



Ponderosa Fire District (PFD) Governing Board

Regular Board Meeting Minutes Thursday, July 18, 2019

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

Handout 5.a.

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

Present –

Marina Mitchell, Board Chairman
Carey McDonald, Vice-Chairman
Ryan McKay, Clerk
Julie Mabry, Member
Mark Christian, Member

Lee Antonides, Fire Chief
Kristy Seifert, Office Manager

2. **PLEDGE OF ALLEGIANCE** – Lead by Chairman Mitchell.
3. **INTRODUCTION OR PRESENTATIONS** – Chief Antonides introduced Brian Kelleher, CEO of Flagstaff I.T. to the PFD Board of Directors.
4. **CALL TO THE PUBLIC** – None
5. **APPROVAL OF MINUTES -**
 - a. **Review of Regular Board Meeting Minutes for Thursday, June 20, 2019.** – Stand approved as written.

6. **FINANCIAL REPORTS -**

- a. **Discussion and possible action regarding financial reports Fiscal Year Ending June 30, 2019. (Kevin Stephens, CPA)**

Discussion: Kevin Stephens, founder of Stephens and company briefed the board members on the Fiscal Year Ending June 30, 2019, financial reports. He explained the statement of net assets and showed the three funds that are displayed on a regular basis. He stated that there are no “due to or due from” funds now at this year’s end since that money was transferred to pay back that capital account.

Mr. Stephens stated that the month of June had strong income as well as 64,000 in wildland monies that came in. He stated that the district came very close to having a 100% budget within just a couple hundred dollars which is very good he said. He stated that the non-budgeted revenue into the district showed 150% of the budgeted revenue because of the capstone and wildland monies. He stated that cash flow statement showed the department started the years cash at 228,000, and the department generated 248,000 for a total of 476,000 inclusive of all funds in all accounts. Mr. Stephens asked if there were any questions of the board members.

Chief Antonides stated for the board and the record and thanked Kevin Stephens and Company for their diligent service and have gone out of their way to adjust things that our staff has wanted and our board has wanted and have been great to work with.

Action: Clerk McKay moved to approve item 6.a. regarding financial reports fiscal year ending June 30, 2019. Vice-Chairman McDonald seconded the motion. Vote was unanimous.

7. OLD BUSINESS

a. Discussion and possible action regarding proposed PFD Fee Schedule. (*Chief Antonides*)

Discussion: Chief Antonides stated that Vice-Chairman McDonald and he have not had a chance to discuss the details and both asked to table both items a. and b. until the next board meeting.

Action: Item 7.a. tabled until the next regular board meeting.

b. Discussion and possible action regarding PFD wildland tracking spreadsheet. (*Vice-Chairman McDonald*)

Discussion: Chief Antonides stated that Vice-Chairman McDonald and he have not had a chance to discuss the details and both asked to table both items a. and b. until the next board meeting.

Action: Item 7.b. tabled until the next regular board meeting.

8. CHIEF'S SUMMARY AND REPORTS –

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

Discussion: Chief Antonides stated year to date we had 170 requests for service, which was down 29 from last year at this time. Since the last board meeting, we have run 21 calls and it has been a busy month for the department. Significant calls to note were of a broken hip in the Lava Tubes on the 13th of June. Engine 811 battery switch went out but staff will have that up and running by tomorrow. Engine 826 has a brake issue at the moment but staff will also look at that tomorrow.

Chief Antonides stated that the request for proposal for the design and build of the remodel is at the County Attorney's office and relayed that the proposal looks good and the Chief's intentions are to send that out next week. Chief Antonides stated that they are very close to being done with the revisions on the Naval Observatory agreement and to the point of final contract. Barring any questions Chief concluded his report.

The Ponderosa Fire District Board Members were satisfied with the Chief's Report and had no other questions. The Chief's Report is also available to the district board and the public for review at the board meetings and thereafter.

9. NEW BUSINESS -

a. Review, discussion and possible action regarding Flagstaff I.T. engagement letter and presentation to the PFD Board. (*Chief Antonides & Brian Kelleher, CEO of Flagstaff I.T.*)

Discussion: This item was moved up on the agenda and discussed before item 6.a. of the financial reports. Chief Antonides stated that Brian Kelleher was here to present information to the board regarding his company and answer any questions the board may have. Chief Antonides stated that this has been discussed over the past couple board meetings and staff met with Flagstaff I.T. regarding redoing the department I.T. infrastructure and reworking our website.

Brian Kelleher introduced himself to the Board and stated that he had already provided a presentation to the Chief and admin staff and was glad to come to the board meeting to provide information for the Board. Mr. Kelleher stated they have 22 employees now and have grown over the 12 years they have been in business of I.T. Management Services with over 100 years of combined experience in IT and Communications. "We value honesty, integrity and respect within our organization and consider these values fundamental to the success of our business and

client relationships.” Mr. Kelleher stated that their business provides for managed I.T. services, infrastructure services, cloud and backup services, disaster recovery as well as security compliance services. Their hardware products such as managed firewalls, mobile device management and secure wireless solutions encompass anti-malware and anti-virus software through to cyber security training, etc. Mr. Kelleher stated that their approach is very proactive to network monitoring and security and it is their goal to stop problems in their tracks before they have a chance to happen, which eliminates downtime and keeps your business running smoothly.

