

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

Held January 27th, 2022  
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 Mark Christian called the regularly scheduled Board meeting to order at 6:01 p.m.

**Members Present:**

Mark Christian, Chairman Kurt Wildermuth, Vice-Chairman Rick Tomjack, Member Thomas Humphrey, Member
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**Members Absent:**

Marina Mitchell, Member
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**Fire District Personnel Present:**

Lee Antonides, Fire Chief Morgan Owen, Office Admin
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**Members of the Community:**

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**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, December 16th, 2021.*

Action: Stand approved as written.

5. **Financial Reports**

*a. Discussion and possible action regarding fiscal year-end financial reports – December 31st, 2021*

*i. Discussion and questions regarding the financial statements.*

Action: Vice-Chairman Kurt Wildermuth motioned to approve the financial statements ending December 31st 2021, Member Rick Tomjack seconded the motion. Unanimous.

6. **Chiefs Summary and Report**

Year to date Ponderosa Fire District (PFD) has had 390 requests for service. Since last year, PFD is up 52 requests for service: with 51 since the last board meeting. Some recent significant calls were: 12/19 Structure fire, Parks, 12/29 CO alarm, Bellemont, 1/9 CO Alarm, Parks, 1/19 Structure fire, Parks (chicken coop), and 1/24 Semi fire, Bellemont, Pilot

The current department monthly training is on SCBA Drills..

The AFG (Assistance to Firefighters Grant) was submitted on December 14th, 2021, for approximately \$177,065 of new radios. DFFMA Post Fire Mitigation grant was submitted and awarded \$25,057.37 for a new UTV, trailer and use tax.

PFD has had two subscriptions agreements since the last board meeting totaling \$1,135.84.

There has been no change with the residential and commercial development within the district since the last board meeting.

PFD has billed for both the Telegraph Fire and the Monument Fire. We are awaiting DFFM payment.

Some ongoing maintenance that is still pending and being worked on is: E821 needs to be repaired for an oil leak, electrical repairs, and service, while C82 needs a service and a replacement of the catalytic converter.

There have been three deposits since the last board meeting totaling \$8,285.55.

All design for the Station 82 expansion has been stopped pending additional cost savings and the exploration of funding options.

## 7. Old Business

- a. Discussion and possible action regarding transferring \$90,637.73 from the general fund back into the Capital fund. (Tabled till March)
- b. Discussion and possible action regarding requesting an appraisal for Station 81 in Parks.
  - i. This is also for Station 82 in Bellemont. The Fire Chief was contacted by \_\_\_\_ in regards to obtaining a Broker Price Opinion (BPO) of the approximate value of the real property and buildings of the district's two fire stations. The board wanted to move forward with getting these properties assessed for the fee (\$1,000) when the funds become available or are approved by Chief Hudman.

Action: Member Rick Tomjack made a motion to approve paying for and receiving a BPO for both Station 81 and Station 82 once the fund became available, Chairman Mark Christian seconded the motion. Unanimous.

## 8. New Business

- a. Discussion and possible action regarding moving \$35,738.47 from the Station 82 sub account into the general fund to pay for the Loven Construction invoices.
  - i. The board discussed the invoices and where we were at with the design fees. Based on communications with Loven Construction, these will be the last invoices for all design fees. Since the process has come to a pause, no more charges will incur.

Action: Member Rick Tomjack motioned to approve moving \$35,738.47 from the Station 82 sub Account into the general fund to pay for the Loven Construction Invoices, Chairman Mark Christian seconded. Unanimous.

- b. Discussion and possible action regarding potential wage increases.
  - i. The fire chief discussed the increase in flagstaff minimum wage to \$15.50 and that he would like to be competitive regionally, even though the district doesn't have to comply since they are not within the city limits of the flag. The board agreed it would be beneficial to be comparable to other departments and because there would be no financial impact.

Action: Chairman Mark Christian motioned to approve the wage increases to match Flagstaff minimum wage, Member Rick Tomjack seconded. Unanimous.

- c. Discussion and possible action regarding approving a credit card for Josh Rodriguez.
  - i. The credit card would be for department expenses on wildland assignments. The fire chief requested a limit of \$5,000 to cover any expense incurred on wildland assignments such as lodging, vehicle repairs, equipment, etc. Josh Rodriguez would have to adhere to the credit card policy and all limits set in place. The board asked further questions to understand the costs of wildland assignments.

Action: Vice-Chairman Kurt Wildermuth motioned to approve obtaining a credit card for Josh Rodriguez to be used only for department expenses and with a limit of \$5,000, Chairman Mark Christian seconded. Unanimous.

- d. Discussion and possible action regarding an update to the Pandemic Safety Policy.
  - i. The board discussed the revisions to the Pandemic Safety Policy.

Action: Member Rick Tonjack motioned to approve the revisions to the Pandemic Safety Policy, Vice-Chairman Kurt Wildermuth seconded. Unanimous.

- e. Discussion and possible action regarding policy 40.25 Compensatory Time.
  - i. The board has some questions regarding the option to pay out compensatory time and wanted to see that included on the policy before approving or denying. The chairman requested this be taken off and put on next month's board meeting agenda.

- f. Discussion and possible action regarding required board member training, position and elections.
  - i. Board members were given the option to choose new people to be elected into positions (vice-chairman, chairman, clerk) and unanimously decided the current position holdings were good for them.

Action: Vice-Chairman Kurt Wildermuth motioned to keep the current positions as they stand currently with the same people, Member Rick Tomjack seconded the motion. Unanimous.

- g. Discussion and possible action regarding obtaining a new printer service for PFD.
  - i. The current Ricoh lease is expiring in March 2022. PFD reached out to multiple companies for quotes for two new printers and support service. Xerox and Ricoh were the only two companies to return quotes. Representatives from both companies joined the meeting to present their quotes and answer any questions. After, the board discussed the options and asked further questions to the PFD staff regarding needs and wants. The board decided to go with the Xerox lease agreement.

Action: Chairman Mark Christian motioned to move forward with the present Xerox lease agreement, Vice-Chairman Kurt Wildermuth seconded the motion. 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 7:45 p.m. Chairman Mark Christian motioned to adjourn the January 27th, 2022 Regular Board Meeting, Vice-Chairman Kurt Wildermuth seconded the motion; unanimous.

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Mark Christian, Board Chairman