

Palominas Fire District
Regular Board Meeting of the Governing Board
Palominas, Arizona
Board Meeting Minutes
Thursday, April 24, 2025
5:30 p.m.

ACRONYMS EOP/AOP...Emergency Operation Procedures/ Administration Operating Procedures
A.R.S.....Arizona Revised Statutes ALS/BLS...Advance Life Support/Basic Life Support
ISO Insurance Services Office COLA..... Cost of Living Adjustment
ALS/BLS...Advance Life Support/Basic Life Support SCBA..... Self-Contained Breathing Apparatus
IGA...Intergovernmental Agreement DOL..... Department of Labor
FLSA...Fair Labor Standards Act

1. Call to Order:

- a) **Roll Call/Confirmation of Quorum: Robert Montgomery, Tommy Stoner, Valerie Rice, Kim Mauzy, Cathy Chouinard, Mark Prince, Vickie Simmons & Brittany Archer**
- b) **Moment of silence**
- c) **Pledge of allegiance**

Call to the Public: No public was present.

2) Action accepting Minutes (Monthly): Discussion Review and approval of the governing board meeting minutes of March 27, 2025, Executive Session minutes from February 27, 2025, March 20, 2025, and March 27, 2025: Tommy Stoner made a motion to accept March 27th, 2025, minutes. Valerie Rice seconded the motion. Tommy Stoner: Aye, Valerie Rice: Aye, Kim Mauzy: Aye, Robert Montgomery: Aye, **Cathy Chouinard: Abstain.** Tommy Stoner made a motion to table the February 27th, 2025 Executive Session Minutes. Cathy Chouinard seconded the motion. Tommy Stoner: Aye, Cathy Chouinard: Aye, Valerie Rice: Aye, Kim Mauzy: Aye, Robert Montgomery: Aye. Tommy Stoner made a motion to table March 20th, 2025, Executive Session Minutes. Valerie Rice seconded the motion. Tommy Stoner: Aye, Valerie Rice: Aye, Kim Mauzy: Aye, Robert Montgomery: Aye, **Cathy Chouinard: Abstain.** Tommy Stoner made a motion to table March 27th, 2025, Executive Session Minutes. Valerie Rice seconded the motion. Tommy Stoner: Aye, Valerie Rice: Aye, Kim Mauzy: Aye, Robert Montgomery: Aye, **Cathy Chouinard: Abstain.**

3) Monthly financial reports and consideration of district financial matters pursuant to A.R.S.§48-807: The balance sheet shows total cash on hand at \$1,284,535 as of March 31st. We are two-thirds of the way through the year, and the target is 75%. We've received 66% of total revenues. It's behind the target of 75%, however, the forecast shows \$481,000 for revenues between April and June. We will meet or exceed the target. The M&O expenses are at 63%. The Payroll Cash Flow Forecast for March shows a total of \$59,359. We planned to transfer \$125,000 for April. Tommy Stoner made a motion to accept the March 2025 financials as presented. Cathy Chouinard seconded the motion. Tommy Stoner: Aye, Cathy Chouinard: Aye, Valerie Rice: Aye, Kim Mauzy: Aye, Robert Montgomery: Aye.

4) Fire Chief Report: All items are for discussion and dialogue between Chief, Staff, and Board.

The Fire Chief will give a status report regarding various areas of the district's operations including but not limited to the following areas: At the present time our staffing is at status quo. The bulk of the time Station 1919 is not staffed, and we are responding out of Station 193. Budgetarily, we decided to run minimum staffing at 3. We were informed by DFFM that the grant we applied for was

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denied. We were contacted by the Palominas School to see if we could give a child a ride to school in the engine one day as a prize. Tommy Stoner asked that we check our insurance to make sure the child would be covered. We will also be interacting with the kids at the school for their end-of-year things. Brush 191 is still down. The mechanic has been working on it for the last two days. The HME turbo is still making noise. We have tried to reach out to Red Sky, but they haven't returned our calls. There has been no movement on the Margarita Water Tank. The website is good. Auto Aid is going well. The interagency relationships are going well. We have one in the Redshirt program as of right now. Several PFD employees went to a wildland refresher at Fry Fire District. Administratively, we're looking at changing the authorized signatures on agreements. There have been quite a few plumbing repairs done. Station 191 had a major water leak and Station 193 had the water heater in the living quarters replaced. The crews have been able to attend some regional training. The policy changes will go into effect as of May 1st. The Lifepak 35s have been ordered and received. They will be configured on May 1st and there will be mandatory training on May 5th. We informed Chairman Montgomery that someone broke the window at Station 192. We are getting bids to put bars on the windows. Cathy Chouinard stated that some years back there were issues going on. Ben Tyler has installed some cameras for us. For the month of April, there were four calls that either had a delayed response or went unanswered by PFD due to staffing.

5) Discussion and possible action authorizing a Board Member to write to congress for Red

Dye fuel: Cathy Chouinard stated that PFD could save 25% of fuel costs. Gail Griffin sponsored the bill. Chief Prince suggested a fuel tank at one of the stations. Cathy Chouinard is still monitoring this item. No action was taken.

