

**PONDEROSA FIRE DISTRICT (PFD) GOVERNING BOARD  
REGULAR BOARD MEETING**

Held November 19th, 2020  
at Ponderosa Fire District Station 82  
11951 W. Shadow Mountain Drive  
Bellemont, AZ 86015

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1. **Call to Order/Roll Call:** Vice-Chairman Kurt Wildermuth called the regularly scheduled Board meeting to order at 6:02 p.m.

**Members Present:**

Kurt Wildermuth, Vice-Chairman Marina Mitchell, Member Thomas Humphrey, Member
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**Members Absent:**

Mark Christian, Chairman
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**Fire District Personnel Present:**

Lee Antonides, Fire Chief
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**Members of the Community:**

**Guests:**

Paul Fox, Manager with Stephens & Co.
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2. **Pledge of Allegiance**
3. **Call to the Public** – None.
4. **Approval of Minutes**

- a. Review of Regular Board Meeting minutes of Thursday, October 15th, 2020*

Action: Stand approved as written.

5. **Financial Reports**

- a. Discussion and possible action regarding fiscal year-end financial reports – September 30<sup>th</sup>*

Action: Member Tom Humphrey moved to accept as written, Member Marina Seconds. Unanimous,

- b. Discussion and possible action regarding financial reports ending October 31, 2020*

Paul Fox stated we ended on October 31st with a Statement of Net Assets showing 915,000 with 427,00 in general funds, ending with Capital asset \$611,00, no additions during october. Some payroll liabilities, as well as tension liabilities have gone down since September, but we are working with PSPRS to get those outstanding debts paid. There is one last debt payment of \$23,000, which leaves us at net asset of 1.48 million. One month of statement of activity shows: Total expenses \$72,000, including depreciation. Receipts for services under \$40,000. Property taxes of \$367,000, Misc Receipts of \$50,000, most of which is Capstone money. There were concerns about the extension for homeowners, this year we are \$150,000 ahead of last year. The District is in a good spot cash wise. Schedule of projected cash flows shows \$170,000 in receipts above and beyond what was budgeted. We will be \$70,000 over budget in payroll, which is typical and usually from assignment wages. We are a little bit over in the wildland budget by about \$6,000. Started the year \$650,000 in cash and will end in 506,000 based on projections.

Action: Board member Tom Humphrey moved to accept as written, Board Member Marina Mitchell Seconds. Unanimous

## 6. Chief's Summary and Report

- a. We have 298 calls to date requests for service year-to-date, down 10 from last year. 52 requests for service since the last Board meeting. There were 4 significant calls throughout the month, along with 4 medivac transport since the last meeting. On October 24 crews responded to an RV fire on 1-40 MP 171, mutual aid response with Camp Navajo. Due to the distance, the Motor home was a complete loss but there were no substantial injuries to the occupants or staff. November 5th, we responded to a structure fire on N. Spring Valley, by MP 8. A shed caught on fire which started a car next to it. Despite the propane tank venting right next to them, they were able to put a stop on the fire and do nothing more than singe pain on the owners home, which was a phenomenal job by our guys. On 11/6 we responded to two different Wildland fires back-to-back. One near Budweiser Tank, west of the Naval Observatory and about ½ acre and the other in Sherwood, about 2 acres with no structure damaged. The Department is still seeing consistency with back-to-back calls or running multiple calls at one time. We have utilized medevac helicopters to fly patients out from different areas. We are lucky if we get 2-3 a year, but we have done 4 since the last board meeting, which is quite rare for us. PFAC (Ponderosa Fire advisory Council) is discussing the need for moisture and possibility of running more wildland assignments if we do not receive it. They are also looking at reevaluating the Fire restrictions based on the current moisture or lack thereof. No grants at this time. Flagstaff Meadows is going strong with building new homes. We have been paid for 33 of the 63 homes. They are selling faster than they can build. Trying to get the roads paved by Winter. The Shadow Mountain Road Roundabout will be on hold until after winter and should be completed spring 2021. We just had guys return from a 14-day assignment down in Payson. No damage to the Truck. Maintenance on the trucks will be happening soon. Member Humphry asked what side of the jurisdiction is receiving more calls. There is a spreadsheet that racks the calls monthly. We are seeing an increase in calls on this side of the district (Bellemont) mainly due to Pilot but if you are talking solely residents it is still pretty 50/50, between Bellemont and Parks. Vice-Chairman Wildermuth asked what may be causing the back-to-back calls and will there need to be a new discussion on the operations side of things to accommodate these calls. We can not pinpoint why we are seeing this more this year than last, there are not related nor are the same thing. We are working with Camp Navajo with distaching on this. As well as trying to have mutual aid services on scene quicker so that if there is a second call appropriate parties can be released from the scene quicker.

## 7. OLD BUSINESS

- a. Discussion and possible action regarding the Station 82 remodel  
Chief Lee mentions that the Construction company has given us the option, if the board wants to, move forward with just the design aspect. No construction, just design. That way when/if the board wishes to move forward with the construction it will be shovel ready. We are not slated to discuss it till January, yet Chairman Christain wanted to see/know if there were any questions or discussions on the new information Chief had sent out. Erin talks on the financial side of this, the money we are receiving from Capstone is required to go to Reconstruction and Remodel and community room at Station #82. We can not use that money for anything else. From our Revenue from property taxes, this will not be an issue. Vice-Chairman Kurt Wildermuth says how do we move forward with this while our residents are still having financial troubles during COVID. He is requesting to look at this again come January. We are not allowing community meetings in the Station, so the Chief would like to have the community be a part of this discussion, and meet on this again in January. Board Member Humphrey and Member Mitchell would like to revisit this in January as well.

