

P.O. Box 441
6198 W. Hardscrabble
Pine, AZ 85544
Phone: 928-476-4272
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Pine-Strawberry Fire District

PINE-STRAWBERRY FIRE BOARD REGULAR MEETING MINUTES December 19, 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** – None.
- 4) **Correspondence** – One letter of thanks from Mr. & Mrs. Brandt House.
- 5) **Call to the Public** – None.
- 6) **Approval of Previous Minutes**

November 21, 2024 – 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 November 2024** – Ben Archer-Clowes of the James Vincent Group presented the financials for November. Mel Palmer 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.)

Emergency Activity-

Total Dispatches for November = 55 Total Calls for Service - Previous Month 55
30 Rescue and EMS
1 Fire
18 Service Calls
0 Hazardous
6 Motor Vehicle Accidents

Training Report – Total training hours completed this month were 339 hours.

The Fire Marshal's Report – The Fire Marshal's office reviewed 6 sets of plans, adding 3,081 square feet of construction, and totaling \$460.92 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** – The PSPRS Local Board is scheduled to have their 2nd meeting of the year on December 27th at 11:00 am.
- c) **Firefighter's Association Report** – Bill Potter reported that the Fire Fighter's Association has adopted 3 local children and 2 local senior adults to give presents to this year. Board Member Dave Burkhart commented that the Annual Awards Banquet was a great event and really appreciated the work that Bill Potter and Dan Green put in to make it special this year. He also commented that it was great to have a "family" event and how much fun it was having all the kids there.
- d) **Labor Organization Report** – None.

10) **Old Business –**

- a) **Discussion and update on Timeline for Bond Issuance** – Paul Ulan from Stifel reported that the District is on track to conduct a General Bond election in the Fall of 2025. His services include assistance in forming a community committee to research the need and amount of a Bond request, if any. Polling the community for interest and strategies. The committee will have to register as a PAC and obtain an EIN to do any fundraising. The purpose of the committee is to determine if a Bond is needed, the amount of the Bond, if needed, take the request to hold an election to the Board and campaign within the community for passage. Board Members can advocate for the bond in their individual capacity but may not use any District resources to do so. The District itself is restricted to providing factual information to the community. The community committee should be formed in January. The consultant will assist with deadlines and requirements. Dave Burkhart made a motion that the board move forward with Mr. Ulan in exploring the feasibility of putting a General Obligation Bond before the community in a Fall 2025 election. Bob Bennett seconded the motion, and it passed unanimously.
- b) **Discussion and possible adoption of Policy 2.9 Performance Evaluation** -- Dave Burkhart made a motion to adopt Policy 2.9 with an effective date of January 3, 2025. Chuck Ackerman seconded the motion, and it passed unanimously.
- c) **Discussion and possible adoption of Fire Chief's Evaluation** -- Mr. Burkhart presented a draft in Policy form (2.10) to the Policy Review Committee. The draft follows the form and content of Policy 2.9 Performance Evaluations for other members. The Board had previously directed the Committee to draft content for consideration and discussion as to content and location of the content: Policy or Board Bylaws.

Bob Papke presented the position that Policy governs PSFD member, while the Board Bylaws govern the conduct of the Board, and advocated that the content approved by the Committee be included in the Bylaws since the requirement is for the Board to evaluate the Fire Chief's performance.

Dave Burkhart presented the position that the Bylaws already require the Board to evaluate the Fire Chief's performance, and the current content gives direction on how that evaluation should be conducted. He advocated for inclusion of the present content

in Policy (2.10). Mr. Ackerman agreed that the Bylaws tell the Board to evaluate the Chief, and a separate policy can govern the procedure for doing so.

Dave Burkhart made a motion to adopt content of Fire Chief's Performance Review as Policy 2.10 with an effective date of January 3, 2025. Chuck Ackerman seconded the motion. Bob Bennet, Chuck Ackerman, Dave Burkhart, and Mel Palmer voted aye. Bob Papke voted No. Motion carried.

