



Ponderosa Fire District (PFD) Governing Board

Regular Board Meeting Minutes Thursday, March 19, 2020

At location PFD Station #82
11951 W. Shadow Mountain Drive, Bellemont, AZ 86015

Handout 5.a.

1. **CALL TO ORDER/ROLL CALL** – Clerk Ryan McKay called the regular board meeting to order at 6:15 pm.

Present: –

Carey McDonald, Vice-Chairperson
Ryan McKay, Clerk
Julie Mabry, Member
Mark Christian, Member

Absent: Excused by unanimous vote.

Marina Mitchell, Board Chairperson

Lee Antonides, Fire Chief

Kristy Seifert, Office Manager

Visitors:

Paul Fox, CPA with Stephens & Co.

2. **PLEDGE OF ALLEGIANCE** – Lead by Clerk McKay.
3. **INTRODUCTION OR PRESENTATIONS** –
 - a. **Presentation and Discussion regarding growth and tax revenue with Armando Ruiz, Assessor for Coconino County. - (Chief Antonides)**
Discussion: This item is tentatively rescheduled for May or June.
4. **CALL TO THE PUBLIC** – None
5. **APPROVAL OF MINUTES** –
 - a. **Review of Regular Board Meeting Minutes for Thursday, February 20, 2020.** – Stand approved with corrections as suggested by Vice-Chairperson McDonald.
6. **FINANCIAL REPORTS** –
 - a. **Discussion and possible action regarding financial reports ending February 29, 2020. (Paul Fox, CPA with Stephens & Company)**
Discussion: Paul Fox, CPA with Stephens and Company stated there was currently total net assets of approximately \$1.2 mil. Mr. Fox stated that the Statement of Activities shows a total of program expenses of 670k. He stated that approximately 32k came in revenue that was mostly from miscellaneous. Mr. Fox stated that the department had a change in their net assets by 34k. Mr. Fox stated that when looking at the projections of cash flow they are projecting the department will have some variances in salaries and wages.

Mr. Fox asked the Board if they had any additional questions for him. The PFD Board had no other questions.

Action: Member Mabry moved to accept and approve item 6.a. regarding financial reports ending February 29, 2020. Member Christian 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 year to date the department has received 54 requests for service, which was down 4 from last year at this time. He stated that since the last board meeting, the crews have run 26 calls.

Chief Antonides stated regarding ongoing maintenance that Engine 821 is at Bellemont Truck and receiving repairs. Chief Antonides explained there is still needed maintenance on the Chief 82 truck and diagnostics are still being performed.

- b. **Discussion and update regarding 2020-2021 fiscal year budget workshops.** *(Chief Antonides)*
Discussion: Chief Antonides stated that they held their first budget workshop on March 15th and was glad to see Member Christian participate. Chief Antonides explained that they went over the budget by line item and it was a successful workshop. Chief Antonides asked to have more board involvement and invited all members to attend the workshop.

Member Christian found the workshop to be very informative and he is looking forward to attending the next session. Chief Antonides asked which of the members are planning to attend or if he needs to have the Finance Manager present the draft budget at the next board meeting.

Vice-Chairperson McDonald asked for the draft budget to be sent out to board members. Member Christian and Clerk McKay stated they would like to attend the April 11th budget workshop. Chief Antonides stated that he would inform the Finance Manager to send out the draft budget and continue with the April 11th workshop.

There were no other questions or discussion regarding the Chief's report or budget workshops.

9. NEW BUSINESS -

- a. **Presentation and possible action of fiscal year 2018-2019 annual audit by Saunders Company, Ltd.** *(James Saunders, CPA)*

Discussion: Mr. Saunders presented the fiscal year 19 annual audit to the Board members. Mr. Saunders explained that the audit consists of two parts. One part is they look at the financial statements to make sure they're presented correctly, the second part being that they look at an audit is the underlying information that the district has and will support the information in the financial statements.

Mr. Saunders stated that in summary, they had no problems with the audit or with personnel. He stated that they found the district to be in good shape, they did not identify any deficiencies in internal control and all the information was correctly reported.

