

Pine-Strawberry Fire District

PINE-STRAWBERRY FIRE BOARD REGULAR MEETING MINUTES

April 17, 2025

The meeting was called to order at 2:03 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 read.
- 5) **Call to the Public – RC Cristner** – The Pine-Strawberry CERT Commander reported that CERT is having Fire Extinguisher Training April 26th at 11:00 at the Ramada in the Community Center.
- 6) **Approval of Previous Minutes**

March 20, 2025 – Regular Meeting Minutes – Dave Burkhart made a motion to accept the minutes as written. Chuck Ackerman seconded the motion, and it passed unanimously.

- 7) **Financial Report of March 2025** – Ben Archer-Clowes of the James Vincent Group was in attendance and presented the financials for March. 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.)

Emergency Activity-

Total Dispatches for February = 65 Total Calls for Service - Previous Month 46
46 Rescue and EMS
2 Fires – 1 Structure Fire/1 Bon Fire
14 Misc. Service Calls
1 Hazardous
2 Motor Vehicle Accidents

Training Report – Total training hours completed this month were 307.5 hours.

The Fire Marshal's Report – The Fire Marshal's office reviewed 4 sets of plans, adding 2,123 square feet of construction, and totaling \$292.86 of revenue.

Vehicle Report – 2 District vehicles were serviced this month for a total of \$5,366.54
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** – The PSPRS Local Board has met the requirement of a minimum of two meetings per year.
- c) **Firefighter's Association Report** – Engineer Bill Potter reported that the FFA had a naming contest at the elementary school for the imaginary Dalmatian mascot appearing on social media (drawn by Board Member Bob Papke). The students competed by classroom, and there was very good participation. The second-grade class won with the name "Asher". Board Member Papke modified the artwork to include the name "Asher" and had that framed to present to the teacher at a pizza party on April 22nd.
Bill Potter also reminded everyone that the Pine-Strawberry Fire Fighter's Association (along with the Fire District) will host a community Open House on May 4th. This will include a "dunk-tank", food, and other activities.
The association is also planning on hosting a toy drive this Christmas season, along with the usual Trunk-or-Treat festival.
- d) **Labor Organization Report** – None.

10) **Old Business –**

- a) **Discussion and update on Bond Issuance** – The PAC (Political Action Committee) currently has four people serving on it and is recruiting additional members. Stifel is arranging for the committee to work with the election consultant. A design committee from the community and District members is beginning to work on designs to meet current and projected needs for the new Pine fire station. No action taken.
- b) **Discussion and possible action on adding the practice of seating newly elected Board Members on December 1st of election years to the Board Bylaws** – Bob Papke made a motion that the Board adopt the change to bylaws as described by Dave Burkhart requiring seating of newly elected and re-elected members on the first business day of December following the County certified canvas of an election. Bob Bennett seconded the motion, and it passed unanimously.

11) **New Business –**

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

- a) **Discussion/possible action on 2025/2026 Budget preparation** – Ben Archer-Clowes from JVG presented the progress of a possible budget for fiscal year 2025-2026 based on revenue of \$3,204,849. This includes a 5.82% growth in Assessed Value of property in the District (\$169,784 increase) calculated at the current 3.50% tax rate. The budget in development is balanced without increasing the tax rate to the allowed 3.75%, as other Districts in the area are doing. No action taken.

- b) **Discussion/possible action on expenditure for remount/refurbish one (1) 2013 North Star vehicle #1729-1 module onto a 2025 Ram 4500 4x4 Big Horn ambulance prep diesel chassis** – The 2026 Capital Improvement Plan budget includes the remount of one ambulance box on a new chassis. The cost would be \$200,000 vs \$300,000 for a complete new ambulance. The current action is to authorize the order to be filled in order to take advantage of existing chassis stock and avoid any tariff related costs.

Dave Burkhart made a motion to authorize the Board Chairman to sign a contract committing the District to the purchase of an Ambulance Box remount by NorthStar as presented. Mel Palmer seconded the motion, and it passed unanimously.

