



# Ponderosa Fire District (PFD) Governing Board

## Regular Board Meeting Minutes Thursday, June 20, 2019

At location PFD Station #81  
1511 N. Spring Valley Rd., Parks, AZ 86018

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### Handout 5.a.

1. **CALL TO ORDER/ROLL CALL** – Chairman Marina Mitchell called the regular board meeting to order at 6:00 pm.

Present –

Marina Mitchell, Board Chairman  
Carey McDonald, Vice-Chairman  
Ryan McKay, Clerk  
Julie Mabry, Member  
Mark Christian, Member

Lee Antonides, Fire Chief  
Kristy Seifert, Office Manager

2. **PLEDGE OF ALLEGIANCE** – Lead by Chairman Mitchell.
3. **INTRODUCTION OR PRESENTATIONS** – None
4. **CALL TO THE PUBLIC** – None
5. **APPROVAL OF MINUTES** -
  - a. **Approval of regular board meeting minutes for Thursday, May 16, 2019.** – Stand approved as written.
6. **FINANCIAL REPORTS** -
  - a. **Discussion and possible action regarding financial reports ending May 31, 2019.** (*Paul Fox, CPA*)  
Discussion: Chief Antonides stated that Kevin informed him that he would not be able to attend this meeting but that Mr. Paul Fox would present the financials to the Board in his stead.

Paul Fox, CPA with Stephens and company introduced himself to the parks residents in attendance and briefed the board members of the monthly financials ending May 31, 2019. Mr. Fox explained that different government entities show their financials in different ways by setting up different funds and he wanted to explain the funds that Ponderosa Fire District displays in their financials. Mr. Fox stated that the department has a General Fund and two types of Capital Project funds. He explained that the reason the department has a distinct Station 82 Capital fund is to differentiate the funds that have been paid to the district by the Capstone development in accordance with the development agreement with the Ponderosa Fire District, which states that those funds can only be allocated to Station 82 capital improvements and a community room for the Bellemont residents.

Mr. Fox stated that the statement of net assets shows 840k in the general fund, 175k in the capital fund and 146k in the Station 82 capital fund, for a total of 1.1 million budget at the end of May 2019. He stated the department doesn't usually show a lot of activity in the capital projects funds and there was the change in net assets of approximately 38,000 which is typical for the month of May.

Mr. Fox showed the projections of the funds as compared to the year to date budgeted amounts and explained that it is a tool the board can use to help stay on track.

**Action:** Vice-Chairman moved to approve item 6.a. regarding financial reports ending May 31, 2019. Clerk McKay seconded the motion. Vote was unanimous.

Chief Antonides asked if the Board would like Mr. Fox to explain the needed transfer of funds regarding item 10.a. and move this item up in discussion since Mr. Fox is here at this time. The Board agreed and Mr. Fox stated he was happy to do that.

**Regarding New Business Item 10.a. – Discussion and possible action regarding transfer of \$89,182.00 (FY18-19 owed to district capital fund) from the General fund to the Capital fund. (Chief Antonides)**

**Discussion:** Mr. Fox stated that regarding item 10.a. you can see on the statement of net assets that there is an amount that says “due to / from other funds”. What this means is that there was an amount that was used for operations that was borrowed from the capital fund. The department needs to keep this capital fund balance at 175,000 so at the end of the fiscal year the department needs to transfer the amount that is due to that capital fund. This is so the audited financials for the department doesn’t have to show a due to or due from and helps keep things organized.

**Action:** Member Mabry moved to approve item 10.a. regarding the transfer of \$89,182.00 from the General Fund to the Capital Fund. Clerk McKay seconded the motion. Motion passed unanimously.

## 7. PUBLIC HEARING - BUDGET

### a. Public Hearing and Consideration regarding proposed Fiscal Year 2019-2020 Budget and One Year PFD Strategic Plan. (Chief Antonides) – Handout 7.a.