Action: Member Mabry moved to accept the fiscal year 2018-2019 annual audit presented by Saunders Company. Vice-Chairperson McDonald seconded the motion. Motion passed unanimously.

- b. **Discussion and possible action regarding contract between PFD and Loven Contracting.** *(Chief Antonides)*

Discussion: Chief Antonides stated that considering current events, he has not been able to discuss the contract with the County Attorney and recommends having the County Attorney continue looking over the contract but also suspend any potential decision until at least June 1st.

Clerk McKay agreed with Chief Antonides given the current economic situation and the district should pause until things settle down. Remaining board members agreed.

Action: No action taken.

c. Discussion and possible action regarding emergency funds in response to COVID-19 state of emergency. (Chief Antonides)

Discussion: Chief Antonides asked the Board for authorization to increase his purchasing allowance up to \$5,000 so he can purchase additional emergency medical equipment and personnel protective equipment. Chief Antonides stated that he does not foresee going near the max amount but would like to be prepared if necessary.

Clerk McKay agreed with Chief Antonides. Member Christian stated he feels it is the right thing to do because the time frames for arrival of supplies are extending and becoming difficult to obtain.

Action: Vice-Chairperson McDonald moved to approve item 9.c. regarding a \$2,500 increase to Chiefs allowed discretionary spending for a max of \$5,000 for purchasing emergency equipment. Member Christian seconded the motion. Motion passed unanimously.

d. Discussion and possible action regarding standard billing invoice and updating PFD Fee Schedule. (Chief Antonides)

Discussion: Chief Antonides explained that he had been working on this with Office Manager Seifert but with the COVID-19 situation unfolding rapidly, he asked to table this item until the next board meeting.

Action: No action taken.

e. Discussion and possible action regarding updating or implementing the following policies: (Office Manager Seifert)

a. 40.00 EMPLOYEE BENEFITS - 40.05 Earned Paid Sick Time

Discussion: Chief Antonides recommended that we do not make any policy changes at this time due to possible future mandates by the federal government regarding employers having to provide additional sick leave to employees due to COVID-19. Chief Antonides asked to table this item until further notice. Board members agreed to table the item.

Action: No action taken.

f. Discussion and possible action regarding FY-21 Budget. (Chief Antonides)

Discussion: Chief Antonides indicated that this was mostly discussed during his chief's report in item 8.b. that he is looking for more board participation with the budget workshops. The board members agreed.

Action: No action taken.

g. Discussion and possible action regarding Strategic Planning Committee. (Chief Antonides)

Discussion: Chief Antonides stated he would like to add more members to the committee to obtain a larger more well-rounded perspective. Chief Antonides asked for the committee to be made of two board members, two community members and two employees. Chief Antonides asked for a commitment from an additional board member if possible.

Member Christian stated he would volunteer to be on the committee. Vice-Chairperson McDonald indicated that would be a good idea and Member Mabry agreed as well.

Action: No action taken.

- h. **Discussion and update regarding Station 82 capital fund and status of lots paid.** (*Office Manager Seifert*)

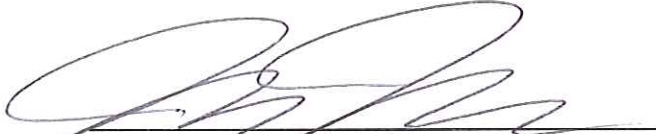
Discussion: Office Manager Seifert presented the board with a summary that tracks what lots have been paid up to this point as well as the lots the District is waiting to receive payment.

Vice-Chairperson McDonald asked to have a column to indicate anything that was spent out of the Station 82 capital fund. Office Manager Seifert stated that she will reflect that in the summary in the future.

Action: No action taken.

10. **EXECUTIVE SESSION** – None

11. **ADJOURNMENT** – There being no further business to discuss and by motion of Vice-Chairperson McDonald, seconded by Member Mabry, the regular session of the Ponderosa Fire District Board of Directors held on March 19, 2020, adjourned at 7:09 p.m.



Ryan McKay, Board Clerk