P.O. Box 441
6198 W. Hardscrabble
Pine, AZ 85544
Phone: 928-476-4272
Fax: 928-476-4634

Pine-Strawberry Fire District

PINE-STRAWBERRY FIRE DISTRICT
BOARD MEETING MINUTES
October 21, 2026

Call to Order: 1400 Hours (2 pm), 10/21/2026 by Chairman Robert Papke

1. Pledge of Allegiance: Lead by Robert Papke

2. Invocation: Given by Marylin Bennett

3. Roll Call of Board Members:

a. The following PSFD Board Members were present: Chairman Robert (Bob) Papke, Clerk David Burkhart, and Members Melven Palmer, Bob Bennett, and Tina Trout.
b. Fire Chief Hunter Scott; PSFD Office Manager, Carmen Wailes; PSFD Administrative Assistant, Mariella Taylor; PSFD members from Station 41 and 42; Marylin Bennett; Dominick & Anita Masse; and Members of the PSFD Community.
c. Ben Archer-Clowes of the James Vincent Group (PSFD Finance Advisor) was on Zoom and Phone for the financial report.
d. Mike Miller and Woody Phillips were present on Zoom.

4. Presentations: Robert Papke made a presentation of a painting to Mariella Taylor for all her hard work on the PSFD Trunk or Treat.

5. Correspondence: Retirement/Resignation Letter from Melven Palmer as a PSFD Board member effective 12/31/2026. The resignation letter was accepted by Chairman Robert Papke. Robert Papke instructed the staff to post the opening.

6. Call to the Public: PSFD Captain Shane Johnson thanked the Board for the new Fire Truck. It was used on a recent house fire and performed great.

7. Approval of Previous Minutes:

a. September 17, 2026, General Board Meeting Minutes.
(i) Bob Bennett made the motion to approve the 09/17/2026 PSFD Board meeting minutes as presented and authorized the Board Clerk to sign the report. Tina Trout 2nd the motion, and the Board voted unanimously to approve the financial report as presented and authorized the Board Clerk to sign it.

8. Financial Report:

a. Approval of the September 2026 Financial Report: Ben Archer-Clowes of the James Vincent Group (PSFD Finance Advisor) gave the August financial report via zoom and phone.
(i) Melven Palmer made the motion to approve the September 2026 financial report as presented and authorized the Board Clerk to sign the report. Bob Bennett 2nd the motion, and the Board voted unanimously to approve the financial report as presented and authorized the Board Clerk to sign it.

9. Fire Chief's Report: Fire Chief Hunter Scott presented the Fire Chief's report. (Attached)

10. Other Fire District Related Reports:

a. District's Board Chairman Report and Discussion: Robert Papke - None

b. Public Safety Personnel Retirement Board Report: David Burkhart

(i) He briefed the Board on the 10/02/2026 PSPRS meeting and future meeting in December to meet the 2 meeting a year requirement.

(ii) He briefed the Board on the AFDA Winter Conference in Tucson AZ, 01/04-08/2027 and registration for both the conference and hotel were open.

(iii) He briefed the Board that Cole Engineering were no longer operating in Arizona.

c. Design Committee Report: Dominick Masse and Bob Bennett

(i) They briefed the Board on what the committee has accomplished, provided a handout, and what they still were working on.

d. Firefighter's Association Report: None

e. Labor Organization Report: None

11. Old Business:

a. Discussion and possible action on equipment and operating budget for the Fuel Management brush pick up route.

(i) Chief Hunter Scott briefed the Board on the three (3) quotes for a chipper box; he explained each pro and cons and cost.

(ii) Melven Palmer made the motion to purchase the chipper box for the brush pick up program. David Burkhart 2nd the motion as presented. The Board voted unanimously to approve the motion.

