

November 21, 2024

Regular Board Meeting

Pine-Strawberry Fire District

Thursday, November 21, 2024, beginning at 5:00 PM at the Pine-Strawberry Fire District Fire Station 41 conference room, located at 6198 Hardscrabble Mesa Rd. in Pine, Arizona.

CALL TO ORDER: 5:10 . By: C. Ackerman

1) PLEDGE OF ALLEGIANCE X

2) ROLL CALL OF BOARD MEMBERS

C. Ackerman, Chairman: X

R. Papke, Clerk: X

B. Bennett, Member: X

D. Burkhardt, Member: X

M. Palmer, Member: X

3) PRESENTATIONS: None

4) CORRESPONDENCE:

Thank you note from Don Foster and Lee Strebel for the work done by District members to keep everyone safe.

Mr. Burkhardt shared a Letter to the Editor from the Payson Roundup edition of 11-12 thanking Chief Joel Brandt for assisting a stranded motorist.

5) CALL TO THE PUBLIC - Those present wished the Board and District members a Happy Thanksgiving.

6) APPROVAL OF PREVIOUS MINUTES

a) October 11, 2024, Regular Board Meeting Minutes

Motion to Approve the Minutes as written: D. Burkhardt,

Second: M. Palmer, Vote: 5-0

Minutes initialed and delivered to: Chief Brandt

b) November 5, 2024, Special Meeting Minutes – Public

Motion to Approve the minutes as written: D. Burkhart

Second: B. Bennett Vote: 5-0

Minutes initialed and delivered to: Chief Brandt

c) November 5, 2024, Special Meeting Minutes – Executive Session

Motion to Approve the minutes as written: M. Palmer

Second: D. Burkhart Vote: 5-0

Minutes initialed and delivered to: Chief Brandt

7) FINANCIAL REPORT

a) Approve the October 2024 Financial Report

Revenue for October is \$630,409, which is **\$704,594** under budget.

Tax Revenue is \$489,821, which is **\$809,890** under budget.

Gila County did not make the expected (budgeted Tax Revenue Remittance)

Non-Tax Revenue for October is \$140,588, which is \$105,296 over budget.

Both Ambulance (\$3,000) and Wildland (\$78,000) were over budget.

☐ Expenses for October totaled \$269,811, which is under budget by \$25,878.

☐ Year to Date Revenue is \$1,003,207, which is under budget by \$652,048.

Both Ambulance (\$7,000) and Wildland (\$148,000) are over budget.

☐ Year to Date Expenses are \$1,347,121, which is over budget by \$23,271.

Overtime is trending over budget.

Motion to accept the Financial Report as presented and authorize the Board Clerk to sign: D. Burkhart. . Seconded B. Bennett. . Vote 5-0.

8) FIRE CHIEF'S REPORT – Discussion/possible action or direction on the following items:

Emergency Activity – Total Dispatches for October = 55 calls for service

1 Fire

29 EMS Calls

0 Gas Leak/Hazmat/Electric

2 Motor Vehicle Accidents

23 Misc. calls for service

Last month there were 54 calls for service.

Vehicle Report –

All 9 of our apparatus had their DOT inspections performed with many minor repairs being completed. A total of \$12,090 was spent on vehicle maintenance this month, and all District vehicles are in service.

Training Report -

Total training hours completed this month were 335 hours reported for all career members and 59 hours reported for reserve members.

Plan Reviews –

The PSFD Fire Marshall reviewed 7 sets of plans this month with a total addition of 8,658 SQ FT. The total fees collected this month were a total of \$1,821.96.

Now trending slightly behind 2023

Significant Incidents and Events:

- We are completing the pre-award work for the DFFM 90/10 (Now 70-30) fuels reduction grant. This grant was submitted in June for \$668,000, and we will begin work as soon as possible.
- We have collected all the billings to date for our wildland season.
- We have purchased new extrication tools for E41 totaling \$55,000. This was done by the Governor's Office of Highway Safety Grant and can now be removed from the CIP.
 - The purchase has been made and the tools received funding from the grant is expected in January.
- The Fire Fighter's Association benefit for the school "Stop the Bleed" equipment was successful. Equipment was purchased for all the classrooms, and we have provided "Stop the Bleed" training to the school staff.
- Trunk or Treat was a success.
 - The number of trunks was down slightly due to a competing event, but attendance was high and Chief Brandt had to make three runs to the grocery store to buy more food. The games, new this year, were well received. Mariella did a great job preparing and promoting the event.

- Mr. Burkhardt noted that photos of the extrication tool training and “Stop the Bleed” event had been posted on the District FB page and present positive information to the community.

