



Ponderosa Fire District (PFD) Governing Board

Regular Board Meeting Minutes Thursday, April 16, 2020

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

Handout 5.a.

1. **CALL TO ORDER/ROLL CALL** – Chairperson Marina Mitchell called the regular board meeting to order at 6:03 pm.

Present: –

Marina Mitchell, Chairperson
Ryan McKay, Clerk
Julie Mabry, Member
Mark Christian, Member

Lee Antonides, Fire Chief
Kristy Seifert, Office Manager

Visitors:

Kevin Stephens, Founder of Stephens & Co.

2. **PLEDGE OF ALLEGIANCE** – Lead by Chairperson 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, March 19, 2020.** – Stand approved as written.

6. **FINANCIAL REPORTS** –

- a. **Discussion and possible action regarding financial reports ending March 31, 2020.** (*Kevin Stephens, Founder of Stephens & Company*)

Discussion: Kevin Stephens explained that the district is 75% through the current budget year and the general fund still owes the capital project fund the 100k. Mr. Stephens stated that there were currently total net assets of approximately \$1.1 million. Mr. Stephens stated that the Statement of Activities shows a total of program expenses of 800k. He stated that approximately 23k came in revenue that was mostly from property tax. Mr. Stephens stated that the department had a change in their net assets by approximately 110k. Mr. Stephens stated that when looking at the projections of cash flow they are projecting the department will have a total of collections of nearly 1.2 million by end of the fiscal year.

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

Action: Clerk McKay moved to accept and approve item 6.a. regarding financial reports ending March 31, 2020. Member Mabry seconded the motion. Vote was unanimous.

- b. **Discussion and presentation regarding proposed FY20-21 budget and scheduling of the public hearing for the budget.** (*Chief Antonides*)

Discussion: Chief Antonides stated that the district holds a public hearing where the Board reviews the proposed budget and then its posted for public review for 30 days and then the budget is up for approval in June. The Board had no other questions.

Action: Member Christian moved to accept item 6.b. regarding the draft FY20-21 budget and schedule for public hearing on May 14, 2020. Clerk McKay seconded the motion. Vote was unanimous.

7. OLD BUSINESS –

- a. **Discussion and possible action regarding updating the PFD Fee Schedule and proposed Resolution 2020-03.** (*Chief Antonides*) – Handout 7.a.

Discussion: Chief Antonides asked if the members of the Board had a chance to review the proposed fee schedule. He stated the current fee schedule was approved in 2016 and some costs have changed in recent years. He explained that the format is the same, but they have broken out the costs per hour for each position instead of lumping them all together which is better for accounting and billing purposes.

Member Christian asked if this is a similar fee schedule to other rural fire districts. Chief replied yes and the format was adopted by the board in the past.

Action: Clerk McKay moved to approve item 7.a. regarding the proposed PFD Fee Schedule and adopt Resolution 2020-03. Member Christian seconded the motion. Vote was unanimous.

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

Discussion: Office Manager Seifert stated the Capital and Station 82 sub capital balance sheets are available in your 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 have received payment for and how many lots the department is waiting to receive payment.

Action: No action

- c. **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. The Board was satisfied with the summary and there was no further discussion.

Action: No action.

8. CHIEF'S SUMMARY AND REPORTS –

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

Discussion: Chief Antonides stated there were two significant wildland incidents. The department provided mutual aide to Sherwood Forest Estates Fire Department with an approximate 15-acre brush fire and responded to an approximate 2-acre wildland fire in Government Prairie.

Chief Antonides updated the Board regarding the new townhomes going in next to the Days Inn and they will be doing their first round of blasting on Tuesday of next week. He also informed the board that New Life Forest Products is exploring the option of converting the existing SCA Tissue building into a sawmill and forest products production facility. There were no other questions or discussion regarding the Chief's report.

9. **NEW BUSINESS -**

a. **Discussion and possible action regarding vacant board seat and election of Vice-Chairperson and Clerk position. (Office Manager Seifert)**

Discussion: Office Manager Seifert stated that Carey McDonald had submitted his resignation letter and the current board will need to elect a new Vice-Chairperson position. She explained that an application to join the board has been submitted by Kurt Wildermuth and is in the board packet for consideration of appointment.

Chief Antonides explained that Mr. Wildermuth has served on the PFD Board in the past and also recently volunteered to be on the departments Station 82 committee.

Action: Clerk McKay moved to accept the resignation of Carey McDonald. Member Mabry seconded the motion. Motion passed unanimously.

Member Ryan McKay informed the board that he would like to step down as Clerk of the Board but would like to remain on the board for the time being. All members of the Board expressed thanks to Mr. McKay for his service as the Clerk.

Member Christian expressed that he would be able to volunteer as Vice-Chairperson and Member Mabry expressed that she would be available to volunteer for the Clerk.

Action: Member McKay nominated Julie Mabry to be Clerk of the Board and Mark Christian to be Vice-Chairperson. Member Mabry seconded the motion. Motion passed unanimously.

b. **Discussion and possible action regarding adoption of Local PSPRS Pension Funding Policy and Resolution 2020-02. (Office Manager Seifert)**

Discussion: Office Manager Seifert stated that the Local PSPRS Board is forwarding to the PFD Board the PSPRS Pension Funding Policy for approval and annual adoption of the PSPRS Resolution 2020-02. Member McKay stated that this is something that the PSPRS Board must draft and approve and it will explain some of the liabilities and current funding rate of the PFD PSPRS Fund.

Action: Clerk Mabry moved to accept the PSPRS Pension Funding Policy and adopt Resolution 2020-02. Member McKay seconded the motion. Motion passed unanimously.

c. **Discussion and possible action regarding approval of PFD Board of Directors Regular Meeting Schedule for FY 20-21 and amendment of FY 19-20 Regular Meeting Schedule. (Office Manager Seifert)**

Discussion: Office Manager Seifert stated that this is the new annual schedule for next year and the other current amended schedule is to reflect the change in location of the meetings due to having electronic meetings.

Action: Member McKay moved to approve item 9.c. regarding approval of PFD Regular Board Meeting Schedule for FY 20-21 and amendment of FY 19-20 Revised Meeting Schedule. Vice-Chairperson Christian seconded the motion. Motion passed unanimously.

d. **Discussion and possible action regarding raising the mileage reimbursement rate to match the IRS standard of \$.58/mile. (Chief Antonides)**

Discussion: Chief Antonides explained that currently the departments mileage reimbursement rate is .55 cents per mile and the IRS current standard mileage reimbursement rate is .58 cents per mile and asked the board if they would like to approve that PFD match the current IRS rate.

Action: Member McKay moved to approve item 9.d. regarding raising the mileage reimbursement rate to match the IRS standard of \$0.58 per mile. Vice-Chairperson Christian seconded the motion. Motion passed unanimously

e. 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. Office Manager Seifert stated that the intent of the new contract is to allow for more predictable budgeting and assistance. The revised contract includes all PFD equipment and is approximately \$30 dollars more per month.

Based on questions pertaining to the proposed contract, Chief Antonides recommended that the board may want to table the item until staff can discuss these questions further with Flagstaff I.T.

Action: Member McKay moved to table item 9.e. regarding the contract amendment with Flagstaff I.T. Vice-Chairperson Christian seconded the motion. Motion passed unanimously.

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

Discussion: Office Manager Seifert stated that she would email the board members individually with the Fire Chief Position Description, last years evaluation for comparison and the approved evaluation form. The Board Members agreed.

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 April 16, 2020, adjourned at 7:01 p.m.



Julie Mabry, Board Clerk