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Pine-Strawberry Fire District

PINE-STRAWBERRY FIRE DISTRICT
SPECIAL BOARD MEETING MINUTES
November 9, 2026

Call to Order: 1400 Hours (2 pm), 11/09/2026 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, Members; Melven Palmer, Bob Bennett, and Tina Trout.
b. Fire Chief Hunter Scott, PSFD members, Marylin Bennett, Helen Palmer, Dominick & Anita Masse, and Members of the PSFD Community~~.~~
c. On Zoom: None

Note: Meeting put on hold at 1402 Hours (2:02 pm) awaiting the Fire Chief, The Board Chair put meeting in recess at 1408 hours (2:08 pm), the meeting resumed at 1412 hours (2:12 pm).

4. New Business:

a. Discussion and possible action on Request for Qualifications (RFQ) for new fire station build.
(i) The Board discussed various options for RFQ, Architect, GMAS, Build, Dual Track RFQ with an Architect and Design-build tracks, and a Design-Build. We engaged Dominic, the Fire Chief, and PSFD Staff members for input and opinions.
(ii) David Burkhart made the motion to go with the Design-Build RFQ for the new station. Tina Trout 2nd the motion as presented. The Board voted 4 Yes and 1 No to approve the motion to go with the Design-Build RFQ for the new station.
(iii) The Board discussed the best way to approach the writing of the RFQ, and it was agreed to direct the Fire Chief to work on the writing of the RFQ. The Chief was so directed.

5. 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 were all 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, Dual Design and a Build RFQ or a Design-Build RFQ. No Longer required any longer.~~
(2) Review Design-Build RFQ, Developing a timeline for releasing and receiving the RFQ's and vendors to send the RFQ too, and synopsis of the RFQ for posting in the newspaper.
~~(3) Hiring a Construction Manager at Risk.~~ Not required at this time.
~~(4) Design requirements for new stations.~~ Not required at this time.

(ii) 11e. Discussion and possible action on developing a strategic Plan for 2027.

(iii) 11f. 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 Administration by 11/11/2026.

14. Adjournment:

a. David Burkhart made a motion to adjourn, Melven Palmer 2nd the motion, and the Board voted unanimously to adjourn at 1508 hours (3:08 pm).