9) OTHER FIRE DISTRICT RELATED REPORTS

(Items to be presented, considered, reviewed, discussed only.)

- a) District's Board Chairman Report & Discussion: None
- b) Public Safety Personnel Retirement Board Report: A meeting is anticipated in the later part of December.
- c) Firefighter's Association Report: Stop the Bleed kits, purchased with funding from an Association fund raising event, have been placed in each classroom at the Pine-Strawberry Elementary School. The Association is adopting two families for Thanksgiving and making plans to adopt three for Christmas. The Annual awards Banquet is scheduled for December 15 from 2:00 to 5:00 PM. It will be a family-oriented, catered event.
- d) Labor Organization Report: Nothing to report

10) OLD BUSINESS

- a) Update/Discussion on Bond Issuance

Chief Brandt reported that the consultant from Stifel was unavailable for this meeting but had indicated that the District is “ahead of the game” in planning. The consultant has committed to attend or “zoom” the December meeting.

Additional indications of the growing unsuitability of the current Pine station came from recent rain, which caused flooding and resulted in mold growth in the radio room and Captain's office.

11) NEW BUSINESS

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

- a) Discussion and possible action on Auditor's Findings

Brian reported by phone that their Audit of the District's Financial practices resulted in an “Unmodified” opinion, which is the highest rating. The full report has been submitted to the District. Mr. Palmer asked if delivery of the verbal report by phone was adequate to meet legal standards. Brian replied that there was no requirement that the auditor be physically present.

b) Discussion on AFDA Registration

Mr. Burkhart reported that the AFDA conference is scheduled for January 15-17 in Laughlin, NV at the Aquarius Hotel. Registration is \$275 per person and required statutory training will be offered in live sessions. All newly elected Board members are required to attend the statutory training, either at the conference or online, within one year of taking office.

Mr. Burkhart moved that the District authorize and fund all Board members' attendance and authorize the two Administrative members, the Fire Chief, and 2 District members attendance. Mr. Bennett seconded. The vote was 5-0 in favor.

c) Discussion and possible action on expenditure for new District Logo and Signage

Garrett Turley presented by phone that he had done additional research and had found a vendor to provide the letters for Station Signage for \$1,500 rather than the \$10,000 quoted by the first vendor. Total cost for remarking selected apparatus and the stations with the new logo, as previously presented, would be \$3,500. Mr. Burkhart moved that the District approve the transition to the new logo and authorize the installation of apparatus and station markings/signage. Mr Ackerman seconded. The vote was 5-0.

d) Discussion and possible action on Board adoption of Policy 2.9 Performance Evaluation

Mr. Papke and Mr. Burkhart presented the committee approved draft of Policy 2.9 (member) Performance Evaluations. Mr. Ackerman asked if the policy and forms have been reviewed by the District's attorney. Mr. Burkhart responded that the committee had used existing forms and policy from other districts as a guide in the current draft. The policy lays out a time line for conducting the evaluation process (beginning in January of each year), and there was some concern that submitting the policy for legal review would compromise the ability to meet the time line. Chief Brandt said that our current personnel attorney has been quick in returning reviews.

Mr. Papke said that the District could share the draft forms and process with District members in anticipation of adoption with the understanding that there could be changes as a result of the legal review to reduce preparation time. The Board could hold a special meeting to consider and possibly adopt the policy after legal review if waiting for the December Regular meeting would be burdensome.

Mr. Ackerman moved to send Policy 2.9 to the District's attorney for legal review before considering adoption Mr. Burkhart seconded. The vote was 5-0.

Tabled pending legal review.

e) Discussion and possible action on Board adoption of Policy 4.12 Educational Reimbursement

Mr. Papke, Mr Burkhart, and Capt. Chester presented the committee approved draft of the revision of Policy 4.12 Educational Reimbursement, to include a pre hire / recruiting component. The change followed a request by members (Dan Green) for a method to fund basic entry level required training for applicants who may not be able to afford the cost of training at a Community college.

The policy provides an active recruiting tool. It allows the District to "sponsor" applicants who have completed the application process and background check requirements to enroll in the first semester of Firefighter 1, Firefighter 2, and Basic EMT at their own expense, with suggestions for outside funding resources.

Once the semester has successfully been completed the applicant will be given a conditional job offer and will become eligible for District funding of the remaining required courses in exchange for entering into a contract requiring a specified term of employment, with normal wages and benefits upon completion of training. The contract will stipulate the if the applicant does not complete the required training within the time provided or does not complete the specified term of service the applicant will reimburse the District for and advanced funding.