- c) **Discussion/possible action on funding HSA for new employee** – Chief Brandt reported that the new employee we hired does not wish to utilize our Health insurance, however, he would like to participate in the Health Savings Account (HSA). We have determined how to add him as a participant. No board action is necessary.

- d) **Discussion/action/adoption of reviewed policies and Committee Update –**

(See attached list of policies and their status.)

Policy 2.4 Wage and Compensation

Mr. Papke reported that there were verbiage changes to this policy to require members who are responding to call backs for service and are paid a minimum of 2 hours of overtime compensation to actually remain and perform work for a minimum of one hour from the time they arrive at the station, even if the situation requiring backfill is resolved sooner. In the past, members have been released within minutes of their arrival and still received the minimum 2 hours of overtime compensation.

Bob Papke made a motion to approve and adopt Policy 2.4 as presented with an effective date of May 2, 2025. Chuck Ackerman seconded the motion, and it passed unanimously.

Policy 3.1 Standard of Conduct

Mr. Papke and Mr. Burkhart reported that the change here was to add verbiage of “abandonment of a member’s work post during scheduled or required work hours” as a prohibited action subject to discipline.

Dave Burkhart made a motion to approve and adopt Policy 3.1 as presented with an effective date of May 2, 2025. Bob Bennett seconded the motion, and it passed unanimously.

Policy 3.10 Grievance Rights and Procedures

Mr. Papke explained that the significant change here was to clarify that Grievance as covered by this policy includes unfair or inequitable treatment or conduct of a nature that is NOT elsewhere protected such as racial, religious, or sexual discrimination – as those are covered elsewhere and the intent of this policy is to provide a method to require management and supervision to consider inequitable conduct not based on Constitutionally Protected classes.

Mel Palmer made a motion to approve and adopt Policy 3.10 as presented with an effective date of May 2, 2025. Chuck Ackerman seconded the motion, and it passed unanimously.

12) **Future Board Meeting Date** – May 15, 2025, at 3:00 pm.

Items for discussion – Budget, Pinning Ceremony, Bond Issue, Investment options

13) **Adjournment:** Chuck Ackerman made a motion to adjourn. Bob Papke seconded the motion, and it passed unanimously at 3:47 pm.

cw

Thanks
for being so GREAT

Just a little note to let
you folks know how much
we appreciate our Strawberry
Fire Dept.

A special "THANKS" to Hunter
as he made me feel comfortable
as he & Slate transported me to
Payson E.D. on 3/3/25.

You all do a wonderful job
serving our community!
Diane Christner



Pine- Strawberry Fire District

6198 W Hardscrabble Mesa Rd
Pine, AZ 85544



Monthly Financial Report – March 2025

Attached are the following for your information and review:

1. Balance Sheet as of March 31, 2025.
2. Summary of Reconciled Cash Balances as of March 31, 2025.
3. Income Statement of Revenues and Expenditures for March 2025 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 March is \$173,632 which is \$116 over budget.
 - Tax Revenue is \$130,797 which is \$7,427 under budget.
 - Non-Tax Revenue for March is \$42,835 which is \$7,543 over budget.
- Expenses for March totaled \$260,172 which is over budget by \$18,036.
- Year to Date Revenue is \$3,103,086 which is over budget by \$284,018.
- Year to Date Expenses is \$3,056,947 which is over budget by \$141,997.

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

4-17-25

Date



Pine-Strawberry Fire District

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

Fire Chief's Report - April 2025

Emergency Activity – Total Dispatches for March = 65 calls for service

2 Fire Calls 1 Structure Fire 1 Bond Fire
46 EMS Calls
1 Gas Leak/Hazmat/Electric/TRT
2 Motor Vehicle Accidents
14 Misc. calls for service
Last month there were 46 calls for service.

Vehicle Report – 2 District vehicles had minor service this month. E-426 had new running boards installed, and T-41 had a new Kussmaul auto-eject shoreline installed. A new winch was ordered for the new type 6 build. \$5,366.54 was spent on vehicle maintenance this month, and all District vehicles are in service.

Training Report - Total training hours completed this month were 307.5 hours reported for all career members, and 41.5 hours reported for reserve members.