- d) **Discussion and possible action on continuing or disbanding the current Policy Committee** -- Bob Papke presented that Policies 2.9 and 2.10 have been adopted by the Board, and the Policy Review Committee has completed a review on all personnel policies as tasked by the Board and has completed the task for which it was established. However, there is a revision of the Disciplinary Appeal Process policy currently before the committee and policy, as drafted by the committee and adopted by the Board, requires bi-annual review. He recommended that the matter be tabled until the current revision is completed. Dave Burkhart disagreed and stated it would be simpler for the Board to extend or continue the Committee as presently constituted to undertake current and future revisions.

Dave Burkhart made a motion that the Board continue, indefinitely, the Policy Review Committee for the purpose of completing a review of policies as required and drafting revisions or new policy as needed. Mel Palmer seconded the motion, and it passed unanimously.

- e) **Update/discussion and possible action on legal counsel for a personnel matter**
(Note: The Board may vote to go into executive session for reason of a personnel matter pursuant to A.R.S. § 38-431.03(A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item.)

Chief Brandt advised that the independent investigation had been completed and sought direction from the Board on how to proceed.

Chuck Ackerman made a motion that the Board direct Chief Brandt to work with District legal counsel and proceed with appropriate personnel action if warranted. Bob Bennett seconded the motion, and it passed unanimously.

11) **New Business –**

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

- a) **Swearing in of Newly elected Board members/Oath of Office**

Under-sheriff Dennis Newman was present and did the swearing in of newly re-elected Board members Robert Papke, Robert Bennett, and Melvin Palmer.

Mr. Papke stated that to proceed with the swearing in of Board Members, the Board must consider and possibly act on acceptance of the election canvass by Gila County.

Mr. Papke made a motion to accept the results of the General Election of November 3, 2024, canvas as conducted by Gila County electing Bob Bennett, Mel Palmer, and Bob Papke to four-year terms on the PSFD Board. Dave Burkhart seconded the motion, and it passed unanimously.

- b) **Discussion and possible action on election Fire Board Officers --** Dave Burkhart made a motion that Chuck Ackerman continue as Board Chairman. Mel Palmer seconded the motion, and it passed unanimously.

Chuck Ackerman made a motion that Bob Papke continue as Board Clerk. Dave Burkhart seconded the motion, and it passed unanimously.

- c) **Discussion and possible action on Board appointment of PSPRS Local Board Chairperson -** Chuck Ackerman made a motion that Dave Burkhart continue as PSPRS Local Board Chairperson. Bob Bennett seconded the motion, and it passed unanimously.

12) **Future Board Meeting Dates**

January Meeting – January 23, 2025, at 3:00pm.

Items for discussion – Bond Issue, Report on Arizona Fire District Association Conference.

- 13) **Adjournment:** Bob Papke made a motion to adjourn. Chuck Ackerman seconded the motion, and it passed unanimously at 4:05 pm.

cw

To: Chief Joel Brandt

6198 Hardscrabble Mesa Rd.

Pine, AZ 85544

From: Brandt and Helen House

6219 W. Pinon Loop

Box 482

Pine, AZ 85544

Dear Chief Brandt

In 2023 my wife had a very difficult year. Following several upsetting family matters over the previous years my wife's health took a serious toll. In early 2023 she came down with an extremely painful case of the shingles. It took a few months but finally cleared up. Her health however continued to go down hill. One evening she was so weak, she couldn't stand any longer and went down. I was only able to assist her in going down slowly I couldn't keep her on her feet. My wife was extremely embarrassed since she was not fully dressed and could not get up or assist anyone in getting her up. Having no other recourse I called your department for help.

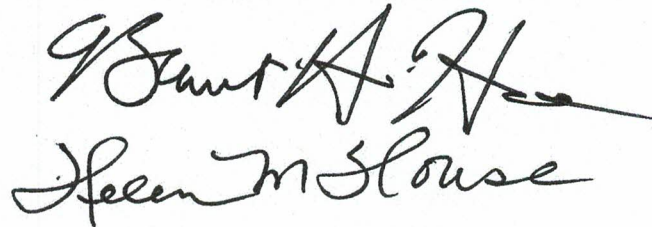
Your firefighters arrived quickly and got my wife to her feet and checked her out. She was able to walk and sit down on a chair. Your firefighters made sure she was okay before they left. My wife and I were extremely impressed with your firefighters professionalism and their respect and kindness.

