

MINUTES OF TONTO BASIN FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Work and Regular Session
June 20, 2024

Call to Order: This work and regular session Board Meeting was called to order at 1333 hours by Chairman John France at Tonto Basin Fire Station #1, 46189 N AZ Highway 188, Tonto Basin, AZ.

Pledge of Allegiance: Led by Chief James Stoltenberg.

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

Also Present: Chief James Stoltenberg.

Ben Archer-Clowes “Ben” with James Vincent Group (JVG).

Work Session

Discussion/Information and Action: proceeded regarding review of the Fire Chief Job Description, the Tonto Basin Fire District (TBFD) Board policy on the Fire Chief Performance Appraisal, and the Document to be used for the Fire Chief Performance Appraisal. There were some modifications made to the documents. Chairman France asked that each Board Member fill out a copy of the Chief’s Performance Appraisal and return it to him no later than **July 5, 2024**. No action was taken at this time. The work session ended at 1408 hours and the Board immediately went into the regular session Board meeting.

Regular Session started at 1408 hours

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

Reading and Approval of the May 16, 2024 Meeting Minutes: Following the review of the prior regular meeting minutes on May 16, 2024, a motion to approve the minutes as presented was duly made by Board Member John France and seconded by Board Member Deb Morris. 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 05/31/2024:

National Bank:	\$ 176,008.38
Warrant Account:	\$ 441,275.17
Capital Reserve Account:	\$ 340,449.35

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

Call to the Public None

Discussion/Information and Action: Chairman France opened the meeting for a Public Hearing on the 2024/2025 fiscal year proposed budget at 1502 hours. There were no comments/concerns brought forward by anyone present at the Public Hearing. Having no comments/concerns brought forward by the public Chairman France closed the Public Hearing on the 2024/2025 proposed

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budget. The Board then proceeded with the regular session regarding review, approval and adoption of the TBFD 2024/2025 fiscal budget of \$1,870,833 at the tax levy limit of \$3.75. A motion was made by Board Member John France to approve and adopt the TBFD 2024/2025 fiscal 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 approve and adopt the TBFD 2024/2025 fiscal year budget was unanimous.

Discussion/Information and Action: proceeded regarding review and approval of the 2024/2025 Budget Resolution Letter dated 06/20/24 which allows TBFD to use current year fiscal funds to pay invoices from the previous fiscal year from the County account. Following discussion on the Budget Resolution Letter a motion was made by Board Member Deb Morris to approve the 2024/2025 Budget Resolution Letter. The motion was seconded by Board Member Cliff Metz. The vote to approve the 2024/2025 Budget Resolution Letter dated 06/20/24 was unanimous. The letter was signed by Board Chairman John France and Clerk Deb Morris.

Discussion/Information and Action: proceeded regarding review, approval and adoption of the updated TBFD Fire Chief Job Description. Following discussion on the Fire Chief Job Description a motion was made by Board Member Cliff Metz to approve the updated Fire Chief Job Description. The motion was seconded by Board Member Robert Cooper. The vote to approve the updated TBFD Fire Chief Job Description was unanimous.

Discussion/Information and Action: proceeded regarding review, approval and adoption of the updated TBFD Board policy for the Fire Chief Performance Appraisal. Following discussion on the policy for the Fire Chief Performance Appraisal a motion was made by Board Member Deb Morris to approve the Board policy for the Fire Chief Performance Appraisal. The motion was seconded by Board Member Cliff Metz. The vote to approve the TBFD Board policy for the Fire Chief Performance Appraisal was unanimous.

Call to the Public: None

Adjournment: There being no further business to come before the Board a motion to adjourn the meeting was made by Board Member Cliff Metz and seconded by Board Member John France. The vote to adjourn was unanimous and the meeting adjourned at 1507 hours.