**Discussion:** Chief Antonides stated that per Arizona statute the proposed fiscal year 2019-2020 budget and one-year PFD strategic plan have been posted for the 30-day public review and has held two public hearings regarding the matter. There being no public comment submitted for the record the board may now vote on the matter.

**Action:** Clerk McKay moved to approve item 7.a. regarding proposed Fiscal Year 2019-2020 Budget and One Year PFD Strategic Plan. Vice-Chairman McDonald seconded the motion. Motion passed unanimously.

### b. Discussion and possible action regarding adoption of Fiscal Year 2019-2020 Budget and One-Year Strategic Plan. (Chief Antonides)

**Discussion:** Chief Antonides stated that the Strategic Plan that we did this year addresses the improvements that we want to do to the Stations and some equipment purchases and the allocation of the capital funds from Capstone to start some of the construction at Station 82.

**Action:** Clerk McKay moved to approve item 7.b. specifically regarding adoption of Fiscal Year 2019-2020 Budget and One-Year Strategic Plan. Member Mabry seconded the motion. Motion passed unanimously.

## 8. OLD BUSINESS –

### a. Discussion and possible action regarding the final PFD Board Opinion Letter to County

**Board of Supervisors. (Vice-Chairman McDonald)**

Discussion: Clerk McKay explained that the board wrote a letter to the County Board of Supervisors stating that the Board thinks there are some issues with the proposed traffic circle as its being proposed. Mr. McKay clarified that there is not a way to change the traffic plans as they are already set but that the board wanted to make sure their concerns were on record with the County as they do not feel the plans will adequately address the future traffic needs or emergency egress needs of the community.

Mr. McDonald stated that at a minimum the PFD Governing Board should go on record having stated their concerns with safety, traffic congestion and flow. Member Mabry, Clerk McKay and Chairman Mitchell agreed that they are all concerned with the small size of the round-about, lack of infrastructure and traffic flow during construction and there-after.

Chief Antonides and Member Christian explained that it may be a conflict of interest for Member Christian so he would not be signing the letter.

Action: Vice-Chairman McDonald moved to approve and sign the final Opinion Letter of Concern to the Coconino County Board of Supervisors. Clerk McKay seconded the motion; Motion passed with four members of the Board. Member Mark Christian abstained from vote due to conflict of interest.

**9. CHIEF'S SUMMARY AND REPORTS –**

**a. Annual number of calls to-date and incident reports (response update). Handout 9.a. (Chief Antonides)**

Discussion: Chief Antonides stated year to date we had 141 requests for service, which was down 15 from last year at this time. Since the last board meeting, we have run 33 calls and it has been a busy month for the department. Significant calls to note were of a locomotive call near Camping World on the 17<sup>th</sup> of May. On the 14<sup>th</sup> of June, there was the semi roll-over accident where the extrication was one of the more technical kinds that Captain Whiting and Lieutenant Thorp were on call that evening. The cab came off of the frame of the truck and was pointed up in the air and upside down and the passengers were buried in the sleeper, so it was approximately an hour to hour and half to get them out.

Captain Whiting stated that it took the crew about 45 minutes to extricate as it was difficult to find the passengers at first due to the cab being upside down and backwards. Thanks to Engineer Thorp that came up with an idea and they ran with that and got the patients out. Patients survived and are recovering.

Office Manager Seifert stated that she received a very grateful phone call from their son who expressed his gratitude and relief and said, "Thank you very much for saving my parents". The son stated that his parents are broken and bruised but recovering and he is grateful for that.

