

Palominas Fire District
Regular Board Meeting of the Governing Board
Palominas, Arizona
Board Meeting Minutes
Thursday, May 29, 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:** Tommy Stoner, Robert Montgomery, Cathy Chouinard, Valerie Rice, Mark Prince, Vickie Simmons, Brittany Archer - Kim Mauzy was absent.
- b) **Moment of silence**
- c) **Pledge of allegiance**

Call to the Public - Tim Savage addressed the board. He stated that the fire district receives 25% of his taxes and provides services he cannot do for himself. He would like the Board to take good care of Chief Prince and would like to see policies implemented to address some of the current issues.

2) Action accepting Minutes (Monthly): A motion was made by Valerie Rice to accept the April 24, 2025, regular meeting minutes as presented. Cathy Chouinard seconded the motion. Valerie Rice: Aye, Cathy Chouinard: Aye, Tommy Stoner: Aye, Robert Montgomery: Aye
A motion was made by Cathy Chouinard to accept the Executive Session minutes from February 27, 2025. Robert Montgomery seconded the motion. Cathy Chouinard: Aye, Valerie Rice: Aye, Tommy Stoner: Aye, Robert Montgomery: Aye
Tommy Stoner suggested tabling the Executive Session minutes from March 20, 2025, and March 27, 2025. These items will be placed on the agenda for the next meeting.

3) Monthly financial reports and consideration of district financial matters pursuant to A.R.S.§48-807: The balance sheet shows cash on hand at \$1,327,874, which is an increase of \$43,339. Revenue to date is 83% of the forecast, with the district being 73% through the fiscal year. The district received \$153,000 more than forecasted for May, which will offset the lower amount from April. Operating expenses are at 67.91%. The payroll for April was \$63,050. A transfer of \$125,000 was made to the payroll account. Chief Prince added that based on current figures, the district is forecasted to have a profit of \$181,186 at the end of the year if all goes as planned. A motion was made by Valerie Rice to approve the financial report as presented. Cathy Chouinard seconded the motion. Valerie Rice: Aye, Cathy Chouinard: Aye, Tommy Stoner: Aye, Robert Montgomery: Aye.

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

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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 LP 35s were ordered, have been received, and are now in service. Mason Archer graduated from the fire academy at the beginning of the month. An offer for a full-time position was made to Tim Irvin. The department responded to a quarter-acre fire off Palominas Road. Due to having some new personnel, staff have been assigned to Station 193. Employees have been assigned official email addresses. The Tempus monitors were returned. Discussions were held with PW&S regarding the price of water and sewer. The district was classified as commercial, but the PW&S board is willing to reduce the rate back to residential. The HME engine was sent to Tucson for repairs and will be aligned before it returns to the district. The transition to Imagetrend has been a challenge, particularly with integrating ESO/ERS data. There are nearly 1,000 incomplete calls that are being worked through. The district has been under a burn ban since May 1st. A fire occurred at Station 193 last Sunday, with the likely cause being linseed oil rags. As a result, linseed oil has been removed from all stations and replaced with mineral oil. The insurance company has been notified. The department will now look into early detection monitoring systems. Drills are being conducted with crews to establish expectations. Crews are cleaning up around the TC. Efforts are being made to remove the red Tahoe from the property. Staffing levels are at an all-time low across the County. One firefighter went with Sunsites to assist with the Bryce Fire.

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

Dye fuel: Cathy Chouinard reported that the bill sponsored by Representative Griffin has been approved this month. She is trying to find out when it will go into effect. No action was taken on this item.

6) Discussion and possible action on the Draft Fiscal Year 2025-2026 Annual Budget: It was noted that nothing has changed from the original posted budget. The proposed budget includes a tax rate of 3.35. The redshirt program was not funded. A tender operator stipend was added, capped at \$500 per year per person. PPE replacement is a priority, with sets costing \$3,200 each. Much of the current gear is expiring or ill-fitting. Station upgrades are needed for the mobile home at Station 191 due to mice problems and structural concerns. A 50x50 barndominium-style building was discussed as a potential replacement. The need for another engine was discussed, with the department looking to purchase a Type 3 engine with Board approval. Radio replacements are needed after a recent incident where communications were lost. Cathy Chouinard questioned the increase in the computer replacement budget from \$3,000 to \$12,000 and asked if the payroll preparation increase was necessary. A bond was discussed. Tommy Stoner stated he was against a bond and said the district should "tighten our belts." He does not believe a new engine is needed and suggested rotating the two other engines. Robert Montgomery asked Tommy Stoner about other issues mentioned, and Tommy Stoner suggested a lease-purchase on a building. Robert Montgomery requested a special meeting to discuss a bond or levy. A motion was made by Valerie Rice to keep the tax rate at 3.30. Tommy Stoner seconded the motion. Tommy Stoner: Aye, Cathy Chouinard: Aye, Valerie Rice: Aye, Robert Montgomery: Nay. Robert Montgomery stated he would like to cancel further planning for a building at Station 191.

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7) Discussion and possible action on the 2025-2026 pay scale: A 3% Cost of Living Adjustment (COLA) for employees was discussed. A proposal was made to increase the admin salary to \$47,000. A motion was made by Robert Montgomery to raise the admin pay to \$47,000. Valerie Rice seconded the motion. Valerie Rice: Aye, Cathy Chouinard: Aye, Tommy Stoner: Aye, Robert Montgomery: Aye. A motion was made by Cathy Chouinard to accept the 3% pay scale increase. Tommy Stoner seconded the motion. Cathy Chouinard: Aye, Tommy Stoner: Aye, Valerie Rice: Aye, Robert Montgomery: Aye.

8) 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: The Chief's contract expires on June 27th. Chief Prince stated he is willing to return after his time in Oregon. He has spoken with Dave Parry to potentially manage operations in his absence. The proposed compensation for Dave Parry would be time-and-a-half for approximately 15 hours per week.

9) Discussion and possible action to change the Holiday Pay policy: Discussion was held regarding the Holiday Pay policy. A motion was made by Tommy Stoner to allow the Chief Prince to contact Brenda Tranchina to rewrite the policy page and bring the revised policy back to the board for review. Robert Montgomery seconded the motion. Tommy Stoner: Aye, Cathy Chouinard: Aye, Valerie Rice: Aye, Robert Montgomery: Aye.

10) Discussion and possible action to put a metal building in, well completion, septic & electrical at Station 191 - R. Montgomery: Robert Montgomery requested to table this item.

11) Discussion and possible action on approval for the third-floor electrical repairs and exterior lighting for the Burn Tower: No action was taken on this item.

12) Discussion and possible action on lighting at Station 193: No action was taken on this item.

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13) Discussion and possible action on PFD's property on Foudy Road: This item was requested to be placed on the next meeting's agenda.

14) Adjournment: A motion was made by Cathy Chouinard to adjourn the meeting. Valerie Rice seconded the motion. Cathy Chouinard: Aye, Valerie Rice: Aye, Tommy Stoner: Aye, Robert Montgomery: Aye. The meeting was adjourned at 8:26 p.m.

Minutes approved by the Palominas Fire Board:

Signature

Date