(iii) David Burkhart made the motion to purchase the chipper box from Sun Country Truck Equipment Inc. for $32,459.37 as they quoted for the brush pickup program. Tina Trout 2nd the motion as presented. The Board voted unanimously to approve the motion.

b. Discussion and possible action on determining if the services of a Construction Manager at Risk would be beneficial to the design/preconstruction/construction of the station and if so discussion and possible action on drafting a Request for Qualification for CMaR.

c. Discussion and possible action on developing a timeline for releasing RFQ(s) and selecting Architectural and Construction Manager at Risk services for new station.

d. Discussion and possible action on drafting of a Request for Qualifications for Architectural Services for design of the new Station 41.

Note: It was agreed to compile discussion and possible action on items 11 b, c, d and 12 b & c together since it all related to the new Station 41. For future agenda of these items, they will be combined.

(i)The discussion centered in the type of RFQ and direction the Board wants to take.

(a) Under consideration is (i) Design (architectural), (ii) Dual RFQ 1 for Architectural (design) and 1 for Build (Construction/CMAR) and (iii) a design and build RFQ (combines Architectural 7 Construction). The Board could not agree on any specific RFQ.

(b) It was discussed to consider getting more info on the duel RFQ and to inquire with consulting firms that handles RFQ.

(ii) (1) Tina Trout made the motion to contact consultants who specialize in RFQ and get more information on Duel RFQ and have a Special Board meeting in two (2) weeks to review the findings and discuss our options. Melven Palmer 2nd the motion as presented. The Board voted four (4) I's and one (1) no, the motion approved by majority vote.

e. Discussion and possible action on developing a strategic Plan for 2027.

(i) Tina Troup briefed the Board on the progress of the plan.

(ii) David Burkhart made the motion for Tina Trout to continue with the plan and report back to the Board at the next regular meeting. Bob Bennett 2nd the motion as presented. The Board voted unanimously to approve the motion.

f. Discussion and possible action on developing and conducting evaluation of the Board.

(i) Tina Troup briefed the Board on the progress of the program, that the PSFD staff board evaluations were sent out through email and Google, that results are anonymous, the Board's board evaluation will be sent out and need to be completed by 11/17/2026.
(ii) Tina would brief the Board at the next regular Board meeting on results.

12. New Business

a. Discussion and possible action on Policy 4.13 Medical, Dental, Vision Insurance.

(i) Melven Palmer briefed the Board on the change to the policy and why the change was needed.

(ii) David Burkhart made the motion to approve the changes to Policy 4.13 Medical, Dental, Vision Insurance as presented with a revised approval date of 10/21/2026 and effective date of 11/05/2026. Tina Trout 2nd the motion as presented. The Board voted unanimously to approve the motion.

b. Discussion and possible action on including Design-Build vendors in the provisions of an RFQ for Architectural / Architectural and Construction services.

Note: Addressed during the Discussion and possible action under 11 b, c, &d.

c. Discussion and possible action on design requirements for the new station as developed by the Design Committee.

Note: Addressed during the Item 10 Other Fire District Related Reports, c. Design Committee Report and Discussion and possible action with items 11 b, c, &d.

13. Future Board Meeting Agenda Items and Next Meeting Date:

a. General Board meeting scheduled for November 19, 2026, at 1400 Hours (2 pm), at the Pine-Strawberry Fire District Fire Station 41 Conference room, 6198 Hardscrabble Mesa Rd, Pine, AZ.

b. Agenda Items will include but not limited to: (Meeting Item Number)

Note 1: It was recommended and agreed that we merge items 11 b, c, d, 12 a & b in to one item since they all were related to the new PSFD Fire Station 41.
Discussion and possible action on the building of the new fire station.

(i) Discussion and possible action on the new PSFD Fire Station 41 to include but not limited to:

(1) To go with either a Design RFQ only, Duel Design and a Build RFQ or a Design-Build RFQ.
(2) Developing a timeline for writing and releasing a RFQ and vendors to send the RFQ too.
(3) Hiring a Construction Manager at Risk.
(4) Design requirements for new stations.

