



Ponderosa Fire District (PFD) Governing Board

Regular Board Meeting Minutes Thursday, Oct 17, 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** – Chief Antonides introduced Mr. Wayne Marx, Fire Chief of Sherwood Forest Estates Fire District.
4. **CALL TO THE PUBLIC** – None
5. **APPROVAL OF MINUTES -**
 - a. **Review of Regular Board Meeting Minutes for Thursday, September 19, 2019.** – Stand approved as written.
6. **FINANCIAL REPORTS –**
 - a. **Discussion and possible action regarding financial reports ending September 30, 2019.**
(Kevin Stephens, Founder)

Discussion: Kevin Stephens, CPA and Founder of Stephens and company briefed the board members on the financial reports ending Sept 30, 2019, for the first quarter of the new fiscal year. Mr. Stephens stated that this is the dry period of the season and the Board can see on the statement of net assets there is a relatively low ending cash balance but the department liabilities are doing well. He stated that the timing of revenue that comes into the district is twice per year of property tax revenue and stated that the district should see a better inflow of cash come October and November. Mr. Stephens stated that if the Board looks at the one and three month comparison spreadsheet they would see the expenses are fairly typical for the month. The percentage of the budget is also typical for this first quarter ending report and show approximately being 25% through the budget.

Mr. Stephens stated that when you look at the projections of cash flow spreadsheet it will show a conservative approach with the basis of the budget being FDAT income and not budgeting for Out of Dist. and or potential wildland income. He stated that payroll is usually the most significant costs. He stated that you should see the revenue pick up in the next couple of months.

The PFD Board had no questions and was satisfied with Mr. Stephen's presentation.

Action: Member Mabry moved to accept and approve item 6.a. regarding financial reports ending September 30, 2019. Vice-Chairman McDonald 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 that he would like to welcome Chief Marx to our Board meeting. Chief Marx indicated to Chief Antonides that he would like to talk more about the IKRC and the creation of the mutual emergency response plan with the PFD Board.

Chief Marx stated he was happy to be here that evening. He stated that regarding the IKRC, he appreciated Chief Antonides and his advice during the time of creating the Emergency Response Plan. Chief Marx stated there were at least three thousand people that came to visit the temple and join in the grand opening festival. Chief Marx the action plan was very thorough and stated they set up a rescue unit and staged it on the property while the grand opening was occurring. The team the IKRC brought in has done this all over the world. IKRC has temples in Spain, U.K., Germany and a number in the United States. Chief Marx stated that he was informed by the IKRC that this was the most impressive safety action plan they have seen and ever experienced. Chief Marx stated that he and SFEFD greatly appreciate what Chief Antonides did with and for us by assisting with the Safety Action Plan.

Chief Marx stated that it was mentioned that PFD has a type 3 in California and that SFEFD has an extra Type 3 if we need assistance there. He stated that we at SFEFD truly appreciate the help from PFD. Chief Marx thanked the PFD Board.

Chief Antonides stated that every big incident or fire we have, SFEFD always show up to assist with mutual aide.

McKay asked what was all put together for IKRC.

Chief Antonides stated that it was an emergency action plan to basically cover if there was an emergency situation occurring such as a sick person with food poisoning or massive weather event through to an active shooter situation. Chief Antonides stated that we formulated the plan with multiple agencies such as Highlands, SFEFD, Williams FD & PD, Lifeline, Guarding, CCSO, ADOT, DPS, FBI, and Coconino Emergency Management. He stated that he worked with Chief Foreman and Chief Marx to put together the comprehensive plan.

Member Christian stated that it was a good plan that was an adaptive plan to respond to multiple types of emergencies and it's always the right idea to have a plan in place.

Chief Antonides stated that year to date the department has had 286 requests for service, which was down 3 from last year at this time. Since the last board meeting, the crews have run 32 calls so it has been a busy month. He stated there were no significant calls to mention that were out of the ordinary. The department training this month is primarily medical training and in GFR they are performing down firefighter rescue.

Chief Antonides stated that the PFAC discussion was mainly regarding the upcoming AWIMA academy. He stated that the Parks Area Connection wanted to provide the department with a pre-paid visa debit card for miscellaneous items but Chief was not comfortable with that so he

recommended that the department can put small miscellaneous expenditures on the department cards and the PAC can chose what items they would like to reimburse the department for as donation. He stated that it was a very nice gesture and thanks PAC for their support. He stated that was all he had for updates regarding committees.

Chief Antonides stated that the Fuels Crew is still working on the HVR 19-303 grant which is the 100% grant that covers 53 acres in the Parks area and the crew has completed approximately 60% of that. Chief Antonides stated that there have been 2 subscriptions requested since the last board meeting that came to approximately \$1,258.01. He stated that the status of developments is fairly unchanged. He stated that Capstone is underway for Phase IV with construction on subgrade, underground utilities and road construction has started. They have paid for are 74% of homes from phase III.

