

**MINUTES OF TONTO BASIN FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
Work & Regular Session  
May 18, 2023

**Call to Order:** This work and regular session Board Meeting was called to order at 1316 hours by Clerk Deb Morris at Tonto Basin Fire Station #1, 46189 N AZ Highway 188, Tonto Basin, AZ.

**Pledge of Allegiance:** Lead by Jarrett Cline.

**Roll Call of Board Members:** The following Board Members were present: Clerk Debra “Deb” Morris, Board Members Robert Cooper, and Keli Smith. Chairman John France only present during the Executive Session portion of the meeting. Secretary/Treasurer Troy Hvidsten were absent.

**Also Present:** Chief John Wisner, Assistant Chief Jarrett Cline, Administrative Assistant Stormi Ewing, Ben Archer-Clowes “Ben”, Clifford Metz, Tristan McBlane, and Carmen Rojo. For item 12 James Stoltenberg was present via telephone, only for this item.

**Work Session**

**Discussion/Information and Action:** proceeded regarding final draft of budget for FY 2023-2024. Ben presented the Board with a power point presentation for the budget. After much discussion on changes that were made by suggestions of the Chief and Board from last meeting and the pay increases and increase in the Chief position salary due to new contract with the possible new Chief. No action taken at this time.

**Discussion/Information and Action:** proceeded regarding interview with the Board applicant Clifford Metz. The Board was present with Mr. Metz’s application for Board Member. Many questions and answers occurred during the interview process between the Board and Mr. Metz. Including background check questions. After the Board felt they had enough information the interview was concluded, no action was taken at this time. Work session ended at 1422 and Board took a break.

**Regular Session started at 1444 hours.**

**Reading and Approval of the April 20 & May 11, 2023 Meeting Minutes:** Following the review of the prior meeting minutes (including executive session minutes), upon motion to approve, the minutes was duly made by Board Member Robert Cooper and 2<sup>nd</sup> by Board Member Keli Smith. Meeting Minutes were adopted and unanimously approved.

**Reports and Correspondence:** The Chief’s Report, as distributed at this meeting, were presented by Chief Wisner. Discussions ensued on the items as presented. Ben presented the financial reports, as follows are 4/30/2023 ending balances:

National Bank:	\$ 61,517.50
Warrant Account:	\$ 450,208.58
Capital Reserve Account:	\$ 432,371.55

The 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 2<sup>nd</sup> by Board Member Deb Morris. The vote was unanimous.

**Discussion/Information and Action:** proceeded regarding acknowledgment/acceptance of the resignation of Troy Hvidsten from the Tonto Basin Fire District Governing Board and possible appointment of Clifford Metz to fulfill Mr. Hvidsten’s unexpired term of office through December 31, 2024. Interview was done prior in work session for Mr. Metz, a motion was made by Board Member Keli Smith and 2<sup>nd</sup> by Board Member Robert Cooper and the Board

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unanimously accepted. Mr. Troy Hvidsten's resignation from the Tonto Basin Fire District Governing Board. A motion was made to appoint Mr. Clifford Metz to fulfill Mr. Hvidsten's unexpired term of office which ends on December 31, 2024. Oath of Office was performed for Mr. Metz, and he completed his mandatory review of the Open Meeting Law prior to this meeting. The notary was present only for this portion of the meeting.

**Call to the Public** None

**Discussion/Information and Action:** proceeded regarding tentative approval on Budget for Fiscal Year 2023-2024. After the changes discussed in the work session the Board approved the Budget and with the amount of \$1,310,793.00 at tax levy limit of 3.5%; motion was made by Board Member Deb Morris and 2<sup>nd</sup> by Board Member Robert Cooper, vote was unanimous. Mr. Ben Archer-Clowes left the meeting at this time.