Chief Antonides stated the department had their first wildland fire of the season on the 17<sup>th</sup> over near the Deer Farm area and it was about half an acre. There was a gentleman burning trash and it got away from him. Chief Antonides stated there was no update on the various committees but he did want to note that Colonel Garcia from Camp Navajo called him last month and asked Chief to tentatively provide a proposal to provide emergency response to the base. He explained that it was a general conversation about possibly providing a proposal for that. Chief Antonides stated that he worked with Vice-Chairman McDonald on some ideas and thoughts regarding a tentative proposal and Chief is currently working on a cost breakdown of what that might potentially cost to provide that. It is not a for sure thing and Chief thinks they are currently

seeking to know if it would be cheaper for our department to provide that service than for their existing fire department. There have been concerns expressed that if someone contracts out that service then Camp Navajo firefighters could potentially be out of a job. There are a lot of politics involved and what their department is doing right now as the State is reevaluating it is tentatively creating a scope of work as to what that contract would look like and that will have to go out for open bid so that it wouldn't just be Ponderosa that could bid for it, anybody could put a bid in for the contract. Chief feels that this is just a fact-finding mission from the Base Commander and the State. Chief Antonides stated that obviously a contract for service would be lucrative for Ponderosa to staff more people but it depends on how it breaks out and to say a year out would be quite conservative of a time frame for that.

Chief Antonides gave an update on grants and stated that the department did receive the new HVR 19-303 Hazardous Vegetation Reduction grant and Chief just needs permission from the board to sign off on that and the department can get started on that immediately. This is 100% grant and the department would be reimbursed for all costs on the grant. This is on the agenda as item 10.d. but he wanted to bring it up in his Chiefs report as well. Barring any questions Chief concluded his report.

Vice-Chairman McDonald asked Chief about the Naval Observatory contract. Chief Antonides stated that he received the contract back from the County Attorney and they discussed some language and turned it around back to the Naval Region San Diego and the contract is on its fourth revision at this point. Chief stated he reached out to them today but did not connect and feels that they are very close to being done with the revisions and to the point of final contract. Chief Antonides stated for the audience that the Naval Observatory over by A1 Mountain requested contract for emergency response services from the department for them so the department is in the process of negotiating a contract for that.

The Ponderosa Fire District Board Members were satisfied with the Chief's Report and had no other questions. The Chief's Report is also available to the district board and the public for review at the board meetings and thereafter.

#### **10. NEW BUSINESS -**

- a. Discussion and possible action regarding transfer of \$89,182.00 (FY18-19 owed to district capital fund) from the General fund to the Capital fund. (Chief Antonides)**

Discussion: This item was moved up on the agenda and discussed in item 6.a. in the financial reports.

Action: Member Mabry moved to approve item 10.a. regarding the transfer of \$89,182.00 from the General Fund to the Capital Fund. Clerk McKay seconded the motion. Motion passed unanimously.

- b. Discussion and possible action regarding renewal of 7710 workers compensation insurance and resolution. (Chief Antonides) – Handout 10.b.**

Discussion: Office Manager Seifert stated that the only change to the usual resolution was that the Statute changed. It used to be 23-901.06(d), which said that the department needed to call out what the minimum compensation for volunteers would be for the purposes of workers compensation insurance. Mrs. Seifert stated that the statute 23-901.06 currently calls out the minimum amount for computing compensation benefits and premium payments shall be four hundred dollars per month. This is the usual resolution the board signs to go along with the renewal of workers compensation coverage. The quote received for coverage is lower this year than what the department received last year reflecting a lower premium due to low to no claims

being submitted from the department.

Mrs. Seifert stated that the department track record for no claims has started over due to the incident a few weeks ago regarding one of the fuels crew members shoving a metal file into his hand while sharpening the teeth of a chain saw. The claim paperwork was submitted on time without hiccups and the fuels crew member is already back to work with full release.

**Action:** Clerk McKay moved to approve item 10.b. regarding renewal of 7710 workers compensation insurance and resolution. Vice-Chairman McDonald seconded the motion. Motion passed unanimously.

