Handout 5.a.

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

Present:

Marina Mitchell, Chairperson

Mark Christian, Vice-Chairperson (Phone In)

Julie Mabry, Clerk (Phone In)

Ryan McKay, Member (Phone In)

Vacant, Member

Visitors:

Lee Antonides, Fire Chief Paul Fox, CPA with Stephens & Co.

Kristy Seifert, Office Manager Kurt Wildermuth

1. **PLEDGE OF ALLEGIANCE –** Lead by Chairperson Mitchell.
2. **INTRODUCTION OR PRESENTATIONS** – Chief Antonides introduced Kurt Wildermuth who was in attendance and an applicant for the vacant board seat.
3. **CALL TO THE PUBLIC** – None
4. **APPROVAL OF MINUTES -** 
   1. **Review of Regular Board Meeting Minutes for Thursday, April 16, 2020.** – Stand approved as written.
5. **FINANCIAL REPORTS –** 
   1. **Discussion and possible action regarding financial reports ending April 30, 2020.** *(Paul Fox, CPA with Stephens & Company)*

Discussion: Paul Fox, CPA with Stephens and company explained that the district is 85% through the current budget year and the general fund still owes the capital project fund the 100k. Mr. Fox stated that there was currently total net cash of approximately $664k. Mr. Fox stated that the Statement of Activities shows a total of program expense of 71k. He stated that approximately 186k came in revenue that was from property tax. Mr. Fox stated that when looking at the projections of cash flow that the one thing that is not showing is the anticipated grant revenue that is anticipated to come in by the end of the fiscal year of approximately 67k. They are projecting the department will have a total of collections of approximately $1,195,135.00 by end of the fiscal year. Mr. Fox asked the Board if they had any additional questions for him. The PFD Board had no other questions.

**Action**: Clerk Mabry moved to accept and approve item 6.a. regarding financial reports ending April 30, 2020. Vice-Chairperson Christian seconded the motion. Vote was unanimous.

1. **OLD BUSINESS** –
   1. **Discussion and update regarding Station 82 capital fund and status of lots paid.** *(Office Manager Seifert)*

Discussion: Office Manager Seifert stated the main Capital and Station 82 sub capital balance sheets were available in their packets and asked if everyone had a chance to review them. Office Manager Seifert stated that she included a summary of the lots paid to show the board which lots the department had received payment for and how many lots the department is waiting to receive payment. Chief Antonides stated that he reached out to John Sutherland and he has not replied at this time. Chief Antonides stated that there are only four lots left that do not have homes on them. The Board had no other questions.

**Action**: No action

* 1. **Discussion and update regarding current Out-of-District billing and historic billing project.** *(Office Manager Seifert)*

Discussion: Office Manager Seifert stated that a summary was included in the board packet to show the aging totals of billing and collections regarding the three-year billing project. Office Manager Seifert asked if the summary made sense and if the board had any questions.

Member McKay asked if we have started to see revenue or payment come in on some of the billings. Office Manager Seifert replied yes that two payments have come in for a couple billings. One from 2019 and 2020 and explained that it may take some time to see any of the older billings receive payment. There was no further discussion.

**Action**: No action.

* 1. **Discussion and possible action regarding amendment of managed services contract with Flagstaff I.T.** *(Office Manager Seifert)*

Discussion: Office Manager Seifert stated that PFD has been contracting with Flagstaff I.T. regarding computer, I.T. and protection services. She informed the board that an amendment is recommended in the contract to enable both parties to meet more in the middle regarding costs. Office Manager Seifert asked the board if staff should obtain an amended contract. The Board had no further questions and directed staff to obtain the revised contract based off the answers to the questions that were referenced.

**Action:** No action. The Board directed staff to request the amended contract from Flagstaff I.T.

1. **CHIEF’S SUMMARY AND REPORTS** –
   1. **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 96 requests for service, which was down 10 from last year at this time. Chief Antonides stated there were two significant incidents. The department provided mutual aide to Camp Navajo Fire Department with an approximate 5.5-acre wildland fire and responded to a medical call south of Camp Navajo on Forest Service 530 Rd to a report of a motorcycle into a tree.

Chief Antonides informed the board that the Shadow Mountain Drive widening is scheduled to start May 18th for 70-80 days and the roundabout construction is scheduled to start July 15th for approximately 4-5 months. Chief Antonides also stated that the total deposits since the last board meeting was $5,070.65 and of that $4,440.61 was from out-of-district billings. There were no other questions or discussion regarding the Chief’s report.

9. **NEW BUSINESS -**

**a.** **Discussion and possible action regarding application received for vacant board seat.** *(Office Manager Seifert)*

Discussion: Office Manager Seifert stated that an application to join the board has been submitted by Kurt Wildermuth and was in the board packet for consideration of appointment.