6) Discussion and possible action on the Draft Fiscal Year 2025-2026 Annual Budget:

Chief Prince states: Knowing that the budgetary process was coming up, former Chief Buonaccorsi initiated the document for the budget. There are two draft budgets here: one for \$3.30, which keeps the budget the same, and one for \$3.33. What you will see for these line items is pretty much identical, except for the amount that would go into the Reserve account at the end of the year. Some of the changes you will see are that SEACOM will go down next fiscal year. The first 100 calls will be free; then it will be \$16.00 per call. It will drop the cost by about 15%. We have changed the uniforms to ensure everyone is wearing blue. The issue is that as we get closer to wildfire season, there is what we call a dual role of Nomex pants that allows them to wear the pants for both EMS and Fire. We bumped the allowance up to be able to afford to buy them. We left training alone for the most part. We have an individual who is interested in taking a paramedic class. EMS consumables will stay the same, but there will be some incremental costs. We dropped the water cost down some, since there was a filtration system installed. Human Resource expenses have gone up slightly. Vehicle maintenance will stay the same, but we're kind of pressing up against the wall with that one based on some of the equipment needs. PPE shows a significant increase because there are 8 sets of protective equipment expiring this year. Off-the-shelf equipment runs about \$3,200 per set, although there may be a better deal out there. We don't have the proper sizes for individuals. The other component is, even though they are expired, we plan to keep it as a way for the crews to launder their equipment. It's a common industry practice. Outside of that, for the computers, Windows 10 is terminating their support this year. Every computer in the district has Windows 10. We also want to add a Toughbook for the Engine. We also added \$5,000 to radios. Cochise County reached out about 5 days ago, and they are attempting to replace all the mobile

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radios in the apparatus. The newest, outside of the Engine, is about 15 years old. Tommy Stoner stated we just purchased new radios for the apparatus about 2 years ago. Chief Prince says there are no new radios in the apparatus. There are new handhelds purchased on a grant through the County. The issue is that if we go to incidents in other districts, there is no way to communicate with those people. Tommy Stoner asked that Chief Prince put together a plan. He suggested used radios, and Tommy Stoner states that we never had good luck with used radios. Tommy Stoner says we should replace the radios in our first-out units, then work toward the other units. The difference between the \$3.30 and the \$3.33 would only apply to the amount that would go to Capital Outlay. Tommy Stoner asked if we have a plan for publication. There is a little room in this year's budget to possibly offset some of the costs for next year. Tommy Stoner stated that the issue with PPE was that the Chief bought a bunch of it to store, but when he went to use it for people, it didn't fit them correctly. Chief Prince states that is the issue with a revolving door. Tommy Stoner says the main thing is to not spend money on stuff that will sit on the shelf. Chief Prince says that after May of 2026, we won't have any inventory. Tommy Stoner says that another issue encountered is that the SCBAs were purchased all at once and will expire all at once. Chief Prince says that he hopes if we can provide decent equipment and a good working environment, people will stay. Tommy Stoner said that we have to realize because we don't have a lot of fires or a lot of money, we expect people to learn here and then move on to bigger departments that pay more. He states not to expect them to find a better job someday, and that we just have to live with the fact that they will move on. Chief Prince says that he is not going to be the Chief that comes in and makes the district broke, but there are some significant cost factors that have been discussed previously.

7) Discussion and possible action re: the appointment of an Interim Fire Chief and/or Permanent Fire Chief. The Board may vote to go into executive [closed] session, pursuant to A.R.S. 38-431.03(A)(1), for the purpose of this discussion, including interviewing potential candidate(s) and/or consideration of assignment or appointment of an Interim Fire Chief and/or Permanent Fire Chief. The discussion may also include potential contract terms, including salary and benefits. (Note: In the alternative, the Board may choose to conduct this discussion in public [open] session.) Following the executive session, the Board may take action to appoint an Interim or Permanent Fire Chief. The Board may also direct staff concerning further negotiation of contract terms and preparation of a contract. The Board may also direct staff concerning a search for additional candidates for the positions of Interim and Permanent Fire Chief. Any formal actions will take place in public [open] session: No action was taken on this item.

8) Discussion and possible action to change the Holiday Pay policy: Chief Prince thinks there is value in going about this item in a few ways. He doesn't agree with paying time and a half to someone who wasn't working on the holiday. Another option would be to give them PTO instead of time and a half. They would have the option to sell it back. He offered to put a proposal together for the Board. Robert Montgomery would like him to do that. Tommy Stoner suggested he work with Brenda Tranchina as well.

9) Discussion and possible action to put a metal building in, well completion, septic & electrical at Station 191 - R. Montgomery: The Board asked the Administrative Staff to find the

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quotes former Chief Buonaccorsi received. No action was taken on this matter.

10) Discussion and possible action on adding modules to the ImageTrend contract: Robert Montgomery asked if these items were worth it, and what we pay currently. The current amount paid is \$11,774, but that will go down to \$8,062 after the first year. Adding the new modules will push the cost up \$4,009 after the first year. Robert Montgomery made a motion to add the modules in the ImageTrend contract. Kim Mauzy seconded the motion. Kim Mauzy: Aye, Tommy Stoner: Aye, Cathy Chouinard: Aye, Valerie Rice: Aye. Robert Montgomery: Aye.

11) Discussion and possible action on approval for the third-floor electrical repairs and exterior lighting for the Burn Tower: Jon Buonaccorsi has offered to work for PFD to finish the burn tower repairs. Chief Prince suggested allowing him to come back and finish it, as he knows the most about the project. He asked the Board for permission to approach Jon about this. The Board agreed to allow Chief Prince to talk with Jon about the project.

12) Adjournment: Cathy Chouinard made a motion to adjourn. Valerie Rice seconded the motion. Cathy Chouinard: Aye, Valerie Rice: Aye, Kim Mauzy: Aye, Tommy Stoner: Aye, Robert Montgomery: Aye. Adjournment at 7:42 p.m.

Minutes approved by the Palominas Fire Board:

Signature

Date