



Ponderosa Fire District (PFD) Governing Board

Regular Board Meeting Minutes Thursday, Aug 15, 2019

At location PFD Station #81
1511 Spring Valley Road, Parks, AZ 86018

Handout 5.a.

1. **CALL TO ORDER/ROLL CALL** – Chairman Marina Mitchell called the regular board meeting to order at 6:02 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. **Review of Regular Board Meeting Minutes for Thursday, July 18, 2019.** – Stand approved as written.
6. **FINANCIAL REPORTS** –
 - a. **Discussion and possible action regarding financial reports ending July 31, 2019.** (Paul Fox, CPA)

Discussion: Paul Fox, CPA with Stephens and company briefed the board members on the financial reports ending July 31, 2019, for the first part of the new fiscal year. For the benefit of the Board and the public in attendance, he explained the statement of net assets and showed the three fund types. Mr. Fox explained that the statement of net assets is similar to a balance sheet for a type of business and people tend to discuss the net cash to the district as that tends to be the life blood of the finances. He stated that the timing of revenue that comes into the district is twice per year with the property tax revenue and stated that the district should see a better inflow of cash come October. Mr. Fox explained that the overall cash is displayed or broken down into the three funds called general fund, capital fund, and the capital fund is further broken-down to the Station 82 capital fund as those funds come from the capstone development and specifically set aside for Station 82 improvements.

Mr. Fox stated there are some liabilities such as payroll, some pension PSPRS liabilities and there are also several notes that the fire district owes for apparatus but the district will have those paid off by next fiscal year. He explained the statement of activities that it basically displays what the district brought in for cash and expenses, such as payroll or personnel expenses and operations and other services or charges and depreciation as well. Mr. Fox asked if there were any questions of the board members regarding those two statements.

Mr. Fox explained the schedule of projected cash flows statement for the year and that it is good to talk about how they arrive at those numbers. He stated that they compare the difference between the projected cash flow column and the actual cash flow column by showing the difference in the remaining cash flow column. He stated that the fourth column showing the projected variances is the column to keep an eye on and to be aware of any major variances that show up but that currently nothing was standing out. Mr. Fox asked if there were any questions regarding the schedule of projected cash flows statement. The PFD Board was satisfied with Mr. Fox's presentation.

Chief Antonides stated for the board and the record that those numbers reflect what wildland wages have been paid out and that the statements have yet to show the wildland assignment reimbursements to come in. Mr. Fox agreed affirmatively that that was the case and the statements tend to look a little lean at this time of year.

Action: Clerk McKay moved to approve item 6.a. regarding financial reports ending July 31, 2019. Member Mabry seconded the motion. Vote was unanimous.

7. **OLD BUSINESS** - None

8. **CHIEF'S SUMMARY AND REPORTS** –

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

Discussion: Chief Antonides stated he would keep his report brief this evening and continued by stating that year to date the department has had 206 requests for service, which was down 24 from last year at this time. Since the last board meeting, the crews have run 40 calls so it has been a busy month again for the department. Significant call to note was the adventure that we all shared in Parks Tuesday of last week. Chief stated that there was a law enforcement situation with a resident shooting at things. It was a chaotic situation however the department was able to announce to the local residents that the Station 81 would be open as an emergency evacuation center. Chief Antonides stated that the crew's quarters became the regrouping area for the Sheriff's Deputies and SWAT teams as they were going back and forth with their staff and investigators. Chief Antonides stated that Sheriff Driscoll called him directly to express his gratitude for the prompt and exceptional job the PFD Crews did with setting things up and providing whatever was needed for the situation.

Chief Antonides stated that from a fire department standpoint the coordination of things went very well between the Sheriff's department, Lifeline as well as Guardian Air in the event that we would have to air evac any persons. Chief Antonides stated that he wanted to specifically relay to the PFD Board that Captain Humphrey was there along with Alec Chepeus and they performed an exceptional job given the chaotic circumstances that were at hand with not knowing if there were any more shooters or victims on scene.

Chief Antonides stated that we just had the Strategic Planning Committee meeting for the quarter and the committee is making some recommendations for minor adjustments to the strategic plan but just some typos and verbiage basically. Chief Antonides informed the Board that the department just received a new Fuels Crew Truck from State Forestry as it was one of their surplus vehicles and that PFD received the truck for free. He stated it was a very nice three-quarter ton Chevy truck that feels very nice to drive and with the recycling of emergency lights and decals the department is only into the truck for approximately \$140 dollars. Chief stated that the department has added a very suitable vehicle to their fleet for only \$140 dollars so far. Barring any questions Chief concluded his report.

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.

9. **NEW BUSINESS -**

a. **Discussion and possible action regarding approval of Flagstaff I.T. engagement letter. (Chief Antonides)**

Discussion: Chief Antonides stated that Brian had presented information to the board regarding his company at the last board meeting and this item is regarding the contract for their services. Chief Antonides stated that this has been discussed over the past couple board meetings and staff met with Flagstaff I.T. regarding the issues with our system, the potential risks and what they can provide the department in regard to that.

Clerk McKay stated that given the liabilities the department may face with HIPPA violations and the old systems the department has in place, I am definitely a proponent for it. Clerk McKay stated that it was his understanding that we basically have it budgeted for already and we have to have something in place and it would be foolish not to, especially if something were to happen.

Member Mabry stated that she is in agreement with Clerk McKay and Member Christian stated that he agreed as well. Mr. Christian stated that the department seems to be taking proactive steps to protect that data and information that your accountable for and to not have something in place that is solid and safe may potentially expose you to greater liability.

Chairman Mitchell stated that it is a necessary item. Vice-Chairman McDonald stated that he agreed with everyone's input however does not like the costs. Mr. McDonald stated that he agrees its necessary but feels the price is unreasonable for the level of service being provided to our department.

Action: Vice-Chairman moved to approve item 9.a. regarding Flagstaff I.T. engagement letter with Ponderosa Fire District. Member Christian seconded the motion. Motion passed unanimously.

10. **EXECUTIVE SESSION – None.**

11. **ADJOURNMENT –** There being no further business to discuss and by motion of Vice-Chairman McDonald, seconded by Clerk McKay, the regular session of the Ponderosa Fire District Board of Directors held on Aug 15, 2019, adjourned at 6:33 p.m.



Ryan McKay, Board Clerk