Motion to approve and adopt as policy the committee draft of Policy 4.12 Educational Reimbursement as presented with an effective date of 12-6-24:

D. Burkhart, Second: C. Ackerman

Vote: 5-0

f) Discussion and possible action on continuing or disbanding the current Policy Committee

Mr. Papke stated that the Personnel Policy Review Committee was established by the Board to conduct a complete review of the District's Personnel Policies. When Policy 2.9, 4.12 (presented at this meeting), and possibly a policy regarding Performance Evaluation of the Fire Chief are completed, that task will be completed. The Board will need to consider

disbanding, continuing, or replacing this committee at that time. Since consideration of Policy 2.9 has been tabled, pending legal review, action on the status of the Committee would be premature.

Mr. Burkhardt moved to table discussion and possible action pending possible Board action on the outstanding policies. Mr Ackerman seconded. The vote was 5-0.

- g) Discussion and possible action on seeking outside legal counsel for personnel matter – (***Note: The Board may elect to go into an executive session for reason of a Personnel Matter pursuant to A.R.S. § 38-431.03(A)(1)(3)**)

Mr. Ackerman reported that an outside investigator has been contracted and, as authorized previously by the Board, a retainer paid. The investigation is currently underway. No further action by the Board is required at this time.

12) FUTURE MEETING AGENDA ITEMS and NEXT MEETING DATE

Agenda Items:

Item 11.d Performance Evaluations
Item 11.f Status of the Personnel Policy Review Committee
Policy/Bylaw regarding Fire Chief's Performance Evaluation
Video conferencing of future meetings
Timing of swearing in of elected Board Members
Election of Board Officers (two-year terms per bylaws)

Next Meeting Date: Thursday 12-19-24 at 3:00 PM

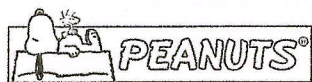
13) ADJOURNMENT

Motion to Adjourn: M. Palmer, Second: C. Ackerman
Vote: 5-0

Meeting Adjourned: 6:18

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Thank you
for all the
work you do
to keep our
community safe.

The recent preventative
burn & mastication
efforts are
much appreciated.

A-SHIFT

VERY MUCH!
VERY MUCH!
VERY MUCH!

Dan Foster
Lee Strehel

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 BOARD REGULAR MEETING MINUTES

October 11, 2024

The meeting was called to order at 3:00 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** – Engineer, Garrett Turley presented the Fire Board with quotes for new signage with the new logo for all three District buildings and the apparatus. The Board was grateful for the work done and wished to put this on next month's agenda for consideration.
- 4) **Correspondence** – One letter from the Arizona Community Foundation was brought to the attention of the Board. It was accompanied by a check for \$1,200 to be used for tuition to State Fire school.
- 5) **Call to the Public** – None.
- 6) **Approval of Previous Minutes**

September 19, 2024 – Regular Meeting Minutes – Mel Palmer made a motion to accept the minutes as written. Bob Bennett seconded the motion, and it passed unanimously.

- 7) **Financial Report of September 2024** – Chief Brandt presented the financials for September. 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.)
 - Emergency Activity-**
 - Total Dispatches for August = 54 Total Calls for Service - Previous Month 66
 - 30 Rescue and EMS
 - 0 Fire
 - 18 Service Calls
 - 2 Hazardous
 - 4 Motor Vehicle Accidents

Training Report – Total training hours completed this month were 564.5 hours.



The Fire Marshal's Report – The Fire Marshal's office reviewed 4 sets of plans, adding 2,916 square feet of construction, and totaling \$347.28 of revenue.

Vehicle Report – All District vehicles are currently in service.

9) **Other Fire District Related Reports**

- a) **District Board Chairman's Report** – None
- b) **Public Safety Personnel Retirement System Local Board Report** – None
- c) **Firefighter's Association Report** – Fire Fighter's Association has ordered Awareness shirts for the month of October, and all are looking forward to the Trunk-or-Treat program that will be hosted here on the 31st.
- d) **Labor Organization Report** – Captain Billy Chester reported that they held their annual fund raiser at Rumsey Park in Payson and had a great turn-out.

10) **Old Business –**

- a) **Discussion and update on Timeline for Bond Issuance** – Chief Joel Brandt reported that he spoke with the Political Advisor/Consultant and that the consultant is not available to attend the November meeting. He will be available for the December meeting, and he will detail the timelines at that point. He also stated that we are not behind in the process.

11) **New Business –**

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

No new business

12) **Future Board Meeting Dates**

November Meeting - November 21, 2024, at 5:00 pm.

Items for discussion – Discussion on purchase of new signage with new logos.

