

Palominas Fire District
Regular Board Meeting of the Governing Board
Palominas, Arizona
Board Meeting Minutes
Thursday, January 29, 2026
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, Cathy Chouinard, Kim Mauzy, Mark Prince, Vickie Simmons, & Brittany Archer – Valerie Rice was absent
- b) **Moment of silence**
- c) **Pledge of allegiance**

Call to the Public: Steve Dirmeyer was present but had no comment.

2) Action accepting Minutes (Monthly): October 30th, 2025, minutes were tabled. Cathy Chouinard made a motion to accept December 18th 2025, minutes. Robert Montgomery seconded the motion. Cathy Chouinard: Aye, Robert Montgomery: Aye, Kim Mauzy: Aye, Tommy Stoner: Aye.

3) Monthly financial reports and consideration of district financial matters pursuant to A.R.S. §48-807: The M&O bank balance as of December 31, 2025, was \$666,844.64, and Capital Reserve bank balance is \$492,410.98. \$225,000 transferred from Capital Reserve for purchase of new engine. The total cash balance in Non-County Bank Accounts is \$409,105.82. The total cash in bank as of December 31, 2025, is \$1,568,361.44. Net Income for the year to date is \$142,574.86. Total Revenue in December received in M&O was \$182,052. Tax Revenues were \$84,270, FDAT Revenues were \$12,565, and Interest Income was \$720. Total expenses M & O in December 2025 were 110,839 which includes \$11,418 to Imagetrend for Dispatch. The Cardiac Monitor payment in the amount of \$94,539 has been completed out of the Wells Fargo Checking account. The Check did not clear the bank as of December 31, 2025. The Payroll Account Cash Flow for December 2025 shows \$64,747.18 payroll expenses expended. There were two payrolls in December. The district received \$10,185.85 from the Arizona State Treasurer for Smart and Safe. Payroll bank account balance as of December 31, 2025, is \$193,891.58. Overall, it was under target at 49.36%. Vickie Simmons asked about how the mileage reimbursement was paid out. She said that she noticed that when entering the reimbursements for Board Members, she noticed that it was for a rental car plus mileage, and she just wanted clarification because at the .725 cents per mile, we're paying for the wear and tear on the vehicle plus mileage, so should it be the total miles divided by miles per gallon times the cost of gas, or receipts. Robert Montgomery asked that this be an agenda item. Vickie Simmons suggests that if it isn't a policy, that we should investigate it. Tommy Stoner says that you get paid the mileage and the cost of the rental comes out of that money. He says everyone is the same. They get reimbursed for mileage and if they choose to rent a car, it comes out of mileage reimbursement. Cathy Chouinard made a motion to accept the financials for December 2025 as presented. Kim Mauzy seconded the motion. Cathy Chouinard: Aye, Kim Mauzy: Aye, Robert Montgomery: Aye, Tommy Stoner: Aye.

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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: The engine received from Oregon had to go to Phoenix for repair because the pump froze. Velocity said they could fix it, but they were going to price gouge us, so it went to Fire Truck Solutions. The Tahoe was sold for \$701. AFDA training went well. CCFA meeting was held by PFD at SEACOM since the Training Center roof was being repaired. External relationships with both Fire and Police are going well. We are looking to get quotes to repair the soft spots in Station 193 living quarters. Much of the hose has been tested. The mobile radio in the HME has stopped working. There was a plumbing leak at Station 192. We are also looking to pick up a part-time paramedic pending a background check.

5) Discussion and possible action on Station 193 bay door repairs – Chief Prince stated that the door has structural damage. The door goes up but won't come down. We are looking to get more quotes. There is a buffer from insurance that he would like to use to repair the door. Bollard posts are purchased. The Board asked that the Chief put this on his report.

6) Discussion and possible action on reviewing the Administrative Assistant job description – Chief pointed out that he oversees the job description to the admin. Robert Montgomery is fine with that. He pointed out that there is a lot of work to be done with policy and job descriptions. This was deferred to Chief Prince. Tommy Stoner would like job descriptions to keep, and if they are updated, they get a new copy. Tommy Stoner made a motion to request the Chief to bring all updated job descriptions to be kept at the board office in a binder. Robert Montgomery seconded the motion. Kim Mauzy says since the Chief is going to have to put this together, he doesn't feel like he should be pressured. When he gets time, it would be fine. Cathy Chouinard: Aye, Kim Mauzy: Aye, Robert Montgomery: Aye, Tommy Stoner: Aye.

7) Discussion and possible action declaring the 2006 Dodge Caravan as surplus – Robert Montgomery made a motion to declare the van surplus. Cathy Chouinard seconded the motion. Cathy Chouinard: Aye, Kim Mauzy: Aye, Robert Montgomery: Aye, Tommy Stoner: Aye.

8) Discussion and possible action resolution 01292026-1 – see item above. Tommy Stoner asked for this to be on the next agenda.

9) Discussion and possible action on the IGA with Palominas School District for Red Dye fuel – Chief Prince says there were some dates on there that would need to be amended. Tommy Stoner suggests signing the IGA. Tommy Stoner made a motion that the board authorize the Chairman to sign the IGA with Palominas Elementary for diesel fuel supplies. Cathy Chouinard seconded. Robert Montgomery asked if the surcharge was always there. Chief Prince replied he wasn't sure. Cathy Chouinard: Aye, Kim Mauzy: Aye, Robert Montgomery: Aye, Tommy Stoner: Aye. Tommy Stoner asked that admin make copy for the Board's records.

10) Discussion and possible action on PFD's Facility Policies – Tommy Stoner says we voted before about requirements to use the facility and if there was a charge, as well as the burn tower. He

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suggests creating a facility policy rather than searching for it. He asked what it would take to make that policy. Tommy Stoner suggests not allowing people to use the training center classroom. No action was taken on this item. It will be placed on next month's agenda.

11) Discussion and possible action on Policy Violations – The Chief says they are conflicts. He uses the policy manual as a guide. He brought specifics items he felt were violated. Often the Board goes to the admin, when it should be the Fire Chief. Tommy Stoner says he isn't sure this set of Board Policies he has was approved. It was found that the policies were approved on December 30, 2019. Tommy Stoner suggests a modification be brought to them.

12) Adjournment: Cathy Chouinard made a motion to adjourn. Tommy Stoner seconded the motion. Cathy Chouinard: Aye, Tommy Stoner: Aye, Kim Mauzy: Aye, Robert Montgomery: Aye
Adjournment at 8:09 p.m.

Minutes approved by the Palominas Fire Board:

Signature

Date