



# Ponderosa Fire District (PFD) Governing Board

## Regular Board Meeting Minutes Thursday, Nov 21, 2019

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

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### Handout 5.a.

1. **CALL TO ORDER/ROLL CALL** – Vice-Chairman McDonald called the regular board meeting to order at 6:01 pm. It was determined there was a quorum.

Present –

Carey McDonald, Vice-Chairman  
Ryan McKay, Clerk  
Julie Mabry, Member  
Mark Christian, Member (Phoned In)

Absent -

Marina Mitchell, Chairman

Lee Antonides, Fire Chief

Kristy Seifert, Office Manager

2. **PLEDGE OF ALLEGIANCE** – Lead by Vice-Chairman McDonald.
3. **INTRODUCTION OR PRESENTATIONS** – None
4. **CALL TO THE PUBLIC** –Parks Resident, Ron Shultz stated that he stopped by the Station 82 a few weeks ago to show his granddaughter around. Mr. Shultz stated he wanted to express to the Board that he was very impressed with the duty crew that very politely and with enthusiasm had shown his granddaughter around the station. Mr. Shultz appreciated that they did a great job and gave his granddaughter a nice memorable experience.
5. **APPROVAL OF MINUTES** -
  - a. **Review of Regular Board Meeting Minutes for Thursday, Oct 17, 2019.** – Stand approved as written.
6. **FINANCIAL REPORTS** –
  - a. **Discussion and possible action regarding financial reports ending October 31, 2019.** (*Kevin Stephens, Founder*)  
Discussion: Kevin Stephens, founder with Stephens and Company, stated that he wished the PFD Board a very Happy Thanksgiving. Mr. Stephens briefed the board members on the financial reports ending October 31, 2019. Mr. Stephens stated that the Board is one third through the fiscal year and explained the statement of net assets and how it shows the tax revenue income for the month of October. Mr. Stephens stated that liabilities are around the 62k for the quarter and to keep in mind the 100k that is due back to the Capital projects fund.

Mr. Stephens showed the four month schedule one comparison sheet that shows we are at nearly 28% of our prop tax revenue and the FDAT as well. He shows some assignment revenue that should come in. He stated that the department is almost 34% in the budget in the operations and slightly over budget on the Other Services and Charges categories. He stated that PFD did make a debt service payment for one of the vehicles and the department is high in the budgeted amount for those miscellaneous income portions, however that the total cash revenue for the months end was approximately 294,284 so it was a strong month for revenues.

Mr. Stephens showed the Schedule two Projected Cash Flows sheet and explained the budgeted

cash flows through the next few months. He stated that the department has 206,000 budgeted for the capital expenditures and even after that payment is made there is still 184k showing in contingency.

Vice-Chairman McDonald stated that we are budgeted 810k for property taxes and the department has received its first installment, however that only shows about half what is due. He asked if there is a lag time in the payments or revenue.

Mr. Stephens stated that depending on when the property tax bills go out, delays with mail and or processing, the department should see another strong month of revenue in November.

Chief Antonides stated that he wanted to thank Mr. Stephens for his assistance with the annual audit and that while Saunders was here everything seemed to go smoothly and they had very few questions.

There were no other questions from the Board for Mr. Stephens.

**Action:** Clerk McKay moved to accept item 6.a. regarding financial reports ending Oct 31, 2019. Member Mabry seconded the motion. Vote was unanimous.

**7. OLD BUSINESS - None**

**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 he completed his graphics and included those in the Board packets. He stated that regarding incidents the department is currently 314 calls for this year. Last year we were at 311 calls so we are up 03 calls and have run 27 requests for service since last Board meeting.

Chief Antonides gave an update on department monthly training on LPG/natural gas emergencies. Chief gave an update regarding committee meetings, preparations for holidays and the upcoming AWIMA conference.

Chief Antonides stated that the department is approximately 73% complete with the current fuels grant. He stated that Capstone has paid the department for approximately 74% of the homes from phase III and gave an update regarding construction and future developments in and around Bellemont.

Chief Antonides stated that the department had the wildland assignment to California that you all are aware of and Erin almost has the billing for that completed. He stated that there are needed repairs and new tires needed for the C81 truck and rear tires for E821 apparatus that were budgeted for this fiscal year.

Chief Antonides stated that there were three deposits since last Board meeting for a total of \$505.10.