Mr. Kelleher stated they provide protection and 24/7 proactive monitoring utilizing best practices with the appropriate technology and help our department automate our compliance system and lower costs. The department can enjoy all the benefits of high-speed mobile connectivity without putting the network security at risk.

Mr. Kelleher explained that they can also host and create custom websites designed with our department in mind. They make it simple for staff to manage the content while giving the visitors and audience an easy to navigate and compelling experience that informs, educates and invites your community to be engaged with the department.

Vice-Chairman McDonald asked how Flag I.T. performs the back-up storage and where does the data go.

Mr. Kelleher stated they perform backup storage both local and off site for a total of three layers of backup. He stated they have a backup server at their location in addition to the station’s location as well as the Cloud.

Chief Antonides asked what other fire departments have they worked with and/or some of their other clients.

Mr. Kelleher stated they are currently working with and managing Summit F.D., Highlands F.D. and he is scheduled to go talk with Pinewood F.D.

Chief Antonides stated that in discussions with Summit and Highlands Departments, they have been very pleased with the product and services from Flagstaff I.T. It was Highlands F.D. that recommended Flag I.T. to our department.

Chief Antonides asked if the Board has had a chance to review the contract and information that was provided to them. He stated that Flag I.T. can update the department to comply with statutory requirements of privacy and HIPPA as well as making our I.T. infrastructure more dependable.

Clerk McKay stated that when it comes to cyber security and I.T. that things are constantly changing and it’s nearly impossible to stay ahead of the curve.

Mr. Kelleher stated that they just acquired another application that they are deploying to all of their clients that is designed specifically to protect against the new ransomware attacks that are happening.

Chief Antonides stated that our department has kept up pretty well with our I.T. and with the services that Mr. Deutschman has been kind enough to volunteer with us through the years, however with the growth in the District and the level of service we need to provide, we have out grown our current infrastructure. Chief Antonides stated that with the research he has done and

references that have been provided to him regarding Flag I.T. that he would like to have input from the Board and possibly move forward with obtaining their services.

Vice-Chairman McDonald stated that he would like more time to review the information but would like to table the item to be discussed at the next board meeting.

Action: Vice Chairman moved to table the item 9.a. to be heard at the next board meeting. Member Mabry seconded the motion. Motion passed unanimously.

b. Discussion and possible action regarding VFIS Property Liability insurance renewal and VFIS Accident & Sickness insurance renewal. (Chief Antonides) – Handout 9.b.

Discussion: Chief Antonides stated that these are two separate insurance coverages both provided by VFIS. He stated that this first one is our normal liability insurance that covers our vehicles and structures. The second one is the accident and sickness insurance also through VFIS and the service and premiums provided by VFIS are superior to other competitors.

Action: Clerk McKay moved to approve item 9.b. regarding renewal of the VFIS property liability insurance. Vice-Chairman McDonald seconded the motion. Motion passed unanimously.

Action: Member Mabry moved to approve item 9.b. regarding the renewal of the VFIS Accident & Sickness insurance. Member Christian seconded the motion. Motion passed unanimously.

c. Discussion and possible action regarding three-year engagement letter with Saunders Company, Ltd., for fiscal year end 2019, 2020, and 2021 annual audit. (Chief Antonides)

Discussion: Chief Antonides stated that when staff researched other companies, they found the competitors did not come close to what Saunders indicated they could provide services for. He stated that their fee for services are essentially the same as last year and this renewal was expected and the engagement letter was provided to the board in their packets for their review.

Action: Clerk McKay moved to approve item 9.c. regarding renewal of the three-year engagement letter with Saunders Company, Ltd., for fiscal year end 2019, 2020, and 2021 annual audit. Member Mabry seconded the motion. Motion passed unanimously.

d. Discussion and possible action regarding evaluation and Fire Chief Job description. (OM Seifert)

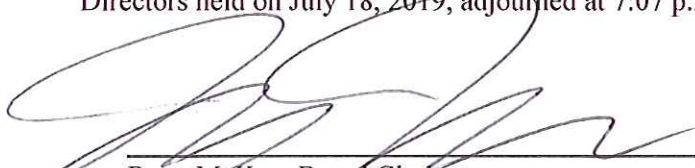
Discussion: Office Manager Seifert stated that she compiled all the evaluations that the board members turned in and created an overall average score from those evaluations. She stated that Chief Antonides received a unanimous “Exceeds Standards” evaluation from the Ponderosa Fire District Governing Board. OM Seifert was seeking approval from the board regarding the proposed Chief job description.

Clerk McKay stated that he reviewed the job description and was happy with it and Member Mabry agreed. Chief Antonides stated that he felt it was a comprehensive description that was adequate for his role with the Ponderosa Fire District.

Action: Clerk McKay moved to approve item 9.d. regarding the Exceeds Standards Chief Evaluation including the Fire Chief Job Description as proposed. Member Christian seconded the motion; Motion passed unanimously.

10. EXECUTIVE SESSION – None.

11. **ADJOURNMENT** – There being no further business to discuss and by motion of Vice-Chairman McDonald, seconded by Clerk McKay, the regular session of the Ponderosa Fire District Board of Directors held on July 18, 2019, adjourned at 7:07 p.m.



Ryan McKay, Board Clerk

