

MINUTES OF TONTO BASIN FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Regular Session
January 18, 2024

Call to Order: This 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 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, Board Member Clifford “Cliff” Metz, and Board Member Keli Smith.

Also Present: Chief James Stoltenberg.

Administrative Assistant Stormi Ewing and Ben Archer-Clowes “Ben” with James Vincent Group (JVG) participated via Teams.

Firefighters Ilyas Sekendari and Garrett Stallings attended the meeting through the Awards and Recognition portion of the meeting and then left to deal with an emergency call.

Awards & Recognition: Chief James Stoltenberg read a letter of recognition from a community member, Caroline Greg, recognizing Brandi Morris, Ilyas Sekandari, and Garrett Stallings for their assistance on installing smoke detectors at her home.

Reading and Approval of the December 21, 2023 Meeting Minutes: Following the review of the prior regular meeting minutes on December 21, 2023, a motion to approve the minutes was duly made by Board Member Cliff Metz and seconded by Board Member Deb Morris. Meeting minutes were unanimously approved and adopted.

Reports and Correspondence: The Chief’s Report, as distributed at this meeting, was presented by Chief Stoltenberg. Discussions ensued on the items as presented. Ben presented the financial reports with the following ending balances as of 12/31/2023:

National Bank:	\$ 29,675.58
Warrant Account:	\$ 554,671.59
Capital Reserve Account:	\$ 336,004.95

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

Call to the Public None

Discussion/Information and Action: proceeded regarding the Election of Officers for the Tonto Basin Fire District (Tbfd) Governing Board. Board Member Cliff Metz made a motion that the Governing Board Officers maintain the status quo with Board Member John France as Chairman, Board Member Deb Morris as Clerk and Board Member Robert Cooper as Secretary/Treasurer. The motion was seconded by Board Member Deb Morris. The vote to maintain the status quo for the Governing Board Officers was unanimous.

Discussion/Information and Action: proceeded regarding approval of the Declaration Letter to Chase Bank for the 2024 Line of Credit for the Warrant Account with Gila County as presented by Chief James Stoltenberg. The Declaration Letter allows for a Line of Credit not to exceed \$10 million. Following discussion on the Declaration Letter between Tbfd and Chase Bank a motion was made by Board Member John France to authorize Chief James Stoltenberg to sign the

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Declaration Letter and have the Letter notarized on behalf of the Fire District. The motion was seconded by Board Member Deb Morris. The vote to authorize the Chief to sign the Declaration Letter on behalf of the Fire District was unanimous.

Discussion/Information and Action: proceeded regarding Review of the new Tonto Basin Fire District (TBFD) Financial Policy and Procedures as presented by Chief James Stoltenberg. During discussions on the Financial Policy and Procedures it was requested that the Board review the policy and provide recommended modifications so that it can be reviewed and approved during the next Board meeting. There were also discussions on modifying the Purchase Limits for the Chief and the financial limits requiring competitive bidding. Chief Stoltenberg was requested to make the discussed modifications to the document for review during the February Board meeting. The review and approval for the TBFD Financial Policy and Procedures will be tabled until the February TBFD Board Meeting

Discussion/Information and Action: proceeded regarding Review and Approval of the revised Tonto Basin Fire District (TBFD) Mission, Vision, and Core Values as presented by Chief James Stoltenberg. The Chief did solicit input from the employees of the TBFD on the draft Mission, Vision, and Core Values and had 6 responses to his inquiry with 2 recommended changes. During Board Member discussions on the Mission, Vision, and Core Values there were 2 modifications recommended to the document. Following these discussions, a motion was made by Board Member John France to approve the revised TBFD Mission, Vision, and Core Values with the Board recommended modifications. It was seconded by Board Member Deb Morris. The vote to approve the revised Mission, Vision, and Core Values was unanimous.

Discussion/Information and Action: proceeded regarding a discussion on the key points that were taken during the January 10 & 11, 2024 Arizona Fire District (AFDA) Conference. The conference was attended by Chief James Stoltenberg and Board Member Robert Cooper. No actions were taken on this discussion.

Call to the Public: Board Member Deb Morris recognized Chief James Stoltenberg for representing the TBFD at the AFDA meeting.

Adjournment: There being no further business to come before the Board a motion to adjourn the meeting was made by Board Member John France and seconded by Board Member Keli Smith. The vote to adjourn was unanimously adopted and the meeting adjourned at 1658 hours.