**c. Discussion and possible action of proposed PFD Fee Schedule. (Chief Antonides)**

**Discussion:** Chief Antonides stated that this is a new replacement to the fee schedule that Chief Hudman had worked on and approved in 2016. Chief Antonides stated that some adjustments to base rates of service were needed to address the increasing costs of operation and so they looked at the national average of cost increases around the country for fuel and maintenance and they adjusted it up about 7% based on the national average. That was the only thing or parts of service that the department was able to bill for or charged for in the past due to the adoption of the fire code that was done by Chief Sahara in 2015. In renewing and updating the agreement with the State Fire Marshal, the department is now able to charge for different types of permits and new construction because there is a lot of time involved with plans reading, site visits and inspections. Chief Antonides put together a cost breakdown of different types of permits that the department may receive a request for, within the district. These permit charges would only be within the fire district and not the response area as our delegation agreement with the State is specifically for our fire district. Chief Antonides stated he compared prices with other districts in our area and stated that the new proposed fee schedule is significantly lower in cost than other neighboring districts because he could not justify why their costs were so high and he could only justify his own costs at this time.

Chief Antonides stated that he sent the proposed fee schedule to the Deputy County Attorney and he said that he didn't see anything that was alarming to him with exception that he thought our fees were quite low compared to other districts he had seen. Chief Antonides stated that he sent the proposed fee schedule to the State Fire Marshal's office and they were surprised as well that we were charging as little as we were but again Chief stated he can't justify what others are charging only what he is proposing.

Chief Antonides stated that this proposal needs to be posted for 30-day public hearing and review and requested that the board review the proposal and possibly approve the new fee schedule by the August regular board meeting to go in place by September 1<sup>st</sup>.

Vice-Chairman McDonald asked if most of the inspections and work falls on the Chief because he is the only one with the credentials to perform the inspections. Chief Antonides stated that until he can get more people trained, yes. He stated that he reached out and talked with Highlands Fire Chief and they have a Fire Inspector that they said would be willing to help us out if Chief starts getting bogged down. Chief Antonides stated that they would just charge us whatever our fee was so we would simply reimburse them for the work.

Vice-Chairman McDonald stated that he is looking to recover the cost of Chief's time. The district is paying the Chief at a certain rate and these fees are not above and beyond that.

Chief Antonides stated that this could potentially take away from some of my other duties but he

feels that with the projected growth that he can manage but if not that he would ask for help. Vice-Chairman McDonald stated that he understands Chief would ask for help but that he does not feel the district is recovering the cost for Chief's time. Vice-Chairman McDonald stated that he feels the fees proposed are too low especially if the department is providing a service above and beyond what is normal for the responsibilities of the district all be it a good service that is good for the community.

Chief Antonides stated that some of the staff has expressed interest in being involved with becoming an inspector and eventually if the community continues with the growth and we can potentially have or hire an inspector after we have filled the trucks and that this is the direction he would like to go. Chief Antonides stated that he does feel we would break even on this and we can take a look at this again in a year or so and make adjustments as necessary. Chief stated that we needed to start somewhere and he didn't want to chase developers away with sticker shock. He stated that if the board chooses, they can table the item at this time and he and Vice-Chairman McDonald can work on the proposal in greater detail.

**Action:** Clerk McKay moved to table item 10.c. until the next board meeting. Member Mabry seconded the motion. Motion passed unanimously.

**d. Discussion and possible action of Hazardous Vegetation Reduction Grant HVR-19-303. (Chief Antonides)**

**Discussion:** Chief Antonides stated that this was the grant he mentioned in his Chiefs report and it's a new type of grant that the State is doing. This is the first grant that the department is doing that is a 100% grant. It is approximately 53+ acres and all Chief needs is the board approval to move forward with it.

**Action:** Member Mabry moved to approve item 10.d. regarding Hazardous Vegetation Reduction Grant HVR 19-303. Clerk McKay seconded the motion. Motion passed unanimously.

**e. Discussion and possible action regarding memorandum of agreement between Ponderosa Fire District and the Naval Observatory. (Chief Antonides)**

**Discussion:** Chief Antonides stated that we discussed it during the Chiefs report. No action needed at this time.

**Action:** None taken.

**f. Discussion and possible action of PFD wildland tracking spreadsheet. (Vice-Chairman McDonald)**

**Discussion:** Vice-Chairman McDonald stated that when the district provides equipment or personnel for wildland assignments, the board is trying to get an understanding of what the actual costs are to the department. The board wants to make better management decisions regarding maintenance etc., and where funding should be directed. The board has wrestled with a way to determine the operating costs while the crews are out on a wildland assignment. Currently the department has been operating with an assumption that 20% of the apparatus revenue is enough to cover the cost of operating and maintaining the equipment while out on a wildland assignment.