My wife's health continued to go down hill and in July of 2023, she became so weak she couldn't walk or stand and couldn't even stay awake to have a conversation. She didn't want to go the hospital as she and I both have had some bad experiences with doctors previously. However because your firefighters showed her so much love, respect, and kindness when they rescued her before, when I asked her if they could come evaluate her she agreed. We called your department again and they responded quickly, they evaluated her and found that she needed emergency care immediately. Once again your firefighters showed professionalism, kindness and respect. As a result they convinced my wife to go to the Banner Payson. If she had not agreed to go I believe she would not have lived much longer. Once again, your firefighters saved her life and transported her to Banner Payson.

My wife was diagnosed with heart and lung failure and was transported to Banner Thunderbird in Glendale where she remained for almost a month. When she came home she was in tremendously better shape but was still too weak to stand and walk. The ambulance drivers who transported her home were unable to safely get her into our home. Once again, having nowhere else to turn, I contacted your department and they responded quickly. They got my wife safely into our home and made sure she was okay to remain there with me.

I am a retired 31 year Peace Officer from Los Angeles County. I have worked closely with and been rescued by some of the best firefighters in the world in some of the most dangerous places in the world. In my opinion and my wife's opinion, your firefighters are the best we have ever seen. We do not consider you and your firefighters simply great public servants we now consider you family and we love you all like family. Please formally commend all of your firefighters for these three rescues and please accept this check as a token of our appreciation for their wonderful service. Please use it for whatever you and your firefighters need it for. My wife and I will always be in your debt, thank you very much, sincerely

Brandt and Helen House

The block contains two handwritten signatures in cursive. The first signature is 'Brandt' with a stylized 'H' and a long horizontal flourish. The second signature is 'Helen M. House'.



Pine- Strawberry Fire District

6198 W Hardscrabble Mesa Rd
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Monthly Financial Report – November 2024

Attached are the following for your information and review:

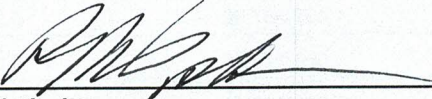
1. Balance Sheet as of November 30, 2024.
2. Summary of Reconciled Cash Balances as of November 30, 2024.
3. Income Statement of Revenues and Expenditures for November 2024 including budget to actual and year- to-date balances.
4. Income and Expenses Graph FY25.
5. Monthly Disbursement Report.
6. 12-Month Cash Flow.

Key points:

- Revenue for November is \$989,319 which is \$547,563 over budget.
 - Tax Revenue is \$963,603 which is \$557,139 over budget.
 - Non-Tax Revenue for November is \$25,716 which is \$9,576 under budget.
- Expenses for November totaled \$327,828 which is under budget by \$1,926.
- Year to Date Revenue is \$1,992,526 which is under budget by \$104,485.
- Year to Date Expenses is \$1,675,773 which is over budget by \$22,169.70.

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

12-19-24
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 - December 2024

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

1 Fire –

30 EMS calls

0 Gas Leak/Hazmat/Electric

6 Motor Vehicle Accidents

18 Misc. calls for service

Last month there were 55 calls for service.

Vehicle Report – Two District vehicles had minor repairs completed. A total of \$110 was spent on vehicle maintenance this month, and all District vehicles are in service.

Training Report - Total training hours completed this month were 339 hours reported for all career members, and 63 hours reported for reserve members.

Plan Reviews – The PSFD Fire Marshall reviewed 6 sets of plans this month with a total addition of 3,081 SQ FT. The total fees collected this month were a total of \$460.92.

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 received the new extrication tools for E41 and have already held multiple trainings with them. This was done by the Governor's Office of Highway Safety Grant and can now be removed from the CIP.
- We have applied for 24 new self-contained breathing apparatus through the AFG grant program. This is for \$335,000.

- We have purchased a new ram 5500 cab and chassis for the new brush truck and have ordered the new bed.
- We are in the process of specking out the new slip unit, and we will place the order when we have found the one the guys want.