

MINUTES OF TONTO BASIN FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Work & Regular Session
February 16, 2023

Call to Order: This work and regular session Board Meeting was called to order at 1300 hours by Chairman John France at Tonto Basin Fire Station #1, 46189 N AZ Highway 188, Tonto Basin, AZ.

Pledge of Allegiance: Lead by Robert Cooper.

Roll Call of Board Members: The following Board Members were present: Chairman John France, Clerk Debra “Deb” Morris, Secretary/Treasurer Troy Hvidsten, Board Members Keli Smith and Robert Cooper. Troy Hvidsten left after the work session was over.

Also Present: Administrative Assistant Stormi Ewing. At 1400 hours Shawn Western via Zoom. After 1500 hours present were Fire Chief John Wisner, Battalion Chief Kim Timmins, Ben Archer-Clowes, and Captain Jim Lavery via Zoom.

Work Session

Discussion/Information and Action: proceeded regarding new Fire Chief Hiring P=process-review essay questions and Zoom interview with Chief candidate Shawn Western. Administrative Assistant Stormi Ewing presented the Board with all the essay question responses from all five candidates for review. After Board review of the essay questions, they wanted to still focus primarily on the one candidate being interviewed today but had some questions and concerns about chain-of-command. Zoom interview with Mr. Western began at 1407 hours. After much, questions, answers and discussion on his past and current experiences and responsibilities. They found that Mr. Western’s current Fire Chief Position and area of responsibility is similar to our District, with the exception of paid personnel, ambulance CON, and he does more as a Fire Chief than ours would here. He stated his is still an active Paramedic and would remain one. When asked by the Board if offered the position how quickly could he start and move in District and would moving to this area be any concerns. Mr. Western stated he grew up in Payson and has been wanting to come back to his area and that he could move to the District right away that he has a RV he could live in until finding a home to buy; he would need 30–45-day notice to current employer. After much more discussion after the interview the Board concluded to continue moving forward with Mr. Western and still in discussions to the other two candidates Mr. Perrone and Mr. Stoltenberg. The Board ended work session at 1457 hours and took a break.

Regular Session started at 1506 hours.

Reading and Approval of the January 25 and February 8, 2023 Meeting Minutes: Following the review of the prior meeting minutes upon motion to approve the minutes was duly made by Board Member Troy Hvidsten and 2nd by Board Member Deb Morris. Meeting Minutes were adopted and unanimously approved.

Discussion/Information and Action: proceeded regarding possible proposal by financial institute and approval to hire James Vincent Group for all the District’s finances. Chief Wisner introduced Mr. Ben Archer-Clowes with James Vincent Group and gave some personal history with the company. Mr. Archer-Clowes gave the Board his proposal as well as a presentation of what his company could do to help the District with their finances. The company would not have access to any District funds just access to financial reports form the County and our QuickBooks. He showed them one of their reports on how it would or could be presented to the Board every month or can change it to be what the Board wants as well. They would help with the Budget and

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setting up a 5-year financial plan as well as helping with finding ways to get what the District needs if possible. They handle everything for our annual audits on the financial side. They would also handle our annual budget and annual ambulance reporting for the District; they could also, help with ambulance rate increases through Department of Health Services. The proposal given was for \$1,250.00 monthly with a \$75-150.00 an hour additional consulting fee. Chief Wisner stated we could afford to hire them with our budget and would not be a new budget item that would need to amend the budget for. After much discussion a motion was made to hire James Vincent Group by Board Member Troy Hvidsten and 2nd by Board Member Robert Cooper, vote was unanimous. Proposal was signed by Board Chairman and Clerk.

Reports and Correspondence: The Chief's Report, as distributed at this meeting, were presented by Chief Wisner. Discussions ensued on the items as presented. Chief Wisner and Timmins presented the financial reports, as follows are 1/31/2023 ending balances:

| | |
|--------------------------|---------------|
| National Bank: | \$ 57,719.11 |
| Warrant Account: | \$ 547,792.42 |
| Capital Reserve Account: | \$ 430,647.77 |

Chief's Report and Financial Reports were presented to the Board. A motion was made to accept the Chief's Report and Financial Reports as presented by Board Member Robert Cooper and 2nd by Board Member Keli Smith. Vote was unanimous.

Call to the Public None

Discussion/Information and Action: proceeded regarding approval for Board check signers. Administrative Assistant Stormi Ewing stated that since the suggestion from outside financial individuals that only two Board Members sign the District check; if it should have been a Board approval or if any members that weren't at previous meeting had any objections. After discussion was stated, no action needed or take.

Discussion/Information and Action: proceeded regarding approval of Resolution # 2-16-23 for Surplus Items-Disposal of District Property. Chief Wisner read and explained the purpose of the Resolution letter. After much discussion a motion was made to approve Resolution letter #2-16-23 by Board Member Keli Smith and 2nd by Board Member John France, vote was unanimous. Board Chairman and Clerk signed the document.

Break was taken between 1716-1725

Discussion/Information and Action: proceeded regarding approval for auto pay of District's bills to the credit card and possible deletion of the WEX fuel credit cards. Administrative Assistant Stormi Ewing presented the Board with a table from National Bank on our commercial credit cards and explained to them what they offer us and could do to help us earn more money back from our credit purchases, as well as the extra protection and ease they could offer than writing a check. Also, that they offer fleet cards as well with a possible better refund and one less bill and card and more options available for control of the cards. She also gave them an update on where we were on transferring all accounts out of the prior Chief's name. After much discussion a motion was made to have the Admin put a list of bills together for possible auto payment and that 2 Board Members that are available to go over the list for approval for each bill before being placed on auto payment by Board Member Deb Morris and 2nd by Board Member John France, vote was unanimous. The Board stated to have Chief Wisner and Admin. Stormi Ewing see if it is beneficial to cancel the Wex fuel cards and transfer to the National Bank credit cards. No other action taken.

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Discussion/Information and Action: proceeded regarding start of Budget for FY 2023-2024- schedule work session and possible approval to change standby bonus pay and medic 48-96 shifts. Chief Wisner stated we received our levy tax limit worksheet from the County and he shows we have a max allowable rate of 3.36 and can increase up to 3.50. He suggested to move it to the max allowable to be able to keep personnel on as well as purchase what the District needs due to inflation and other factors. After much discussion a motion was made to table this item until a schedule work session was made by Board Member Keli Smith and 2nd by Board Member John France, vote was unanimous. Board meeting was scheduled for March 9, 2023 at 1330 hours and to combine the work session with regular session due to some Board Members not able to attend regular meeting if remained on March 16th.

Discussion/Information and Action: proceeded regarding changing or creating a new policy on write-offs for debt incurred by patients on ambulance revenue due to Gifting Clause Law. Administrative Assistant Stormi Ewing explained and presented to the Board the Gifting Clause Law and our current practices pertaining to write-offs, as well as the District's attorney's response to the concern. She also stated she spoke to our billers that handle our ambulance billing, as the attorney suggested, about other District's practices and justifications for this. They gave a resource, but Ms. Ewing was not able to get in touch with her at this time. Admin. Ewing gave the Board their suggestions on what the policy should state if they approved to move forward with one. After much discussion the Board asked Admin. Ewing to get in touch with others on their policies and to try to get in touch with the resource from the billers again and possible the attorney if needed. A motion was made to table this item until answers were given by Board Member John France and 2nd by Board Member Deb Morris, vote was unanimous.

Call to the Public: None

Adjournment: There being no further business to come before the board meeting, upon a motion made by Board Member Robert Cooper and 2nd by Board Member Deb Morris and was unanimously adopted, the meeting adjourned at 1829 hours.