Vice-Chairman McDonald stated that the 20% came from what one of the Phoenix Fire Departments based their work on and what they came up with but PFD would like to come up with their own method for determining the cost recovery. Vice-Chairman McDonald stated that one of the ways the department could approach it is by cost per mile in different categories. For instance regarding tires on the type 3 you can divide the cost of replacing those tires by the

number of miles put on it during a particular wildland assignment and that should give you the cost per mile. Mr. McDonald stated that if the department can track their miles at the start and end of their wildland assignment then the department can work out the cost per mile and hopefully obtain a more accurate indication of the expenses on the wildland assignments.

Chief Antonides stated that he was hoping to gather thoughts and ideas from the board as to what they would like specifically regarding the wildland spreadsheet and then he, the finance manager, Carl and Vice-Chairman McDonald can meet to discuss ways to track that and capture those expenses.

Vice-Chairman McDonald stated that there were two points to make that for one this does not truly fall into our general accounting requirements and for two, that in terms of the board's decisions on what they would support for wildland assignments, he feels that there should be a cost recorded. Vice-Chairman McDonald stated that the real task is to take the current books and records and getting the detail from there so we are not spending a lot of time and money trying to figure this all out. He stated that if the accountant can track the dollars and the wildland crew can track the miles then hopefully this can be worked out with minimal additional cost.

Chief Antonides stated that if the board members can email him their ideas and additional thoughts with what they would like to see on this tracking form then in a few weeks he will set up a meeting with the staff and they can start working on something to get implemented fairly soon.

Captain Carl Whiting stated that he will start tracking their mileage when they leave for an assignment and mark it on his books when they are finished with an assignment and he will be able to turn that into our finance manager when they return from an assignment.

Chief Antonides stated to start tracking it by the particular fire assignment. Captain Whiting said that they would do so.

Member Mark Christian asked if the forms the department is currently using the same forms that the state or federal agencies are already using or some other type.

Chief Antonides stated that they are not based off any particular form at this time and if there is anything specific the board would like to have on the spreadsheet to email their suggestions to Chief and he will get with staff to work something out.

**Action:** None taken.

**g. Discussion and possible action regarding Fire Chief Evaluation. (Chief Antonides)**

**Discussion:** Vice-Chairman McDonald asked Chief Antonides if he received all the members' evaluations.

Office Manager Seifert stated that staff had received all but one at this time.

Member Christian stated that he still has a question regarding the evaluation form and the list of core competencies that the evaluation form asks to be evaluated and the job description that he's seen does not list the competencies in the description that are required of the Chief.

Chief Antonides stated that it is entirely up to the board as to how they want to handle that and whether they want add their own or omit that portion from the evaluation entirely.

Vice-Chairman McDonald asked Office Manager Seifert if there is a job description on file for the Chief.

Office Manager Seifert stated the only job description that is on file at this time was not officially approved by the board and Chief Lee was not given a description or contract when he began full time employment.

Chief Antonides stated that during the time of the transition there were discussions of updating it and the final draft has yet to be brought before the board.

Office Manager Seifert stated that she would send the current draft of the Chief job description to the members of the board and if the members would return their suggestions and thoughts back to her then she would work on a final draft for the board's approval at the next regular board meeting.

**Action:** Vice-Chairman McDonald moved to table item 10.g. regarding Fire Chief Evaluation until the board members have reviewed the current chief job description and make any desired changes. Clerk McKay seconded the motion; Motion passed unanimously.

**h. Discussion and possible action regarding new proposed regular meeting schedule of the PFD Governing Board. (Chief Antonides) - Handout 10.h.**

**Discussion:** Chief Antonides stated that the administration is requesting if the board would be willing to move the regular scheduled meetings to Tuesdays from Thursdays and the reason is due to the delays and challenge of getting everything out before the weekend, such as minutes and payables.