(ii) 11 e. Discussion and possible action on developing a strategic Plan for 2027.
(iii) 11 f. Discussion and possible action on developing and conducting evaluation of the Board.
(vi) Discussion and possible action on developing a New Board Member Orientation Handbook.
(vii) Discussion and possible action on reviewing the PSFD Board By-Laws.

Note 2: Any other new agenda items and any related documents need to be turned in to Admin by 11/11/2026.

14. Adjournment: David Burkhart made a motion to adjourn the meeting. Melven Palmer 2nd the motion, and the Board voted unanimously to adjourned at 16.41 Hours (4:41 pm).

P.O. Box 441
6198 W. Hardscrabble
Pine, AZ 85544
Phone: 928-476-4272
Fax: 928-476-4634

Pine-Strawberry Fire District

PINE-STRAWBERRY FIRE DISTRICT
BOARD MEETING MINUTES
September 17, 2026

Call to Order: 1500 Hours (3 pm), 09/17/2026 by Chairman Robert Papke.

1. Pledge of Allegiance: Lead by Robert Papke.

2. Invocation: Given by Marilyn Bennett.

3. Roll Call of Board Members:

a. The following PSFD Board Members were present: Chairman Robert (Bob) Papke, Clerk David Burkhart, and Members Bob Bennett and Tina Trout. (Melven Palmer Absent.)
b. Fire Chief Hunter Scott, Carmen Wailes PSFD Office Manager, PSFD members, Marilyn Bennett, and Members of the PSFD Community.
c. Ben Archer of the James Vincent Group (PSFD Finance Advisor) was on Zoom and Phone for the financial report.
d. Mike Miller was on Zoom.

4. Presentations: David Burkhart presented to the PSFD Fire Fighter Association an Ice Chest and Guitar for their fund raiser.

5. Correspondence: Letter from Linda Gorman.

6. Call to the Public: No Response.

7. Approval of Previous Minutes:

a. August 18, 2026, Special Board Meeting Minutes.
b. August 20, 2026, Regular Board Meeting Minutes.
(i) Tina Trout made the motion to approve the 0818/2026 Special Meeting Minutes and the 08/20/2026 Regular Board Meeting Minutes and have the Board Clerk sign both. Bob Bennett 2nd the Motion, and the Board voted unanimously to approve the 07/21/2026 Special Meeting Minutes and 07/22/2026 Regular Board Meeting Minutes, and have the Board Clerk sign both. (With one Board member absent.)

8. Financial Report:

a. Approval of the August 2026 Financial Report: Ben Archer of the James Vincent Group (PSFD Finance Advisor) gave the August financial report via phone.
(i) Tina Trout made the motion to approve the financial report as presented and authorized the Board Clerk to sign the report. Robert Papke 2nd the motion, and the Board voted unanimously to approve the financial report as presented and authorized the Board Clerk to sign it. (With one Board member absent.)

9. Fire Chief's Report: Fire Chief Hunter Scott presented the Fire Chief's report. (Attached)

10. Other Fire District Related Reports:

a. District's Board Chairman Report and Discussion: Robert Papke:
(i) He thanked Mariella Taylor for her work on upcoming the PSFD Trunk or Treat.
(ii) He briefed on the emails received by the Board members in reference to the Fire Chief.

3 PAGES
REVIEWED + APPROVED
10/21/2026

(iii) He briefed on the Board meeting agenda timelines.

b. Public Safety Personnel Retirement Board Report: David Burkhart

(i) He briefed the Board on the upcoming meeting(s) for the new hires for input into PSPRS after their Heart-fit test.

c. Firefighter's Association Report: None

d. Labor Organization Report: None

11. Old Business:

a. Discussion and possible action on equipment and operating budget for the Fuel Management brush pick up route.

(i) Chief Hunter Scott briefed the board on:

(1) The cost of equipment.

(2) A two-phase approach with the first just truck picking up brush, the second with adding the chipper. And, with the 1st phase possibly starting in spring.

(3) Vehicle insurance requiring a PSFD member to operate vehicle.

