



Ponderosa Fire District (PFD) Governing Board

Regular Board Meeting Minutes Thursday, April 18, 2019

At location PFD Station #81
1511 N. Spring Valley Rd., Parks, AZ 86018

Handout .5.a.

1. **CALL TO ORDER/ROLL CALL** – Chairman Marina Mitchell called the regular board meeting to order at 6:04 pm.

Present –

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

Lee Antonides, Fire Chief
Kristy Kennedy, Office Manager

2. **PLEDGE OF ALLEGIANCE** – Lead by Chairman Mitchell.
3. **INTRODUCTION OR PRESENTATIONS** – None
4. **CALL TO THE PUBLIC** – None
5. **APPROVAL OF MINUTES** -
 - a. **Approval of regular board meeting minutes for Thursday, March 21, 2019.** – Stand approved as written.
6. **FINANCIAL REPORTS** -
 - a. **Discussion and possible action regarding financial reports ending March 31, 2019.** (*Kevin Stephens, CPA*)
Discussion: Chief Antonides stated that Kevin informed him that he would not be able to attend this board meeting but would appreciate the opportunity to go over the financials with the Board at their next regular meeting. The board agreed.

Action: Item 6.a. was tabled until the next regular scheduled PFD Board meeting.

7. **OLD BUSINESS** –
 - a. **Discussion and possible action regarding PFD Board Opinion Letter regarding Bellemont Area Plan (BAP) to County Board of Supervisors.** (*Vice-Chairman McDonald*)
Discussion: Vice-Chairman McDonald stated that he has crafted a letter and is asking the other board members for their input. Mr. McDonald stated his concerns regarding the traffic plan for the Bellemont community especially during the construction of the future round-about proposed for the truck stop intersection. Mr. McDonald stated that at a minimum the PFD Governing Board should go on record having stated their concerns with safety, traffic congestion and flow.

Chief Antonides stated that his concerns are related to the department's response time with emergencies and possible delays by the construction or traffic congestion and any potential liability that could create for the district. Chief Antonides stated that the Bellemont Area Plan is a good plan.

Vice-Chairman McDonald stated that since the area plan is mostly guidelines and recommendations that the Board should focus more on the infrastructure itself of the Bellemont area.

Members Mabry and Christian, Clerk McKay and Chairman Mitchell agreed that they are all concerned with the small size of the round-about, lack of infrastructure and traffic flow during construction and there-after. Vice-Chairman McDonald stated he would amend the letter for further review by the Board.

Action: Vice-Chairman McDonald moved to draft a Letter of Concerns from the PFD Board to the Coconino County Board of Supervisors. Member Mabry seconded the motion; vote was unanimous.

8. CHIEF'S SUMMARY AND REPORTS –

- a. **Annual number of calls to-date and incident reports (response update).** Handout 8.a. *(Chief Antonides)*

Discussion: Chief Antonides stated there were a couple high points he wanted to mention. Chief Antonides stated that he has been working on some data charts and asked the board if they would like to see those graphics at following board meetings and whether they would like statistical graphics added to his Chief's Report.

Vice-Chairman asked Chief Antonides if he could show the statistic information on those graphics and use those graphs in-leu of his report. Chief Antonides said he can provide those graphs instead of his report.

Chief Antonides gave an update on grants, that the 14-210 Grant regarding the Harkey Ranch property should be finished by the end of April with reimbursement sometime in May. Chief stated there is a new fuels grant pending and he would keep the board updated on any changes or new grants.

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. BUDGET MATTERS

- a. **Discussion and possible action regarding proposed FY 19-20 budget and scheduling of the public hearing on the budget.** *(Chief Antonides)*

Discussion: Chief Antonides stated that the draft proposed FY 2019-2020 Budget for PFD was emailed and or shared with all board members. Chief Antonides asked the board members for their input and asked if we can move forward with posting the FY19-20 budget and 30-day notice for Public Hearing by May and public hearing in May or June. The Board agreed.

