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

**REGULAR BOARD MEETING**

Held June 17th, 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 6:00 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:**

|  |
| --- |
| Lee Antonides, Fire Chief |

**Members of the Community: Guests:**

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

1. **Pledge of Allegiance**
2. **Call to the Public –** Matthew Bavoso.
3. Public Hearing

Chairman Christian called the Public Hearing to order at 6:03 p.m.

* 1. Discussion and possible action regarding the FY 2021-22 Budget.
     1. The board discussed and approved the mil rate increase from 3.08 to 3.25 starting July 1st. Once the mill rate was approved the board approved the proposed the fiscal year 2021-2022 budget.

Chairman Christian ended the Public Hearing at 6:07 p.m.

1. **Approval of Minutes** 
   1. *Review of Regular Board Meeting minutes of Thursday, May 20th, 2021*

Action: Stand approved as written.

1. **Financial Reports** 
   1. *Discussion and possible action regarding fiscal year-end financial reports – May 31st, 2021*
      1. Paul discussed the Financial reports ending May 31st. We are coming up on the Fiscal year-end. Cash ended with just over a million dollars. Spending is a little bit higher this month, which is typical with being close to the end. Paul further discussed the Cash projections sheet.

Action: Chairman Christain made a motion to accept the financial reports as written, Member Marina Mitchell seconds, Unanimous.

1. **Chiefs Summary and Report**
   1. Annual number of calls to date and incident reports (response update).

Year to date **162** requests for service.

Last year **124** **(+38)**

**46** requests for service since the last board meeting

Significant calls

* 1. Status on department grants
  2. AFG (Assistance to Firefighters Grant) for a Type 1 engine. **(SUBMITTED)**
  3. GOHS (Governor’s Office of Highway Safety) which we are putting in for a command vehicle for the department and in conjunction with DPS **(SUBMITTED)**
  4. Subscription and annexation updates
  5. Subscriptions – 8 since last board meeting (**$4,472.13**).
  6. Residential and commercial development within the district (no change)
     + Capstone Flagstaff Meadows **Phase IV** has started. (TOTAL homes for phases 2A (63 homes) and 2B (53 homes) = 116 homes).
  + Shadow Mountain Roundabout – Well underway. Estimated completion August 2021.
  + Flagstaff Meadows – Models done; homes being sold.
  + **PROPOSED** – 48 homes in Garland Prairie.
  + **PROPOSED** – 20 tiny homes along I-40 next to the rest area.
  + **PROPOSED** – 42 duplexes (84 homes) west of Pilot.
  + **PROPOSED** – 130 homes (single-family and duplexes) east of townhomes on Beaton’s East.
  + **PROPOSED** – 20 tiny home/RV sites at the east end of Beaton’s East Road
  + Village Camp RV – 289 space RV community at Brannigan Park and FS 171 is underway.
  + Station 82 expansion status.
  + Preliminary floorplan determined. Exterior walls of addition will be cement blocks due to cost and local availability. We had the pre-application meeting with CC Community Development, everything looks good, some additional information needs before application.

1. **Old 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. The Chairman offered some suggestions on the verbiage of Harassment.

Action: Member Rick Tomjack makes a motion to accept the 20.05 Harassment-Sexual Harassment Policy, Member Kurt Wildermuth seconds. Unanimous.

* 1. **Discussion and possible action regarding the revisions made to the 20.09 Accident Reporting and Investigation.**
     1. Chief Lee did not get a chance to review this policy with appropriate parties, He will work on this for next month

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

* 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. Chief Lee created a draft, he wasn’t able to finish it due to wildland assignments. Member Wildermuth wants a three-word synopsis of what happened (head injury, stroke, etc.) Chief will reproduce a new draft next month with more data if possible.

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

1. **New Business**
   1. **Discussion and possible action regarding next year's Board Meeting schedule.** 
      1. Discussion on the third Thursday of every month at 6 pm still worked for the board. They agree it's the best schedule. Location to be discussed on November’s agenda to switch locations.

Action: Member Kurt Wildermuth makes a motion to accept the FY21’22 board schedule. Member Rick Tomjack seconds. Unanimous.

* 1. **Discussion and possible action regarding A new line of Credit for Tyler Packer and/or Bryan Crawley**
     1. Chief explains the need for a department credit card for wildland assignments so that expenses are not bought personally. It would have a low limit, and receipts would be turned in. Will provide training on what can and cannot be bought with a department card.

Action: Chairman Christian makes a motion to purchase a new line of credit, Member Marina Mitchell seconds, Unanimous.

* 1. **Discussion and possible action regarding Board Member Training** 
     1. No action is needed, just a discussion that Morgan Owen needs proof of training from all board members.

Action: None needed.

* 1. **Discussion and possible action regarding Overtime for Chiefs during Wildland.**
     1. Approval for chiefs to earn an overtime rate that is reimbursed by the State for wildland assignments and wildland assignments only.

Action: Chairman Christian makes a motion to move forward with overtime for chiefs during wildland, Member Rick seconds. Unanimous.

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 June 17th th, 2021 Regular Board Meeting Rick Tomjack, seconded; unanimous.

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Mark Christian, Board Chairman