Chief Antonides stated that staff has received a letter requesting hardship from that fatal Spring Valley Fire that will be brought before the Board at their next regularly scheduled meeting for discussion and possible action. Chief Antonides suggested to the Board they should discuss potential policies regarding revenues, the collection of revenues, billing policies and hardships.



Chief stated that the Board can send their suggestions and ideas to staff to draft something up for discussion.

Member Christian suggested looking at other districts for comparable policies and guidelines of hardships. Chief Antonides stated that he would reach out to the other Chief's in the local surrounding districts and would have staff reach out to AFDA for other ideas and guidelines.

Clerk McKay asked if this can be a Board decision each time.

Chief Antonides stated that it definitely can be a decision each time however if the Board should ever decide that there is a hardship there should be clear guidelines to meet or qualify otherwise you're at risk of setting precedent.

Chief Antonides stated the Station 82 expansion committee has met twice, once on Oct 31 and once on Nov 13, 2019. The committee reviewed the two proposals and cost breakdowns from both contractors. Both Chief and the committee are split 50/50 on the proposals. The committee recommends that the PFD Governing Board review the proposals and interview each contractor and designer at a special board meeting. Chief Antonides suggested the special meeting to be tentatively held on December 12<sup>th</sup>, a Thursday one week before the regular board meeting if the Board members agree.

Chief Antonides mentioned that the Board can invite Sarah Benatar, County Treasurer, to come to a meeting for any questions or guidelines. The Board agreed to Dec 12<sup>th</sup> for special board meeting and staff will advertise. The PFD Board suggested inviting Mrs. Benatar to the regular Board meeting or another meeting to discuss questions and guidelines with her at that later time if necessary.

Vice-Chairman McDonald stated that there should be an agenda item on the next regular agenda regarding Station 82 expansion financing and or a recap of the contractor interviews and possibly invite Mrs. Benatar to the regular December or the regular January meeting.

The Board agreed to having a Dec 12<sup>th</sup>, special board meeting with interview of contractors and designers, 5:30pm through 7:30pm at Station 82. Chief Antonides will confirm with the contractors and let everyone know.

Chief Antonides stated that he discussed with Brian Furuya regarding a special meeting to discuss the Boards questions on revenues and collection of revenues. Chief Antonides stated that Mr. Furuya suggested a separate special meeting as they tend to be lengthy and it would not be until mid-January at best.

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.

b. **Discussion regarding IKRC and Fire District vs. Response Area.** *(Chief Antonides)*

Discussion: Chief Antonides stated he had discussions with Vice-Chairman McDonald regarding IKRC and Sherwood. Chief Antonides stated that the IKRC is in the PFD Response area and not in the tax district. Once IKRC found out there was a fire department literally 3 miles away, they chose to contract with Sherwood. There is no law or statute that dictates you must contract with one or the other. Chief Antonides was made aware of the contract after the fact.



Chief Antonides stated we have a mutual aide agreement with Sherwood and we do not receive revenue or pay for anything that comes to us through mutual aide.

Vice-Chairman McDonald stated the IKRC is not located in any fire tax district but it is close to Sherwood's Fire Department and Sherwood has the contract. Vice-Chairman McDonald stated that he asked for this to be on the agenda to discuss and educate the board members and public as to the difference between the response area and district area boundaries. Mr. McDonald stated that his concern is that we have a response area that is too large or overlapping.

Chief Antonides stated that Sherwood assists us and our department assists them and with the politics involved, they are low on volunteers and manpower.

Member Christian asked how close the IKRC is to the Williams response boundary.

Chief Antonides stated about a mile and half from response boundary but approximately 2.5 miles to city limits.

- c. **Discussion regarding current and projected Sub Capital St.82 Fund balance.** Handout 8.c. - *(Manager Seifert)*

Discussion: Manager Seifert asked the Board members if they had any questions related to the spreadsheets and asked the Board members if she could place a transfer request on the next agenda for a capstone deposit that did not originally make it into the sub account. Mrs. Seifert stated that the spreadsheets show that all other deposits meant for the Station 82 sub account were deposited directly into that account. The Board agreed to have that on the next agenda.

- d. **Discussion regarding Station 82 addition proposal and construction update.** *(Chief Antonides)*

Discussion: Chief Antonides stated that they touched on this item in his earlier chief's report and the Board members agreed to move on.

