

**MINUTES OF TONTO BASIN FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
Regular Session  
May 16, 2024

**DRAFT**

**Call to Order:** This work and regular session Board Meeting was called to order at 1504 hours by Chairman John France at Tonto Basin Fire Station #1, 46189 N AZ Highway 188, Tonto Basin, AZ.

**Pledge of Allegiance:** Led by John France.

**Roll Call of Board Members:** The following Board Members were present: Chairman John France, Clerk Debra “Deb” Morris, Secretary/Treasurer Robert Cooper, Board Member Clifford “Cliff” Metz, and Board Member Keli Smith.

**Also Present:** Chief James Stoltenberg.

Ben Archer-Clowes “Ben” with James Vincent Group (JVG).  
Dominic Filosa “Dominic” with James Vincent Group (JVG) via Teams.

**Awards & Recognition:** There were no awards or recognition for this meeting.

**Reading and Approval of the April 18, 2024 Meeting Minutes:** Following the review of the prior work session and regular meeting minutes on April 18, 2024, a motion to approve the minutes was duly made by Board Member Deb Morris and seconded by Board Member Cliff Metz. Meeting minutes were unanimously approved and adopted.

**Reports and Correspondence:** The Chief’s Report was presented by Chief Stoltenberg. Discussions ensued on the items as presented. Ben presented the financial reports with the following ending balances as of 04/30/2024:

National Bank:	\$ 130,119.61
Warrant Account:	\$ 477,590.58
Capital Reserve Account:	\$ 338,923.87

Following discussions on the Chief’s and Financial Reports a motion was made to accept both reports as presented by Board Member Cliff Metz and seconded by Board Member Keli Smith. The vote to accept both reports was unanimous.

**Discussion/Information and Action:** proceeded regarding review and tentative approval of the fiscal year 2024/2025 Tonto Basin Fire District (TBFD) budget as presented by Chief James Stoltenberg and Ben with JVG. The proposed budget is in the amount of \$1,870,833 at the tax levy limit of \$3.75. Following discussion on the proposed budget a motion was made by Board Member John France to tentatively approve the fiscal year 2024/2025 budget of \$1,870,833 at the tax levy limit of \$3.75. The motion was seconded by Board Member Deb Morris. The vote to tentatively approve the fiscal year 2024/2025 TBFD budget was unanimous.

**Call to the Public** None

Ben and Dominic with JVG left the meeting following the Call to the Public.

A break was called by Chairman John France at 1612 hours. The meeting was Called back to Order at 1620 hours.

**Discussion/Information and Action:** proceeded regarding review and approval of the changes made to the Tonto Basin Fire District (TBFD) Employee Handbook as presented by Chief James

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Stoltenberg. The larger changes were in regards to vacation time, sick leave, medical leave, holidays, bereavement and payroll. Following discussion on the Tbfd Employee Handbook a motion was made by Board Member Keli Smith to approve and adopt the Tbfd Employee Handbook as presented. The motion was seconded by Board Member Cliff Metz. The vote to approve and adopt the Tbfd Employee Handbook was unanimous.

**Discussion/Information and Action:** proceeded regarding review and approval of the Tonto Basin Fire District (Tbfd) Cost Recovery and Fee Schedule for Out of District Response (“Fee Schedule”) as presented by Chief Stoltenberg. The Fee Schedule is specific to individuals that do not pay Tonto Basin Fire District taxes and that are in need of medical, fire, and miscellaneous services from Tbfd. The fees do not impact individuals who pay Tonto Basin Fire District taxes. Following discussion and a few slight modifications to the wording on the Fee Schedule a motion was made by Board Member John France to approve the Fee Schedule as modified. The motion was seconded by Board Member Deb Morris. The vote to approve the Fee Schedule was unanimous.

**Discussion/Information and Action:** proceeded regarding review and approval of the Fire Chief contract services proposal for neighboring fire districts in Gila County (“contract services proposal”) as presented by Chief Stoltenberg. The contract services proposal was at the request of the Hellsgate Fire District to present a proposal for Fire Chief services while they are going through the search for a new Fire Chief. The Tbfd Board did express concern that the time and activities listed on the proposal would detract from the focus that the Board and Chief Stoltenberg have for the Tbfd. Following discussion on the contract services proposal and the concerns of the Tbfd Board a motion was made by Board Member Keli Smith to **not** approve the contract services proposal. The motion to not approve the contract services proposal was seconded by Board Member Deb Morris. The vote to not approve the contract services proposal was unanimous.

**Call to the Public:** Board Member Robert Cooper brought up the need to schedule Fire Chief Stoltenberg’s annual review since he will have been with the Tbfd for a year in late June. It was agreed that the Tbfd Board will have a study session on this subject prior to the June 20, 2024 Board Meeting at 1330 hours. The second study session will be held prior to the Tbfd Board Meeting on July 18, 2024 at 1330 hours. There were no other public comments.

**Adjournment:** There being no further business to come before the Board a motion to adjourn the meeting was made by Board Member Keli Smith and seconded by Board Member Cliff Metz. The vote to adjourn was unanimously adopted and the meeting adjourned at 1744 hours.