bob Bennett seconded the motion and it passed unanimously.

- e) **Discussion/possible action on Fire Chief Evaluation Forms**

Policy Review Committee Chairman – Bob Papke explained to the Board that during the committee's recent development of Member Evaluation forms, Mr. Burkhart also developed a draft form for a Fire Chief evaluation by the Board. There was discussion to seek guidance from the Fire Board as to where this 'policy' should be located – Either in the Board Bylaws or the Personnel Policies.

Bob Papke recommended that the policy be developed by the existing Policy Review Committee, as it is closely aligned with the evaluation of Members Policy currently in development, but that once the form and content was approved, the forms should become an amendment to the District Bylaws. (Currently, the Board is required to



complete an annual evaluation of the Fire Chief, but they do not have a format to provide guidance in doing so.)

Mr. Burkhart presented the position that the content and form be included in a new policy (2.10) as it related to the Fire Chief, a full-time member of the District.

Dave Burkhart made a motion to direct the existing Policy Review Committee to develop and submit content and the form for review by the Fire Board and that once developed, it be forwarded to the District's attorney for advice as to content and placement of the policy (Personnel Policy or Board Bylaws). Mel Palmer seconded the motion and it passed unanimously.

- f) Discussion and update on Timeline for Bond Issuance. *(Dave Burkhart pointed out that this item should have been in "Old Business" since we have discussed this previously.)* Chief Brandt stated that there is nothing to report at this time – that we are monitoring current legislation that relates to this and that will affect the timeline.

#### 11) Future Board Meeting Date

Thursday, August 15, 2024 at 6:00pm

**Items for discussion** – Policies ready for adoption, Update/Timeline for Bond issuance, Opening on the PSPRS Local Board.

#### 12) Adjournment:

Bob Bennett made a motion to adjourn. Mel Palmer seconded the motion and it passed unanimously at 7:08 pm.

cw

I just wanted to thank you  
for your kind help & assistance  
on Fathers Day. You ~~were~~ all so  
helpful. I'll always remember  
your gentleness & respect you  
showed me. You are all good  
at your jobs & we are all  
Blessed to have you all!

Thanks for all  
of your help,

Love

Charba Phillips



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## **Pine-Strawberry Fire District**

### **PINE-STRAWBERRY FIRE BOARD REGULAR MEETING MINUTES** June 20, 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** – One letter of thanks was included in the Board packets with many signatures on it from the residents of the trailer park on McClendon Rd. (Behind the Administrative office)
- 5) **Call to the Public** – None.
- 6) **Approval of Previous Minutes**

**May 16, 2024** – Regular Meeting Minutes – Dave Burkhart made a motion to accept the minutes as written and to authorize the Board Clerk to sign them. Bob Bennett seconded the motion and it passed unanimously.

- 7) **Financial Report of May 2024** – Ben Archer-Clowes of the James Vincent Group was in attendance via telephone and presented the financials. Dave Burkhart made a motion to approve the financial report as given and to authorize the Board Clerk to sign. Mel Palmer 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.) Note: Fire Chief Joel Brandt was absent due to funeral preparations for the next morning. Captain Hunter Scott presented the "Chief's Report" in his absence.

#### **Emergency Activity-**

Total Dispatches for May = 57 Total Calls for Service

4 Fires

37 EMS

0 Gas Leak/Hazmat/Electric

9 Motor Vehicle Accidents

7 Misc. Calls for Service

- a) **Training Report** – Total training hours completed this month were 647.5 hours reported for all career members and 116 hours reported for reserve members.
- b) **The Fire Marshal's Report** – The Fire Marshall's office reviewed 12 sets of plans, adding 15,463 square feet of construction, and totaling \$3,091.80 of revenue.
- c) **Vehicle Report** – A total of \$2,351.66 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 we have the first of our 2 required Local PSPRS Board meetings scheduled for June 27, 2024 at 10:00 am.
- c) **Firefighter's Association Report** – Hunter Scott reported to the Board that the Tumblers are selling well and they are still in the process of getting t-shirts made.
- d) **Labor Organization Report** – None.