Member Christian asked Mr. Wildermuth what made him decide to come back to the Board. Mr. Wildermuth stated that he was interested in getting back to serving his community. Chief Antonides explained that Mr. Wildermuth has served on the PFD Board in the past and recently volunteered to be on the departments Station 82 expansion committee as well.

**Action:** Vice-Chairperson Christian moved to approve item 9.a and accept the application of Kurt Wildermuth and appoint him to the PFD Board of Directors. Clerk Mabry seconded the motion. Motion passed unanimously.

**b. Discussion and possible action regarding Invoice #20-066 Letter to the Board.** *(Office Manager Seifert)*

Discussion: Chief Antonides stated that this was an incident that happened last April on private property of a wildland fire due to welding. Member McKay asked how much the invoice was for. Chief Antonides stated that it was for $6,494.95.

Clerk Mabry asked if there was a payment plan, we could offer them. Chief Antonides stated that if the board wanted to recommend a payment plan that they would have to have an amortization schedule and timeline for them and have that reviewed by the County Attorney.

Member McKay asked who gets the bill? Chief Antonides stated that the bill goes to the property owner whether a family member or friend was at fault, it is ultimately the property owner’s responsibility. Clerk Mabry stated that she has the concern of starting a pattern and setting a precedent if they were to provide relief. Vice-Chairperson Christian stated he shares the same concern.

**Action:** Vice-Chairperson Christian moved to honor the invoice that was assigned regarding item 9.b. Member McKay seconded the motion. Motion passed unanimously.

1. **Discussion and possible action regarding Invoice #20-17-259 Letter to the Board.** *(Office Manager Seifert)*

Discussion: Chief Antonides stated that he was on this specific call out and can answer any questions the board might have. Vice-Chairperson Christian asked for some background information regarding this property. Chief Antonides stated that the department received the call from a 911 call at approximately 1AM and the crew has an obligation to respond accordingly. Chief Antonides stated that this is not the first time we have had to bill on this property. Chief Antonides explained that he has encouraged the owner to obtain a subscription for service and the owner continues to choose not to obtain one.

**Action:** Member McKay moved to honor the invoice that was assigned regarding item 9.c. Vice-Chairperson Christian seconded the motion. Motion passed unanimously.

1. **Discussion and possible action regarding Invoice #18-328 Letter to the Board.** *(Office Manager Seifert)*

Discussion: Office Manager Seifert stated that this was one of the original billed incidents back in January of 2019 for a motor vehicle accident. The customer has asked for an extended due date or some type of relief due to his lack of funds because of the COVID situation and how that has affected his cash flow. The Board had no other questions.

**Action:** Vice-Chairperson Christian moved to honor the invoice that was assigned regarding item 9.d. Member McKay seconded the motion. Motion passed unanimously.

1. **Discussion and possible action regarding possible extension of billing due dates because of the COVID-19 restrictions effecting personal finances.** *(Office Manager Seifert)*

Discussion: Chief Antonides stated that staff had discussions related to COVID-19 where billed customers that are out of work or under furloughed work conditions could have some type of relief. Chief Antonides stated that a couple options were mentioned and wanted to bring the topic to the board for discussion.

Office Manager Seifert stated that she has been receiving phone inquiries regarding billings and whether the department could provide some options for relief due to the COVID-19 economic environment. Office Manager Seifert stated that if the Board felt comfortable with staff providing some administrative approval of one or two relief options on a temporary basis that it might cut down on the number of letters requesting relief.

Vice-Chairperson Christian offered that we are in some extraordinary times and this would be a very human type of thing to do. Clerk Mabry stated that she experiences customers that really do try to pay even when things are tight and thinks something like this would be a good idea. Clerk Mabry suggested that possibly 90 days would be good and no longer than 120 days. Member McKay agreed.

Vice-Chairperson Christian suggested breaking it down to a specific time frame and specific amount for that time frame, such as an invoice that is less than $3k to pay within 90 days and if over $3k to pay within 120 days when prompted by a customer. Chief Antonides asked for clarification if this extension would be provided based off the initial billable date or upon date of request. Member McKay stated that it should be upon request. Vice-Chairperson Christian and Clerk Mabry agreed. There were no questions from the Board Members.

**Action**: Member McKay moved to approve item 9.e. to allow staff to extend due dates or equal payments only when requested by the billable party until further notice with the following options; When the invoice is $3,000 or less, can extend up to 90 days. When the invoice is over $3,000, can extend up to 120 days. Clerk Mabry seconded the motion. Motion passed unanimously.

