



Ponderosa Fire District (PFD) Governing Board

Regular Board Meeting Minutes Thursday, March 21, 2019

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

Handout .5.a.

1. **CALL TO ORDER/ROLL CALL** – Vice-Chairman Carey McDonald called the regular board meeting to order at 6:02 pm.

Present –

Marina Mitchell, Board Chairman (Phone In)

Carey McDonald, Vice-Chairman

Ryan McKay, Clerk

Julie Mabry, Member

Mark Christian, Member (Phone In)

Lee Antonides, Fire Chief

Paul Fox, Stephens & Company, LLC.

2. **PLEDGE OF ALLEGIANCE** – Lead by Vice-Chairman McDonald.

3. **INTRODUCTION OR PRESENTATIONS** – None.

4. **CALL TO THE PUBLIC** –

Public - Mrs. Karin VonKay, resident of Parks, AZ, stated that there seems to be a decrease in activity at Station 81 and asked if anything has changed with the manning of Station 81 in Parks.

Chief Antonides stated that nothing has changed and the department is still rotating shifts and manning Station 81 as well as Station 82.

5. **APPROVAL OF MINUTES** -

- a. **Approval of regular board meeting minutes for Friday, March 1, 2019.** – Stand approved as written.

6. **FINANCIAL REPORTS** -

- a. **Discussion and possible action regarding financial reports ending January 31, 2019.** (*Paul Fox, CPA with Stephens & Company, LLC*)

Discussion: Paul Fox presented the January financial reports and discussed the cash year to date as well as the projections for the upcoming year and stated that the department should be on track with a positive cash flow.

Action: Member Mabry moved to accept and approve item 6.a. regarding financial reports ending January 31, 2019. Clerk McKay seconded the motion; vote was unanimous.

- b. **Discussion and possible action regarding financial reports ending February 28, 2019.** (*Paul Fox, CPA with Stephens & Company, LLC*)

Discussion: Paul Fox presented the February financial reports and stated that there is a “due to” amount shown indicating there is money still owed to the Capital projects fund and the district is working toward paying that down. Mr. Fox stated that when the Capstone payments come into the district, those funds are being deposited straight to the Capital Sub-account fund since those monies are strictly limited to the betterment of Station 82. Mr. Fox continued to present the year

to date cash flow information and discussed the wildland assignment revenues and how those funds are classified. Mr. Fox stated that the cash flow management of the district has progressed and has shown steady improvement and results in more accurate estimates and projections.

Action: Clerk McKay moved to accept and approve item 6.b. regarding financial reports ending February 28, 2019. Member Mabry seconded the motion; vote was unanimous.

7. OLD BUSINESS –

a. **Discussion regarding the Sherwood and Woods Fire Districts.** (Chief Antonides)

Discussion: Chief Antonides stated that he attended the Sherwood Fire District Board meeting last night. Chief Antonides stated that the Sherwood FD Board accepted the resolution from the Woods Fire District for consolidation. This means that Sherwood needs to do their own resolution to consolidate and accept the Woods Fire District into the Sherwood Fire District. Chief Antonides stated that their consolidation should not affect the Ponderosa Fire District in anyway, however, unless the consolidation does not move forward the Woods Fire District has expressed interest in a contract with our department.

b. **Discussion regarding the PFD Board Opinion Letter regarding developments proposed for the Bellemont area.** (Vice-Chairman McDonald)

Discussion: Vice-Chairman McDonald stated that he has concerns regarding the traffic plan for Bellemont community especially during the construction of the future round-about intersection proposed for the Pilot Truck Stop intersection. Mr. McDonald is asking fellow PFD Board Members if they would agree to draft a letter of opinion expressing their concerns to the Coconino County Board of Supervisors. Mr. McDonald stated that at a minimum the PFD Governing Board would go on record having stated their concerns with safety, traffic congestion and flow.

Chief Antonides stated that the Bellemont Area Planning Committee has been working on the Bellemont Area Plan for at least two years and this topic was brought up in discussions. Chief Antonides stated that his concerns are related to the department's response time with emergencies and getting delayed by the construction or traffic congestion and any potential liability that could create for the district.