Vice-Chairman McDonald stated that he would not be able to attend a meeting on Tuesday as that is when he is out of town on a regular basis and would have to retire from his regular job but that he is back in town late on Wednesday evening.

Clerk McKay stated that as long as the meeting is at 6pm that he could attend and members Mabry and Christian stated that it didn't matter either way to them.

Chairman Mitchell stated that she preferred that all members were able to physically attend the meetings.

Chief Antonides stated that if it is easier to leave the schedule as it is, and then the administration will do their best to work around that.

**Action:** No action as the board will keep the original approved meeting schedule.

**i. Discussion and possible action regarding PFD website and scheduling of Flagstaff I.T. presentation to the PFD Board. (Chief Antonides)**

**Discussion:** Chief Antonides stated that as discussed over the past couple board meetings and that staff met with Flagstaff I.T. regarding redoing the department information technology infrastructure and reworking our website. He stated that they can update the department to comply with statutory requirements of privacy and HIPPA as well as making our I.T. infrastructure more dependable. Chief Antonides stated that they had a very good meeting for approximately an hour at their location and they provided staff with a very good proposal and they expressed that if the board would like to meet with them they would be happy to give a presentation at their next board meeting.



Chief Antonides stated that we are in the process of obtaining our new internet but waiting on CenturyLink and the completion of their project build out but that the new internet should be up and running in the next few months. Chief Antonides stated that we have the proposal from Flagstaff I.T. for the boards review and if they like what they see and if they want to meet with them, staff can schedule them at the next board meeting. Chief Antonides stated that the PFD website would be updated by a subcontractor of Flag I.T. and we are waiting for their proposal for that. The initial estimates are approximately \$2,500 dollars and be utilizing a template they already have that would save the department a few hundred dollars.

Vice-Chairman McDonald asked if there was an electronic version of the proposal. Chief Antonides stated that he could ask Brian with Flag I.T. if there was but their preference would be to give the presentation so they are available to answer any questions as they come up. If the board would like Flagstaff I.T. to present their proposal then staff can add them to the July agenda. The board agreed to add them to the July agenda.

**Action:** Clerk McKay moved to invite to Flag I.T. to present at the next regular board meeting. Member Mabry seconded the motion and the board agreed unanimously.

**j. Discussion and possible action regarding AFDA Conference occurring July 8-12, 2019 and attendance. (Chief Antonides)**

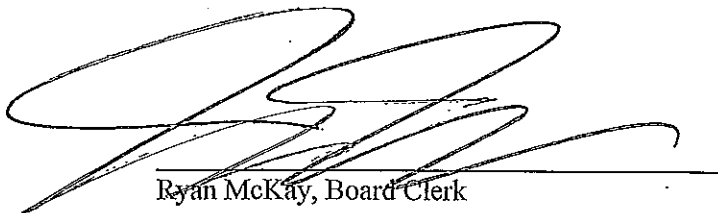
**Discussion:** Office Manager Seifert stated that she talked with the AFDA Administration staff to confirm the board members have their certificates of completion for the statutory required training and received confirmation for four of the PFD Board Members. Mrs. Seifert stated that she would be ordering the correspondence course materials for completing the statutory training requirement for the remaining board member to complete. Mrs. Seifert stated that the correspondence course materials cost \$50.00 dollars per session subject and there are four required subjects so the total cost comes to \$200.00 dollars and she has a check request currently submitted for that.

Chief Antonides stated that if any of the board members would like to attend the AFDA conference and obtain any of their trainings that they are encouraged to do that.

**Action:** No action taken.

**11. EXECUTIVE SESSION – None.**

**12. ADJOURNMENT –** There being no further business to discuss and by motion of Clerk McKay, seconded by Vice-Chairman McDonald, the regular session of the Ponderosa Fire District Board of Directors held on June 20, 2019, adjourned at 7:10 p.m.



Ryan McKay, Board Clerk