1. **Discussion and possible action regarding renewal of 7710 workman’s Compensation Insurance and Resolution #2020-05.** *(Office Manager Seifert)*

Discussion: Office Manager Seifert stated that a quote from 7710 Insurance for workmen’s compensation was included in the board packets and asked if the Board had a chance to review it and if there were any questions. Mrs. Seifert stated that there was a decrease in the annual cost. There were no questions from the Board Members.

**Action**: Member McKay moved to accept and approve item 9.f. regarding renewal of 7710 Workman’s Compensation Insurance and Resolution #2020-05. Vice-Chairperson Christian seconded the motion. Motion passed unanimously.

1. **Discussion and possible action regarding notice of Call of Election and Resolution #2020-04.** *(Office Manager Seifert)*

Discussion: Office Manager Seifert stated that to comply with A.R.S. §16-226 & 16-227. A. and when there are seats that come to term end, it is necessary for the Board to have a notice of Call of Election. Office Manager Seifert stated there is a resolution in their packets and asked if there were any questions regarding the election packets or process. There were no questions from the Board Members.

**Action**: Vice-Chairperson Christian moved to accept and approve and accept item 9.g. regarding notice of Call of Election and Resolution #2020-04. Clerk Mabry seconded the motion. Motion passed unanimously.

1. **Discussion and possible action regarding transfer of $19,340.05 from Station 82 Sub Capital fund to the General fund to cover Station 82 Improvements, Computer and I.T. software upgrades.** *(Chief Antonides)*

Discussion: Chief Antonides stated that this is basically a reimbursement to the general fund from Station 82 funds for I.T. upgrades and a new refrigerator for the kitchen. There were no questions from the Board Members.

**Action**: Member McKay moved to approve item 9.h. regarding the transfer of $19,340.05 from Station 82 Sub Capital fund to the General fund to cover Station 82 Improvements, Computer and I.T. software upgrades. Clerk Mabry seconded the motion. Motion passed unanimously.

1. **Discussion and possible action regarding transfer of $1500.00 from Main Capital fund to the General fund to cover vehicle maintenance on Command 82.** *(Chief Antonides)*

Discussion: Chief Antonides stated that an issue arose with the front end of Command 82. Chief Antonides explained that after obtaining a few quotes that the costs to repair are approximately $1,000 and another $500 for two new tires. There were no questions from the Board Members.

**Action**: Vice-Chairperson Christian moved to approve item 9.i. regarding the transfer of $1500.00 from Main Capital fund to the General fund to cover vehicle maintenance on Command 82. Member McKay seconded the motion. Motion passed unanimously.

1. **Discussion and possible action regarding updating PFD Organizational Chart.** *(Chief Antonides)*

Discussion: Chief Antonides stated that an amended organizational chart was included in your packet for your review. Chief Antonides stated that the chart the department has been using is most likely from 2012 and needed to be updated. There were no questions from the Board Members.

**Action**: Member McKay moved to accept item 9.j. regarding the updated PFD Organizational Chart. Clerk Mabry seconded the motion. Motion passed unanimously.

1. **Discussion and possible action regarding approval of FY 20-21 PSPRS Contribution Rates.** *(Office Manager Seifert)*

Discussion: Office Manager Seifert stated that a memo from the Local PSPRS Board to the Ponderosa Fire District Board of Directors was included in their packets and stated that the only change was for Tier 2 members of the employer portion of the contribution. Office Manager Seifert stated that she would include a resolution in next month’s meeting packet for the Board to vote on.

Chief Antonides explained to the Board that he has directed Office Manager Seifert to include resolutions for the board on anything that changes rates, fees, costs, or contractual obligations. These resolutions are to cover financial liability for the district and ensure fiscal transparency. Office Manager Seifert asked if there were any questions regarding the PSPRS Contribution Rates for FY21. There were no questions from the Board Members.

**Action**: No action.

1. **Discussion and possible action regarding Fire Chief Evaluation.** *(Office Manager Seifert)*

Discussion: Office Manager Seifert stated that she emailed the board members individually with the Fire Chief Position Description, last year’s evaluation for comparison and the approved evaluation form. Office Manager Seifert stated that she had received two evaluations so far and when all are turned in that she would compile the overall score and provide those to Chief.

Chief Antonides asked if the Board members would share their evaluations of Chief with the new Board Member Kurt Wildermuth. The Board members agreed. Two members stated they would turn in their evaluations by next week.

Member McKay stated that he would turn in his evaluation immediately and unfortunately he will be turning in his resignation due to the sale of his house and move to the valley but that he enjoyed his tenure with the Ponderosa Fire District Board.

**Action:** No action taken.

10. **EXECUTIVE SESSION –** None

11. **ADJOURNMENT** – There being no further business to discuss and by motion of Member McKay, seconded by Clerk Mabry, the regular session of the Ponderosa Fire District Board of Directors held on May 14, 2020, adjourned at 7:28 p.m.

Julie Mabry, Board Clerk