

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

Held March 18th, 2021
at Ponderosa Fire District Station 82
11951 W. Shadow Mountain Drive
Bellemont, AZ 86015

1. **Call to Order/Roll Call:** Chairman Christian called the regularly scheduled Board meeting to order at 6:10 p.m.

Members Present:

Members Absent:

Mark Christian, Chairman Kurt Wildermuth, Vice-Chairman Rick Tomjack, Member Marina Mitchell, Member Thomas Humphrey, Member	
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Fire District Personnel Present:

Lee Antonides, Fire Chief

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, February 18th, 2021*

Action: Stand approved as written.

5. **Financial Reports**

- a. *Discussion and possible action regarding fiscal year-end financial reports – February 31st*

Paul Fox discussed the statement of net assets, PFD ended February with \$855,000 in cash with a small amount of payroll liabilities. The difference between asset and liability is net assets which showed that we ended February with about \$1.4 million. Total expense in all three funds is around \$62,000, with the bulk being personell expense. The Program and receipts of revenue sections showed, \$1,400 in receipts of services. \$18,000 in property taxes. Ended the month with changes of net assest (assets- liabilities - expense) witharound \$8,209. This is expected, next month is looking to be a big cash month. Paul the discusses the Cash projections. This excel sheet shows the projected funds as well as budgeted funds and what is actually being spent and received. Checks from capstone were received and are continuing to be received for the homes being built in Bellemont.

Action: Clerk Tom Humphrey makes a motion to accept the financial reports ending February 31st, Marina Mitchell seconds, Unanimous.

6. Chiefs Summary and Report

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

Year to date PFD has had 67 requests for service which is (+14) from last year. PFD has had 20 requests for service since the last board meeting. Some significant calls were a Wildland fire 1/2 acre in Parks as well as 4 false alarms in the last 30 days. The department will be moving onto aircraft rescue and firefights training this month. Due to my shoulder surgery, I was unable to attend some of the committee meetings. The VFA grant (Volunteer Firefighters Assistance Grant) which is for wildland PPE and equipment was declined. After submitting the grant, a letter was sent out with requirements for eligibility, one being: departments need to have at least 40 volunteer employees to be considered. PFD unfortunately does not have those numbers. The AFG grant (Assistance to Firefighters Grant) which we are looking at the feasibility to put in for a Type 1 engine was submitted. The GOHS grant (Governor's Office of Highway Safety) which we are putting in for a command vehicle for the department and in conjunction with DPS has also been submitted, along with the NAMES (Northern Arizona Emergency Medical Services) Grant. The department is looking into the Potential to purchase SCBAs in FY 22. The original quote was for \$118k, through the purchasing power of other agencies we can purchase the SCBAs on the original quote for **\$84,459.85**. For the board's consideration, and based on the proposed FY22 budget, we will have the funds in the capital account to purchase the SCBAs. This would not only give us the cost savings from the original quote but would save us \$5000 in inspection/testing that we have coming up in September for the old SCBAs. I may be asking for a motion and possible action at April's board meeting. We have received two subscriptions since the last board meeting as well as a check from Capstone for development here in Bellemont. All residential and commercial development within the district has stayed the same since the last board meeting. Our ongoing maintenance – Replacing front tires on E811 (\$924.81), shocks on E811 (\$250), replace taillight assemblies on E811 (\$924), **Total projected maintenance costs \$2,098.81**. The design and Pre-Construction Fees for the Station 82 remodel will remain unchanged and at a cost of **\$102,474.00**.

7. Old Business

- a. **Discussion and possible action regarding the Annual Audit.**

Have not received the final Audit yet. At the next Board meeting, it should be available from last fiscal year.

Action: Tabled until we receive the audit.

8. New Business

- a. **Discussion and possible action regarding the CMAR contract from Loven Construction.**

Received the contract back from the County attorney, sent it to Loven Construction. They approved all changes and suggestions made by the county attorney. This contract will start the design process for the Station 82 remodel. As discussed in the Chief's report, the cost remains unchanged

Action: Member Rick Tomjack motions to accept the CMAR contract from Loven Construction, Chairman Mark Christian seconds, Unanimous.

- b. **Discussion and possible action regarding revisions to the 10.01 Equal Employment Opportunity Policy.**

i. The revisions are to remove the use of volunteers as employees are defined as any

full-time, part-time, reserve, volunteer, and board member. It also includes revisions to grammatical errors and any missing information.

Action: Chairman Mark motions to accept the revisions to the 10.01 Equal Employment Opportunity Policy, Member Kurt Wildermuth seconds. Unanimous.

c. Discussion and possible action regarding revisions to the 10.02 Overtime Policy

FLSA for firefighters has a statute regarding a cycle for overtime, which is mandated by federal law. This is something the department must follow and is now included in the new policy.

Action: Clerk Tom Humphrey motions to accept the revisions to the 10.02 Overtime Policy, Chairman Mark Christian seconds, Unanimous

d. Discussion and possible action regarding revisions to the 10.04 Physical Examination and Fitness of Duty Policy

- i. Has to be done in conjunction with PSPRS, The revisions are to remove the use of volunteers as employees are defined as any full-time, part-time, reserve, volunteer, and board member. It also includes revisions to grammatical errors and any missing information.

Action: Member Kurt Wildermuth makes a motion to accept the 10.04 Physical Examination and Fitness of Duty Policy, Marina Mitchell seconds, Unanimous.

e. Discussion and possible action regarding revisions to the 20.02 Confidentiality of Information Policy

- i. Member Rick Tomjack points out that the use of volunteers is still used in this policy and should be removed to reflect the same changes as the other policies. The revisions include not disclosing any personal information of employees to outside entities.

Action: Mark makes a motion to accept the 20.02 Confidentiality of Information Policy with the changes of a volunteer to an employee as discussed in the meeting. Marina Mitchell seconds, Unanimous.

f. Discussion and possible action regarding revisions to the 20.04 Grievance Policy

- i. The revisions are to remove the use of volunteers as employees are defined as any full-time, part-time, reserve, volunteer, and board member. It also includes revisions to grammatical errors and any missing information.

Action: Member Kurt makes a motion to accept the revisions to the 20.04 Grievance Policy, Tom Humphrey seconds, Unanimous

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 6:56 p.m. Member Marina Mitchell made a motion to adjourn the March 18th, 2021 Regular Board Meeting Rick Tomjack, seconded; unanimous.

Mark Christian, Board Chairman