Chief Antonides stated that the contract for NOFS is currently at contracting for final approval and should be any day for us to receive that and bring it to the Board for approval. Chief Antonides stated that he has received two proposals for the design and buildout of Station 82 addition. He stated that one proposal is from Loven and one is from BEC and from what Chief could tell that there is a \$122,000 dollar difference between both proposals. Chief Antonides stated that he has meetings scheduled with each company to discuss what may have caused the difference or what that entails.

Chief Antonides asked the Board members which one of them was interested in sitting in with the committee to review the proposals.

Member Christian stated that he was interested in sitting in with the committee. Chief Antonides stated that he would let Member Christian know the date and time when the committee will get together.

Chief Antonides stated he sent out an email regarding the Department Christmas party that would be held on Dec 8th at 4pm at station 82. Chief Antonides asked the Board to confirm who would be attending so that staff can post notice of quorum if necessary.

Vice-Chairman McDonald asked how the contractors want to get paid.

Chief Antonides stated that once a contractor is selected, they will be invited to the board meeting to present their information and meet the Board Members or there is the option for a special board meeting for this purpose and the Board can discuss things with the contractor and plans for payment.

Member Christian asked if they could look at sample contracts for comparison purposes and stated that it might help guide the Board Members.

Chief Antonides stated that the Board Members can discuss that with the committee and compare with how the process went with Highlands as they just went through this same process with their expansion project.

Chief Antonides showed the Board Members the statistics of the service calls for the last month and the previous year and the comparison between each station as well as whether we provided or received mutual aide.

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 Camp Navajo Frequencies. (Chief Antonides)

Discussion: Chief Antonides stated that almost a year ago we talked about buying the license for frequencies so the department can lease. He stated that the Board had already approved this and he was simply reminding the Board that the department would be paying for the license soon and did not want to surprise the Board. Chief Antonides stated that Camp Navajo will reimburse PFD for their use of our frequencies and renew their lease every couple years or so. He stated that it is a \$1500 initial payment from PFD and only approximately \$270 dollars to renew every couple years. If Camp Navajo decides not to renew at any particular time, the department will still have those frequencies to utilize or lease out or give up but he cautioned them that giving up VHF frequencies is not advisable.

There was no other discussion or questions.

Action: No Action needed or taken.

b. Discussion and possible action regarding notice of possible Quorum of PFD Board Members at the community meeting on November 14, 2019, hosted by Matt Ryan, Coconino County Supervisor. (Chief Antonides)

Discussion: Chief Antonides stated that at prior meetings there were discussions regarding asking County Supervisor Matt Ryan to come out and visit. Chief Antonides stated that Supervisor Ryan is in Phoenix the third Thursday of every month which is the same day as our regular board meetings. Chief Antonides stated that the Board and County agreed to have a special meeting and the County Public Works department would attend and have a community meeting at the same time to answer questions regarding the round-about. The Board indicated they would like to be able to ask or answer questions during the community meeting.

Vice-Chairman McDonald stated that if the Board is there, it is still a "meeting" and asked who would be running the meeting.

Chief Antonides stated that it would be the County Supervisors office and that we would post notice of a quorum if three or more Board members attend and it would most likely be run the same as a town hall meeting.

Member Christian stated that he would be out of town during that time and would not be attending and would try to call in for the PFD Board regularly scheduled meeting.

Chief Antonides stated that Member Christian has the option to ask for an excused absence and or call in to the meeting.

The Board Members indicated they would email Chief with their questions to forward to the County Board of Supervisors.

Action: No action needed or taken.

c. Discussion and possible action regarding rescheduling the January 16, 2019, Regular Board Meeting due to conflict of schedule with January AFDA Conference. (Chief Antonides)

Discussion: Chief Antonides stated just like last January that there is a conflict with the annual

AFDA Conference and the regular scheduled board meeting. He proposed to move the meeting out one week so the results of the conference could be discussed at the Board meeting. The Board agreed. Chief Antonides asked if any of the Board Members would like to attend the Conference as he felt it was very beneficial to attend especially if any Board members have never been before.

Chairman Mitchell stated that you really should try to attend and see how things go and meet other vendors. It is beneficial and you will never forget it.

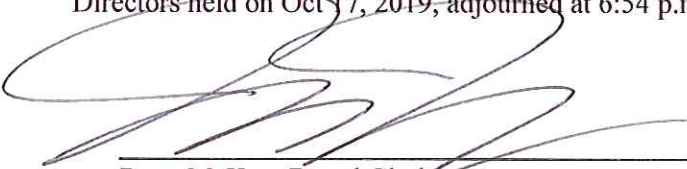
Chief Antonides stated that the department will pay for the registration, mileage, room and meals. He stated as a reminder that Alcohol is not paid for or covered by the department per policy but stated that you are welcome to bring your spouse but they will have to cover their own expenses.

There was no other discussion.

Action: Clerk McKay moved to approve item 9.c. regarding rescheduling the Jan 16, 2019 regular board meeting to Jan 23, 2019, same place and time, due to conflict with the AFDA Conference. Member Mabry 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 Oct 7, 2019, adjourned at 6:54 p.m.



Ryan McKay, Board Clerk