- 13) **Adjournment:** Mel Palmer made a motion to adjourn. Chuck Ackerman seconded the motion, and it passed unanimously at 3:59 pm.

cw

Special Board Meeting

Minutes November 5, 2024

Pine-Strawberry Fire District

A public meeting of the Pine Strawberry Fire District Board held Tuesday, November 5, 2024 beginning at 2:00 P.M. At the Pine Strawberry Fire District Station 41 conference room located at 6198 Hardscrabble Mesa Rd., Pine, Arizona.

CALL TO ORDER by C. Ackerman at 2:00 P.M.

1) PLEDGE OF ALLEGIANCE X

2) ROLL CALL OF BOARD MEMBERS

C. Ackerman, Chairman: X

R. Papke, Clerk: X

B. Bennett, Member: X

D. Burkhart, Member: X

M. Palmer, Member: X

3) NEW BUSINESS

a) Discussion/Possible action on seeking outside legal counsel for a personnel matter.

Motion to go into Executive Session for the purposes of obtaining legal advise regarding a personnel matter pursuant to A.R.S. § 38-431.03(A)(1)(3), Motion: D Burkhart, Second: C. Ackerman, Vote: 5-0.

There were no members of the public or District staff, except Chief Joel Brandt, present. Also present by phone was the District's Attorney Jeff Matura.

The Executive Session opened at 2:01.

The Executive session was ended at 2:12.

Public Discussion:

The meeting resumed with no additional attendance.

Mr. Burkhart moved that the Board retain an outside, independent investigator to investigate the facts and possible violations of law or District Policy regarding a written complaint lodged by one PSFD member against two other PSFD members. The investigator to be recommended by District legal counsel and that Board Chairman Mr. Ackerman act as the point of contact for the duration of the investigation, further that he be authorized to make expenditures not to exceed \$10,000 without further Board Action regarding retention of the investigator. Mr. Bennett seconded. The vote was 5-0 in favor and the motion carried.

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R

4) FUTURE MEETING AGENDA ITEMS and NEXT MEETING DATE (if needed)

No future meeting or agenda items were set.

5) ADJOURNMENT

Motion to Adjourn: D. Burkhart Second: C. Ackerman Vote: 5-0

MEETING ADJOURNED: 2:20

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RP



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



Monthly Financial Report – October 2024

Attached are the following for your information and review:


1. Balance Sheet as of October 31, 2024.
2. Summary of Reconciled Cash Balances as of October 31, 2024.
3. Income Statement of Revenues and Expenditures for October 2024 including budget to actual and year- to-date balances.
4. Income and Expenses Graph FY25.
5. Monthly Disbursement Report.
6. 12-Month Cash Flow.

Key points:

- Revenue for October is \$630,409 which is \$704,594 under budget.
 - Tax Revenue is \$489,821 which is \$809,890 under budget.
 - Non-Tax Revenue for October is \$140,588 which is \$105,296 over budget.
- Expenses for October totaled \$269,811 which is under budget by \$25,878.
- Year to Date Revenue is \$1,003,207 which is under budget by \$652,048.
- Year to Date Expenses is \$1,347,121 which is over budget by \$23,271.

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

11-21-24

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 Chief's Report - November 2024

Emergency Activity – Total Dispatches for October = 55 calls for service

1 Fire

29 EMS Calls

0 Gas Leak/Hazmat/Electric

2 Motor Vehicle Accidents

23 Misc. calls for service

Last month there were 54 calls for service.

Vehicle Report – All 9 of our apparatus had their DOT inspections performed with many minor repairs being completed. A total of \$12,090 was spent on vehicle maintenance this month, and all District vehicles are in service.

Training Report - Total training hours completed this month were 335 hours reported for all career members and 59 hours reported for reserve members.

Plan Reviews – The PSFD Fire Marshall reviewed 7 sets of plans this month with a total addition of 8,658 SQ FT. The total fees collected this month were a total of \$1,821.96.

Significant Incidents and Events:

- We are completing the pre-award work for the DFFM 90/10 fuels reduction grant. This grant was submitted in June for \$668,000, and we will begin work as soon as possible.
- We have collected all the billings to date for our wildland season.
- We have purchased new extrication tools for E41 totaling \$55,000. This was done by the Governor's Office of Highway Safety Grant and can now be removed from the CIP.

- The Fire Fighter's Association benefit for the school "Stop the Bleed" equipment was successful. Equipment was purchased for all the classrooms, and we have provided "Stop the Bleed" training to the school staff.

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BIG Letters: \$1,500 (Material cost Est.)
 Building Signs: \$821.47
 Trucks 8 total: \$1229.02
 Business Cards \$20 for 250 cards