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

**REGULAR BOARD MEETING**

Held May 20th, 2021

at Ponderosa Fire District Station 82

11951 W. Shadow Mountain Drive

Bellemont, AZ 86015

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

**Members Present: Members Absent:**

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| --- | --- |
| Mark Christian, Chairman  Kurt Wildermuth, Vice-Chairman  Rick Tomjack, Member | Marina Mitchell, Member  Thomas Humphrey, Member |

**Fire District Personnel Present:**

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| Lee Antonides, Fire Chief |

**Members of the Community: Guests:**

|  |  |
| --- | --- |
|  | Paul Fox, Manager with Stephens & Co. |

1. **Pledge of Allegiance**
2. **Call to the Public –** None.
3. **Approval of Minutes** 
   1. *Review of Regular Board Meeting minutes of Thursday, April 15th, 2021*

Action: Stand approved as written.

1. **Financial Reports** 
   1. *Discussion and possible action regarding fiscal year-end financial reports – April 31st 2021*
      1. Paul discussed the Financial reports ending April 31st. This Month is usually a good one for the department as this is when the property taxes start to come in. The cash on hand will have to get us through until October till property taxes come in once again. Pondo has spent $874,000 as of right now in the fiscal year.

Action: Member Rick Tomjack made a motion to accept the financial reports as written, Member Kurt Wildermuth seconds, Unanimous.

1. **Chiefs Summary and Report**
   1. Annual number of calls to-date and incident reports (response update).
2. **Old Business** 
   1. None.
3. **New Business**
   1. **Discussion and possible action regarding the revisions made to the 20.05 Harassment-Sexual Harassment Policy.**
      1. We updated the correct verbiage and clarified the reporting procedures with a chain of command. Chairman offered some suggestions on the verbiage of Harassment.

Action: Tabled. With all the changes, this will be resubmitted next month for review.

* 1. **Discussion and possible action regarding the revisions made to the 20.08 HIPAA Policy.**
     1. We updated the verbiage to reflect the standard used throughout all policies. Board Members offered some suggestions for changes.

Action: Member Kurt Wildermuth makes a motion to approve the policy 20.08 HIPAA Policy based upon the discussed changes, Chairman Mark Christan Seconds, Unanimous.

* 1. **Discussion and possible action regarding the revisions made to the 20.09 Accident Reporting and Investigation.**
     1. Changed the Verbiage and updated the accident reporting form and be concurrent with county and state regulations.

Action: Tabled. With all the changes, this will be resubmitted next month for review.

* 1. **Discussion and possible action regarding the AFDA 2021 Conference.** 
     1. The dates have been posted and Board Member Attendance has been requested.

Action: No action needed.

* 1. **Discussion and possible action regarding ordering SCBA’S.**
     1. We had a group buying opportunity. This would dramatically drop the cost of this equipment. The budget has been figured with the cost. We need to be able to tell the vendor to say yes or no.

Action: No Action needed, the board decided to go ahead and place the order.

* 1. **Discussion and possible action regarding Board Member Wildermuths request for incident information.** 
     1. Member Wildermuth discusses why he wanted to know more about what the department is doing. Just a brief synopsis of the incident and how the crew handled it. NO personal information.

Action: Tabled until next month. Chief Lee will time how long it takes for him to complete.

* 1. **Discussion and possible action regarding the review and posting of the Fiscal Year starting July 1st, 2021- June 30th, 2022 Budget.** 
     1. Finish the budget workshop meetings. The budget is now posted for 30 days for the public.

Action: No action needed, only discussion

1. **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)*
2. **Adjournment –** At 7:35 p.m. Member Kurt Wildermuth made a motion to adjourn the March 18th, 2021 Regular Board Meeting Rick Tomjack, seconded; unanimous.

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Mark Christian, Board Chairman