10. NEW BUSINESS –

- a. **Discussion and possible action regarding a formal resolution of the governing body of the Ponderosa Fire District authorizing the use of the Office of the County Attorney for legal representation for FY 19-20.** *(Chief Antonides)*

Discussion: Chief Antonides stated that this is the same agreement with no immediate cost the department has had with the County attorney's office, but with a new year. Chief Antonides stated that he is asking the PFD Board Members to approve if they so choose.

Action: Vice-Chairman McDonald moved to approve item 10.a. regarding a formal resolution of the governing body of the Ponderosa Fire District authorizing the use of the Office of the County Attorney for legal representation for FY 19-20. Clerk McKay seconded the motion; vote was unanimous.

- b. **Discussion and possible action regarding approval of PFD Board of Directors Regular Meeting Schedule for FY 19-20.** (*Kristy Kennedy, Office Manager*) – *Handout 10.a.*

Discussion: Manager Kennedy stated that she drafted a board meeting schedule for the next fiscal year and was asking for the boards input and approval.

Action: Clerk McKay moved to approve item 10.b. regarding the proposed PFD Board of Directors Regular Meeting Schedule for FY 19-20. Vice-Chairman seconded the motion; vote was unanimous.

- c. **Discussion and possible action regarding internet situation and possible upgrade for PFD Administration.** (*Chief Antonides*)

Discussion: Chief Antonides stated that he has talked about the internet with the board and among staff for about the last four or five months. Chief Antonides stated that he has talked with Verizon and Hughes Net as well as others. He stated there is really only one reliable service carrier in our area, such as CenturyLink, whom the department already has a small contract with. If we upgrade our service that in turn will start the department in a new contract time frame, however the initial set-up fee would be waived.

Vice-Chairman McDonald asked staff what is the current level of frustration with the internet setup as it is.

Chief Antonides expressed a high to extreme level of frustration and stated that the delays the staff experiences are a hinderance to the daily work load. Chief Antonides stated that with the upgrade of internet band width and service, there is a significant increase in cost, however the upgrade includes a dedicated line of service that the department does not currently have. That means that the department will be guaranteed the level of service whether or not there is a power outage or an excessive usage happening. The department would have a “public safety dedicated” level of internet.

Action: Vice-Chairman McDonald moved to approve item 10.c. regarding upgrade of internet service with Century Link for PFD Administration. Clerk McKay seconded the motion; vote was unanimous.

- d. **Discussion and possible action regarding Fire Chief Evaluation.** (*Chief Antonides*)

Discussion: Chief Antonides stated that he briefly discussed his evaluation and various scoring methods back in December and asked if the board had any questions or would like a sample of the evaluation questionnaires sent to them again.

Vice-Chairman McDonald stated he would like the samples again. Chief Antonides stated he would happily send them to the board again.

- e. **Discussion and possible action regarding the wildland revenue tracking spreadsheet and PFD personnel responding to California wildland assignments.** (*Vice-Chairman McDonald*)

Discussion: Vice-Chairman McDonald stated that he would like to see what revenue that the department should be or would be expecting to come in. He stated his concerns with whether the district is truly recovering the costs of going out on wildland assignments. Vice-Chairman

McDonald asked what the basis is for the 20% allowance for maintenance and how do we make up for the depreciation as well. He said typically you have a straight-line method of depreciation however he has concerns with the possibility that the straight-line method is not aggressive enough to keep up with our heavy use for wildland assignments.

Chief Antonides stated that the department receives reimbursement for going out on any wildland assignment and the department should at least breaking even and costs are covered.

Assistant Chief Ofstie stated that the 20% came from his suggestion to Chief Hudman. Mr. Ofstie explained that from his time spent running the wildland program when he was working in Phoenix, the staff calculated the costs they would need to be able to maintain and repair their equipment.

Chief Antonides stated that prior direction from the board was for staff to keep fuel costs and 20% of the wildland revenue in the general fund for repair and maintenance and to place the remainder 80% in the capital fund to help build that fund back up.

Action: No motion made.

11. **EXECUTIVE SESSION** – None.

12. **ADJOURNMENT** – There being no further business to discuss, the regular session of the Ponderosa Fire District Board of Directors held on April 18, 2019, adjourned at 6:40 p.m.



Ryan McKay, Board Clerk