Action: Vice-Chairman Wildermuth made a motion to table the Station 82 remodel and timeline until January 1, 2021. Member Humphrey Second; unanimous.

## 8. NEW BUSINESS

- a. Discussion and possible action regarding revisions of policy 20.03 corrective action and appeals process
  - i. This is based on the comments by the County Attorney, discussion with staff in the Office and the disciplinary action. The policy has additions, changes and deletions. We have cleaned the policy up, made it easier to read, it is more direct on what is expected from staff, as well as removed the board form most of the document and placed responsibility on The Fire Chief for disciplinary actions. Most of these changes were recommended from the County attorney.

Action: Vice-Chairman Kurt Wildermuth moves to accept the changes to the Policy 20.03 action and appeals process, Board Member Tom Humphrey seconds. Unanimous.

- b. Discussion and possible action regarding EF Recovery contract
  - i. A document was provided to the board. EF Recovery is used for billing purposes. Issues have been resolved with them from past years. Our contact with them was old, and this new contract has some new additions but is relatively the same. Discussion is on whether or not Ponderosa Fire District will renew the contract. The contract can be voided at any-time. It is more of an agreement more than a contract.

Action: Member Tom Humphrey moves to accept the renewal of the EF Recovery Contact as written, Board Member Marina Mitchell seconds. Unanimous

- c. Discussion and possible action regarding command rigs
  - i. Chief had mentioned the Command Rig 81, 2004 F-150 has lost the transmission on it. It came back from Healths Auto with \$4,131.14 to replace the transmission. The vehicle is worth \$4,000-\$7,000 depending on Miles. The vehicle has 214,000 miles on it, the repairs are more than the vehicle is worth at this point. Does the board want to repair the vehicle or have the chief look into replacing it. We can buy a used vehicle, with lower miles it will run about \$20,00-\$30,00 based on research. We have the option of buying a new one, One is complete all we have to do is put the radio in it, 6-8 week delivery time, \$66,000 plus or minus additional cost. We can have a vehicle built, \$33,000-\$40,000, plus the upft of \$20,00 or more so \$60,000 or more for building one. We can finance it, or pay for it directly. Anything we finance would have to be paid back into the capital account at the end of the year. CPA Paul helped to understand the Finances with possible purchasing a new command rig. Chief asked for direction on how to move forward with this. Tom suggests making repairs on this vehicle with the hopes to put a plan in place forward for possible replacing these vehicles in the future. Humphrey wants to move forward with selling the command rig and purchasing a new vehicle.. This decision will be happening more throughout these years, and it was suggested by Vice-Chairman Wildermuth to put a plan into place in order to fund these repairs and purchases. The next strategic planning meeting will happen in January. Tom Humphrey wants to move forward with purchasing the new vehicle and selling the old one. Chief recommends selling the truck as it is, using that money to be used for making repairs for the white truck until we can repair the red truck (Command Rig 81) or a down payment for a new vehicle., agreed upon by both Member Humphrey and Vice-Chairman Wildermuth.

Action: Board Member Tom Humphrey makes a motion to to sell the truck and to have the proceeds from the sale to be used for repairs and if not for repair to use them to purchase a new Vehicle, Board Member Marina Mitchell seconded the motion. Unanimous.

- d. Discussion and possible action regarding voting board members Rick Tomjack and Marina Mitchell into office, and vote in a new Board Clerk.
  - i. With the departure of Julie Marby there is a vacancy on the Board and will need to be voted on if Rick Tomjack should join the Board. The Board is in agreement. Marina term ended in October and will need to be voted on if she will come back onto the board. With the departure of Julie Murbry there needs to be a vote to elect a new Board clerk. Tom Humphrey volunteers, and would not be opposed to taking this position.  
  
Action: Vice-Chairman Wildermuth moves to accept the board member application, Board Member Tom Humphrey seconds. Vice-Chairman Wildermuth moves to vote Marina Mitchell back into office and Tom Humphrey seconds. Marina Mitchell motions to elect Tom Humphrey as Board Clerk, Vice-Chairman Wildermuth seconds the Motion.  
Unanimous
- e. Discussion and possible action regarding strategic planning committee and public safety personnel retirement system committee meeting dates and members.
  - i. Discussion on waiting until the next meeting to know who will participate in what. It is not in the best interest to plan a year in advance, instead plan meeting-to-meeting. Will discuss more in the January meeting.
- f. Discussion regarding AFDA meeting cancellation and required training for board members
  - i. Training on financial documents and the other documents that Board Members are asked to go over. Tom Humphrey and Vice-Chairman WilderMuth are interested in training for Board Members. Erin Hudman is willing to set these training up for the Board Members. More information will be sent out at a later date.

**9. Possible Executive Session** – *The Board may vote to go into an Executive Session on any agenda item, which will not be open to the public, pursuant to A.R.S. 38-431.03(A)(3)*

**10. Adjournment** – At 7:25 p.m. Member Humphrey made a motion to adjourn the October 15<sup>th</sup>, 2020 Regular Board Meeting, Member Mitchell seconded; unanimous.

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Mark Christian, Board Chairman