## 9. NEW BUSINESS -

- a. **Discussion with Deputy County Attorney regarding potentially placing liens on properties for unpaid Out-Of-District invoices.** *(Vice-Chairman McDonald)*

Discussion: Vice-Chairman McDonald stated that he requested this item on the agenda to have the discussion and gather ideas regarding collecting on those Out-Of-District bills that people don't pay and if it would be possible to have a standard form approved by a county attorney that is simply a fill in the blank type of template.

Chief Antonides stated that the Deputy County Attorney, Brian Furuya, indicated he knows an attorney out of the valley that simply does billing in this way for FDs. In discussions with Brian Furuya, Chief Antonides found that Pinewood is doing a resolution to go with Fire Recovery USA, a collection company that specializes in Fire District collections. Chief Antonides stated that this company takes 20% right off the top. He stated that he and staff will do research on it and bring to the board some comparisons.

Vice-Chairman McDonald stated that he would like to meet with Brian possibly in February. The Board members agreed. No action needed.

Action: No action taken.

- b. **Discussion and possible action regarding PFD Letter of Declaration for calendar year 2020**



for the revolving line of credit for the District from JPMorgan Chase Bank pursuant to A.R.S. §11-604.01. *(Manager Seifert)*

Discussion: Manager Seifert stated this is in regard to the Line of Credit we have with JPMorgan through the County and is standard for all fire districts that have a revolving line of credit with an outside bank.

Action: Member Mabry moved to approve item 9.b. regarding PFD Letter of Declaration for calendar year 2020 for the revolving line of credit for the District from JPMorgan Chase Bank pursuant to A.R.S. §11-604.01. Clerk McKay seconded the motion. Motion passed unanimously.

**c. Discussion and update of Ponderosa Fire Districts Annual Audit Dates of November 20th & 21st, 2019. *(Manager Seifert)***

Discussion: Manager Seifert stated that our Auditors from Saunders and Company were here today performing the audit and it appears to have gone well. Chief Antonides stated that Saunders was just finishing up their field visit for this audit session and everything went smoothly. Chief Antonides stated that if anything comes up he will let the Board know and that they will most likely receive the audit letter for review in February.

There was no further discussion regarding item 9.c. and no action taken.

Action: No action taken.

**d. Discussion and possible action regarding upcoming AFDA conference attendance. *(Manager Seifert)***

Discussion: Manager Seifert stated she needs to know who is planning to attend the conference so she can register those personnel and reserve enough rooms. Chief Antonides stated there is a copy of the agenda for the conference in the Board packets. Vice-Chairman McDonald stated he would be unable to attend. Member Christian stated he would like to attend. Clerk McKay stated that he would double check the dates with his calendar and let Chief know. Chief Antonides stated he would confirm with Marina if she is able to attend.

Chief Antonides stated that for the record the department would cover the following financials; mileage to and from the conference, meals (no alcohol), conference registration and hotel rooms. Any other incidentals or golf tournaments, etc., are not covered by the department.

No other discussion ensued and no action necessary.

Action: No action taken.

**e. Discussion and possible action regarding adoption of Local PSPRS Pension Funding Policy. *(Manager Seifert, PSPRS Secretary)***

Discussion: Manager Seifert stated there is a new mandate created from the league of cities and towns and statute now requires that every PSPRS Local Board has approved and adopted a Pension Funding Policy on an annual basis. She stated that included in the board packets is the final approved policy for the PFD Board to review and adopt. The purpose of this is to ensure the continued funding for the pension and to create better stability in future years. Manager Seifert wanted to make sure the PFD Board is aware that the PFD Pension Fund is currently over funded, however it is a fluid number that can change over time due to multiple factors such as high turnover, more eligible time of retirement or market value fluctuation. She stated that this pension funding policy will come to the Board annually for update and review of how the goals

and strategies of obtaining 100% funding are being met.

Manager Seifert stated that on a side note she will be attending the upcoming PSPRS training conference in January which is available for local PSPRS Board members as well if any are interested to attend. She stated that all Local Board Members are encouraged to attend.

**Action:** Clerk McKay moved to approve item 9.e. regarding resolution and adoption of PFD PSPRS Pension Funding Policy. Member Mabry seconded the motion. Motion passed unanimously.

10. **EXECUTIVE SESSION** – None.

11. **ADJOURNMENT** – There being no further business to discuss and by motion of Clerk McKay, seconded by Vice-Chairman McDonald, the regular session of the Ponderosa Fire District Board of Directors held on Nov 21, 2019, adjourned at 7:15 p.m.



Ryan McKay, Board Clerk