(ii) During discussions concerns were voiced about looking at leasing the vehicle to the PSFR for them to do the pickup.

(iii) The Board agreed that no action was required at this meeting but to have the Chief brief us on findings at the next meeting and have the item on future meeting agendas as needed.

b. Discussion and possible adoption of Policy edits or additions to the following Policies.

(i) New policy 2.11 Performance Improvement Plan and Form.

(1) David Burkhart made the motion to approve new policy 2.11 PIP&F with a Board approval date of 09/17/2026 and an effective date of 10/02/2026. Tina Trout 2nd the motion, the Board voted unanimously to approve new policy 2.11 PIP&F with a Board approval date of 09/17/2026 and an effective date of 10/02/2026. (With one Board member absent.)

(ii) 2.10 Fire Chief Evaluation: Revision

(iii) 4.17 Court Time Pay: (Establish new policy numbers)

(iv) 4.18 Jury Duty Pay: (Establish new policy numbers)

(1) David Burkhart made the motion to approve the revision of policy 2.10 FCE and establishing new policy numbers on policy 4.17 CTP and 4.18 JDP with a Board approval date of 09/17/2026 and an effective date of 10/02/2026. Bob Bennett 2nd the motion as presented. The Board voted unanimously to approve revision of policy 2.10 FCE and establish new policy numbers on policy 4.17 CTP and 4.18 JDP with a Board approval date of 09/17/2026 and an effective date of 10/02/2026. (With one Board member absent.)

c. Discussion and possible action on determining if the services of a Construction Manager at Risk would be beneficial to the design/preconstruction/construction of the station and if so discussion and possible action on drafting a Request for Qualification for CMaR.

d. Discussion and possible action on developing a timeline for releasing RFQ(s) and selecting Architectural and Construction Manager at Risk services.

e. Discussion and possible action on the drafting of a Request for Qualifications for Architectural Services for design of the new station 41.

(i) Items 11 c, d, and e were discussed together in parts. It was determined that a committee be established to gather more information and report back to the Board at the next Board meeting. All of these items will be on the next Board meeting agenda.

(ii) David Burkhart made the motion to establish a committee of the Fire Chief, PSFD member, and Board member to gather more information and report back to the Board at the next Board meeting. Bob Bennett 2nd the motion as presented. The Board voted unanimously to establish a committee of the Fire Chief, PSFD member, and Board member to gather more information and report back to the Board at the next Board meeting. (With one Board member absent.)

12. New Business

a. Discussion and possible action on Board Meeting agenda items timeline.

(i) Item was previously discussed under Other Fire District Related Reports in the Board Chairman's report. No action taken.

b. Discussion and possible action on developing a Strategic Plan for 2027.

(i) After reviewing the Strategic Plan presented by Tina Trout the board discussed it and asked questions.

(ii) David Burkhart made the motion for Tina Trout to work with the Fire Chief to work on a Strategic Plan for calendar year 2027 and provide it to the Board in 60 days (2 Board meetings from now), and Bob Bennett 2nd the motion as presented. The Board voted unanimously to for Tina Trout to work with the Fire Chief to work on a Strategic Plan for calendar year 2027 and provide it to the Board in 60 days (2 Board meetings from now). (With one Board member absent.)

c. Discussion and possible action on developing and conducting evaluation of the Board.

(i) After reviewing the Board evaluation presented by Tina Trout, the Board discussed it and asked questions, then requested that Tina Trout work with Fire Fighter Slade Conway to put this spreadsheet formula and information into a computer so it could be completed online and report back to the Board at the next Board meeting. No other action was required and this item will be on the next Board meeting agenda.

d. Discussion and possible action on alternate forms of additional financing for construction of the new Fire Station.

(i) Was discussed with items 11c, d and e. No action taken.