**Discussion/Information and Action:** proceeded regarding the election of Board Officers. A motion was made to keep the Board Officers as is and to fill the vacant officer's seat and nominated Robert Cooper to fill the role of Secretary/Treasurer. Motion was made by Board Member Keli Smith and 2<sup>nd</sup> by Board Member Clifford Metz, vote was unanimous. Mr. Cooper accepted. Board Officers are as follows: Chairman John France, Clerk Deb Morris, and Secretary/Treasurer Robert Cooper.

**Discussion/Information and Action:** proceeded regarding approval of Employment Agreement for Fire Chief between the District and Mr. James A. Stoltenberg. Administrative Assistant Stormi Ewing presented the Board with the updated Employment Agreement with the changes that Mr. Stoltenberg asked for, as well as called Mr. Stoltenberg via telephone for this portion of the meeting. After review of the changes in the contract: salary, start date, and length of contract. The Board stated that the discretionary spending amount that was included on Mr. Western's agreement was not included in this contract and wanted it added. Mr. Stoltenberg stated that he agreed to the addition of \$5,000.00 discretionary limit to be added to this agreement. The Board stated that since the District's attorney had already reviewed all agreements prior of what is in this agreement and that Mr. Stoltenberg's attorney also approved the agreement there was no need to have it sent to the attorney for review. A motion was made to approve the agreement with the addition of the discretionary limit of \$5,000.00 with Mr. Stoltenberg by Board Member Deb Morris and 2<sup>nd</sup> by Board Member Keli Smith, vote was unanimous. Mr. Stoltenberg is set to start on June 24<sup>th</sup> and will sign the agreement and take is Oath of Office prior to that date and continue with the rest if the required tests and paperwork for the hiring process. Mr. Stoltenberg agreed to stay in contact with Administrative Assistant Stormi Ewing to complete these items.

**Discussion/Information and Action:** proceeded regarding approval of policy to adjust/write-off uncollectible debt incurred from ambulance. Admin. Assist. Stormi Ewing and presented the Board with a draft of the policy with the changes made per the Board's and Chief Wisner's input and that put together by James Vincent Group. and what they intended to add to the policy that meets the Districts needs. After the Board reviewed the policy and with no more changes needed a motion was made to approve this policy titled "Ambulance Billing Policy" by Board Member Keli Smith and 2<sup>nd</sup> by Board Member Deb Morris, vote was unanimous. Policy is effective today. Admin. Assist. to send to the billing agency for the District.

Break taken from: 1601-1611

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**Discussion/Information and Action:** proceeded regarding possible executive session for personnel matter-misconduct of an employee per (A.R.S. §38-431.03 (A)(1) (No voting will take place) Board Clerk Deb Morris called Board Chairman John France via telephone for the Executive Session. The employee this item was pertaining to did not state they wanted this item in public meeting per the letter given to her for this meeting nor is this employee present to state their intent for this to be public. Chief Wisner asked the Board who they wanted to be present for the Executive Session, they stated both Chief Wisner and Chief Cline should be present, and Board Member Deb Morris asked for Admin. Assist. Stormi Ewing be present. All others felt this was not necessary for the entire session. Admin. Assist. Stormi Ewing stated she didn't feel it was necessary either and that she would still be able to do the minutes without being a part of the executive session and it was the Board's decision if they still wanted it to be an executive session. After a motion was made to enter executive session by Board Member John France and 2<sup>nd</sup> by Board Member Deb Morris at 1612. Minutes of Executive Session are CONFIDENTIAL to the public. A motion to enter back into regular session was made by Board Member Keli Smith and 2<sup>nd</sup> by Board Member John France at 1724. Regular session resumed at 1725 and discussion ensued on what to do with the employee regarding this item. A motion was made to have Chief Wisner move forward regarding this employee's misconduct and regarding disciplinary action to follow District policy and supporting information he has, by Board Member John France and 2<sup>nd</sup> 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 Deb Morris and 2<sup>nd</sup> by Board Member Robert Cooper and was unanimously adopted, the meeting adjourned at 1728 hours.