Member McKay stated that he thinks it would be a good idea to go on record. Members Mabry and Christian and Chairman Mitchell agreed. Vice-Chairman McDonald stated he would volunteer to draft the letter.

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. He stated the department had 58 calls since January 1, 2019, which is only six, calls down from this time last year 2018. 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 that he did apply for another grant in February however when he spoke with Forestry and Fire Management the department did not receive it due to the fact that the department received it the last six or seven years. Chief stated that Forestry and Fire

Management told him that there is still a chance if someone else backs out of the program and Chief stated he would keep the board updated on any changes.

Chief Antonides stated that the outstanding wildland billing that Mrs. Hudman submitted has been approved so the department should see that come in soon. Chief Antonides stated that the NAU Students that are working on our Station 82 remodel are at their 60% stage meaning 60% paper and plans are complete. Chief stated that the board members are welcome to come in the office individually at any time to view and discuss the remodel plans.

The Ponderosa Fire District Board Members were satisfied with the Chief's Report and had no 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. Budget Workshop update. (Chief Antonides)

Discussion: Chief Antonides stated that Erin Hudman had emailed the proposed budget out to all board members for their review. Chief Antonides stated that the only thing still pending is the Capital outlay at the end of the year as the department is still waiting for good estimates from Stephens and Company and when that comes in staff would update the proposed budget and the board members. Chief Antonides stated that the budget workshops are going very smoothly and stated that the next budget workshop is scheduled for April 2 at 7 pm at Station 82 and all the staff and board members are invited and encouraged to attend. Chief Antonides stated that it is our goal to submit the final budget proposal to the board for review by April or May and public hearing by May or June.

10. NEW BUSINESS –

a. Discussion and possible action regarding mutual aid with Cooperative Greater Flagstaff Area Fire Agencies All Risk Emergency IGA. (Chief Antonides)

Discussion: Chief Antonides stated that this is the same no cost mutual aid agreement the department has had but with a new name. Chief Antonides stated that the County Attorney's office has reviewed and essentially agreed with the proposal and staff is asking the PFD Board Members to approve if they so choose.

Action: Member Mabry moved to approve item 10.a. regarding mutual aid agreement with Cooperative Greater Flagstaff Area Fire Agencies All Risk Emergency IGA. Clerk McKay seconded the motion; vote was unanimous.

b. Discussion and possible action regarding raising the mileage reimbursement rate to match the IRS standard of \$.58/mile. (Vice-Chairman McDonald)

Discussion: Vice-Chairman McDonald stated that he would like to table this item until he can verify some information. Chief Antonides stated that if and when the board would like to discuss this again that staff can draft a resolution for the board's approval.

Action: The Vice-Chairman motioned to table this item. The PFD Board members agreed.

c. Discussion and possible action regarding revamping the wildland revenue tracking spreadsheet. (Vice-Chairman McDonald)

Discussion: Vice-Chairman McDonald stated he has concerns with whether the district is truly recovering the costs of going out on wildland assignments. Mr. McDonald stated that he would like the department to continue to track the cost, billing and depreciation information regarding the wildland assignments.

Action: The PFD Board Members agreed to continue to have staff update the wildland revenue tracking spreadsheet and combine this item with 10.d. regarding PFD Personnel responding to California Wildland Assignments.

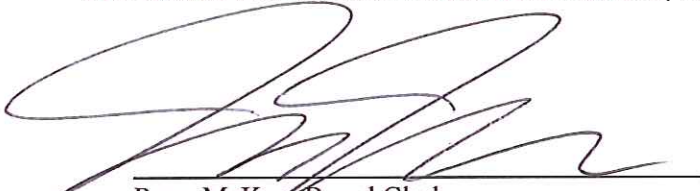
d. **Discussion and possible action regarding PFD personnel responding to California, wildland assignments.** *(Vice-Chairman McDonald)*

Discussion: Vice-Chairman McDonald stated he has concerns with whether the district is truly recovering the costs of going out on wildland assignments.

Action: The PFD Board Members agreed to table this item to the next regular board meeting.

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 March 21, 2019, adjourned at 6:47 p.m.



Ryan McKay, Board Clerk