10) **New Business –**

- a) **Open Public hearing for discussion on proposed FY 24-25 Budget adoption.**  
Mel Palmer made a motion to open a public hearing at 6:15 pm. Dave Burkhart seconded the motion and it passed unanimously.  
There was no comment from the public.  
Mel Palmer made a motion to close the public hearing. Dave Burkhart seconded the motion and it passed unanimously at 6:17 pm.
- b) **Discussion/Possible action on adopting the FY 24-25 proposed budget.**  
Ben Archer-Clowes stated that this is the same budget that the Board tentatively adopted last month and that it has been posted for the required amount of time. Bob Bennett made a motion to adopt the FY 24-25 proposed budget. Chuck Ackerman seconded the motion and it passed unanimously. *(Budget will be posted on the District's website)*
- c) **Discussion/Possible action on the 2025 PSPRS Pension Funding Policy**  
(see attached PSPRS Pension Funding Policy)  
Dave Burkhart made a motion to accept the pension funding policy as it is presented. Chuck Ackerman seconded the motion and it passed unanimously.  
*(PSPRS Pension Funding policy will be posted on the District's website.)*
- d) **Discussion/Possible action on adoption of Policy 2.8 Promotions.**  
Dave Burkhart made a motion to adopt Policy 2.8 Promotions as presented to the Board with an effective date of July 5, 2024. Mel Palmer seconded the motion and it passed unanimously.

### 11) **Future Board Meeting Date**

Due to the AFDA/AFCA Conference in July, the board will postpone the regular meeting to the fourth Thursday in July. The meeting will be July 25, 2024, starting at 6:00 pm.

**Items for discussion** – Policies ready for adoption, Update/Timeline for Bond issuance.

### 12) **Adjournment:**

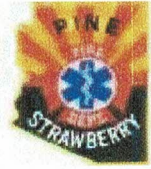
Bob Papke made a motion to adjourn. Chuck Ackerman seconded the motion and it passed unanimously at 6:51 pm.

cw





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



**Monthly Financial Report – June 2024**

Attached are the following for your information and review:

1. Balance Sheet as of June 30, 2024.
2. Summary of Reconciled Cash Balances as of June 30, 2024.
3. Income Statement of Revenues and Expenditures for June 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 June is \$200,161 which is \$60,504 over budget.
  - Tax Revenue is \$90,624 which is \$77,507 over budget.
  - Non-Tax Revenue for June is \$101,536 which is \$17,004 under budget.
- Expenses for June totaled \$331,832 which is over budget by \$9,358.
- Year to Date Revenue is \$3,882,753 which is \$81,024 over budget.
- Year to Date Expense is \$3,588,253 which is \$34,573 under 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

Date

7-25-2024



## 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-July 2024

**Emergency Activity** – Total Dispatches for June = 63 calls for service

6 Fire – 2 structure, 3 Vehicle, 1 wildfire

41 EMS calls

1 Gas Leak/hazmat/Electric

5 Motor Vehicle accidents

10 Misc. calls for service

Last month were 57 calls for service.

**Vehicle Report** – E41, E42, T41 and T42 had annual pump testing completed costing \$2,594.12. A42 finally came back from Ram with a new rearend that cost nothing as it was a Warranty repair. 2013 Jeep had its driveline and catalytic converter replaced at Miller Auto for a cost of \$3,430.38. A43 had its rear airbags replaced by A-to-Z Mechanical for \$592.50. BAT 4 went to Miller Auto for the installation of a leveling kit and rear shocks for \$678.06. A total of \$7,295.06 was spent this month. All district vehicles are in service.

**Training Report** - Total training hours completed this month were 328.5 hours reported for all career members, and 1.5 hours reported for reserve members.

**Plan Reviews** – The PSFD Fire Marshall reviewed 4 sets of plans this month with a total addition of 2,020 SQ FT. The total fees collected this month were a total of \$439.95.

#### **Significant Incidents and Events:**

- We are continuing to work with Pine Strawberry Fuels Reduction INC. on a 90/10 fuels reduction grant. This grant was submitted in June for \$668,000
- Our new UTV is in station and will be put in service once the proper training has been completed.



- We have had multiple wildland deployments throughout the month.
- The district is currently in stage 1 fire restrictions.