Plan Reviews – The PSFD Fire Marshall reviewed 4 sets of plans this month with a total addition of 2,123 SQ FT. The total fees collected this month were a total of \$292.86.

Significant Incidents and Events:

- We have completed 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.
- We have ordered all the necessary parts for the new brush truck and plan to have it ready for the upcoming fire season.
- We have completed the hiring process and have hired a new member.
- We had a great meeting with the county regarding tax assessment.



150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

REMOUNT PROPOSAL

March 28, 2025

Pine Strawberry Fire Department
Attn: Shane Johnson
6198 Hardscrabble Road
Pine, AZ 85544
sjohnson@psfd.az.gov

RE: Remount/Refurbish one (1) 2013 North Star vehicle #1729-1 module

Braun Northwest is pleased to offer the following proposal:

Remount/Refurbish one (1) 2013 North Star vehicle #1729-1 module onto a 2025 Ram 4500 4x4 Big Horn ambulance prep diesel chassis per enclosed specification dated 3/25/2025.

Total F.O.B. Chehalis, WA \$199,615.00***
Sales tax not included

F.O.B.: Chehalis, Washington

Delivery: Remount/refurbish to be completed within ninety (90) days after receipt of new chassis and existing vehicle. Start of process to be scheduled based upon new chassis delivery and agency's operational schedule.

Terms: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.

**Vehicle must be in drivable condition, capable of completing the trip to Chehalis, WA. If vehicle becomes disabled, Customer is responsible for any additional charges related to getting the vehicle to the Braun Northwest, Inc. Chehalis, WA facility*

***The above pricing is based upon the availability of the current model year. Should the model year no longer be available at the time the order is placed, a newer model year will be offered with an adjustment in price.*

****In the event of chassis price increases due to the potentially implemented tariffs, which are out of Braun NW's control, customer will be notified of the cost change associated with the chassis, and adjustments will be made via a change order.*

(Note: This bid is contingent on use of customer's Government RAM Fleet Account Number.) Failure to secure a FAN will increase the price by the amount of the chassis discount

Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.

Respectfully Submitted by:
Braun Northwest, Inc.

We agree to accept the above proposal:
Pine Strawberry Fire Department


Colton Schoelkopf, General Sales
Manager

Signature

Date

Date: 3-28-2025

Printed Name

Title



EMERGENCY VEHICLES

CS
cc RC
Enclosures: Specifications.

www.braunnw.com



Pine-Strawberry Fire District

P.O. Box 441 □ Pine, Arizona 85544

Phone: (928) 476-4272 □ Fax: (928) 476-4634

Website: www.psfidaz.com

Policy Committee Update – April 2025

As of the Policy Committee's April 2025 meeting, we have reviewed all the policies, and the results are as follows:

- Policy 2.1 – Minor grammar edits, send to Board for informational purposes and signature
- Policy 2.2 – Minor grammar edits, send to Board for informational purposes and signature
- Policy 2.3 – Minor grammar edits, send to Board for informational purposes and signature
- Policy 2.4 – Substantial edits, send to the Board for review, discussion, and possible action *
- Policy 2.5 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 2.6 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 2.7 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 2.8 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 2.9 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 2.10 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 3.1 – Substantial edits, send to the Board for review, discussion, and possible action *
- Policy 3.2 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 3.3 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 3.4 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 3.5 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 3.6 – Substantial edits, sending to attorney for legal review *
- Policy 3.9 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 3.10 – Substantial edits, send to the Board for review, discussion, and possible action
- Policy 4.1 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 4.2 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 4.3 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 4.4 – Substantial edits needed, tabled for further review at May Committee Meeting *
- Policy 4.5 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 4.6 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 4.7 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 4.8 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 4.9 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 4.10 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 4.11 – Deleted from policy listings in prior reviews
- Policy 4.12 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 4.13 – Substantial edits needed, tabled for further review at May Committee Meeting *
- Policy 4.14 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 4.15 – Minor grammar edits, send to the Board for informational purposes and signature
- Policy 4.16 – Minor grammar edits, send to the Board for informational purposes and signature