13. Future Board Meeting Agenda Items and Next Meeting Date:

a. General Board meeting scheduled for Wednesday October 21, 2026, at 1400 Hours (2 pm), at the Pine-Strawberry Fire District Fire Station 41 Conference room, 6198 Hardscrabble Mesa Rd, Pine AZ.

b. Agenda Items will include but not limited to:

(i) 11 a. Discussion and possible action on equipment and operating budget for the Fuel Management brush pick up route.

(ii) 11 c. Discussion and possible action on determining if the services of a Construction Manager at Risk would be beneficial to the design/preconstruction/construction of the station and if so discussion and possible action on drafting a Request for Qualification for CMaR.

(iii) 11 d. Discussion and possible action on developing a timeline for releasing RFQ(s) and selecting Architectural and Construction Manager at Risk services.

(iv) 11 e. Discussion and possible action on the drafting of a Request for Qualifications for Architectural Services for design of the new station 41.

Note: New agenda items and any related documents need to be turned in to the Administrative Office no later than Friday, 10/09/2026.

14. Adjournment: Bob Bennett made a motion to adjourn the meeting. Tina Trout 2nd the motion, and the Board voted unanimously to adjourn at 17:00 Hours (5:00 pm). (With one Board member absent.)

Pine - Strawberry Fire District

6198 W Hardscrabble Mesa Rd
Pine, AZ 85544

Monthly Financial Report – September 2026

Attached are the following for your information and review:

1. Balance Sheet as of September 30, 2026.
2. Summary of Reconciled Cash Balances as of September 30, 2026.
3. Income Statement of Revenues and Expenditures for September 2026 including budget to actual and year-to-date balances.
4. Income and Expenses Graph FY27.
5. Monthly Disbursement Report.
6. 12-Month Cash Flow.

Key points:

- Revenue for September is $205,612 which is $57,783 over budget.
    - Tax Revenue is $77,252 which is $8,689 over budget driven by greater than expected collections.
    - Non-Tax Revenue is $128,359 which is $49,093 over budget driven by increases in Wildland and Ambulance revenue.
- Expenses for September totaled $294,517 which is under budget by $26,048 driven by savings of $37,198 in Personnel costs, $9,236 in Travel & Training expenses offset by $19,530 of Grant expense.
- YTD Total Revenue is $347,445, which is $12,534 under budget.
- YTD Total Expense is $1,170,417, which is $5,441 over budget.
- Total Operating Cash as of September 30, 2026, was $1,617,222 which is $482,540 less than September 30, 2025.

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** 10/21/2026

Pine-Strawberry Fire District
P.O. Box 441 □ Pine, Arizona 85544
Phone: (928) 476-4272 □ Fax: (928) 476-4634
Website: www.psfdaz.com

Fire Chief's Report - October 2026

Emergency Activity

- Total Dispatches for September – 72 Calls for service
- Fire Calls
  - 2 False Alarm
  - 1 Outside Fire
  - 7 Public Service
  - 1 Structure Fire
- 60 EMS Calls

August 2026 - **82** calls for service, Year-To-Date: **606**

Vehicle Report

- A42 Replaced HVAC filter (in house), Tires purchased $2575.56
- E42 Replaced front seat bases (in house) $900.62
- A42/E41/E42 Tires swapped and replaced $1068.38
- REMS truck new BK Mobile Radio Installed (in house) by FF True & FF Conway

- **Budget 6110 total $4544.56**

Training Report – Reported hours 500.5

- Fire Rescue 1: Acute Psychosis ALS/BLS
- Fire Rescue 1: Traffic Incident Management
- EMS Tape and Chart: EPIC/Head Injury Management, Online or at BPMC
- 5 Members to AZ State Fire School
- 1 Member to Officer's Academy
- Daily PT for crews

Plan Reviewed: 3 plans this month with a total addition of 968 sq ft. to the District, YTD total 62,133. The total fees collected this month were $98.48 and **YTD total: $12,416.37**.

Significant events:

- Firefighter True and Captain Johnson did a Pre-Build Inspection in Florida for the new Engine
- Provided sandbags for the public due to potential flooding with increased precipitation levels
- Multiple Wildland checks received