

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

Held January 19th, 2023
at Ponderosa Fire District Station 81
1511 North Spring Valley Rd
Parks, AZ 86018

1. **Call to Order/Roll Call:** Vice-Chairman Kurt Wildermuth called the regularly scheduled Board meeting to order at 6:01 p.m.

Members Present:

Kurt Wildermuth, Vice-Chairman Thomas Humphrey, Clerk Rick Tomjack, Member Deanna Hueston, Member
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Members Absent:

Mark Christian, Chairman

Fire District Personnel Present:

Lee Antonides, Fire Chief Amanda Allen, Office Manager

Members of the Community:

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Guests:

Paul Fox, Manager with Stephens & Co. (ABSENT)

2. **Pledge of Allegiance**
3. **Call to the Public – NONE**
4. **Approval of Minutes**

- a. Review of Regular Board Meeting minutes of Thursday, December 15th, 2022

Action: Stand approved as written.

- b. Review of Special Board Meeting minutes of Friday, January 4th, 2023

Action: Stand approved as written.

5. **Financial Reports**

- a. Discussion and possible action regarding fiscal year-end financial reports – December 31st, 2022
- i. Chief Antonides stated that due to Paul Fox being absent financials be tabled until February's board meeting.

6. **Chiefs Summary and Report**

- a. Requests for services
- Chief Antonides stated that for the Ponderosa Fire District ended the 2022 year with a total of 423 requests for services, 33 more than the previous year. Year to date there has been 34 requests for services, and 55 requests for services since last board meeting.

- b. Significant Calls
 - 12/21 Carbon Monoxide alarm at Pilot, no patient transports
 - 12/24 Semi fire, I-40 mile post 171 east bound, brake fire
 - 12/29 Semi fire, I-40 mile post 178 east bound, brake fire
 - 1/3 Motor vehicle accident, Bellemont, one patient, non-injury
 - 1/16 Vehicle fire, Bellemont
 - 1/16 Medical, fatal
 - 1/17 Rescue/medical, Parks
- c. Update on department training
 - Monthly department training (Emergency Medical Services)
 - GFR
- d. Status on department grants
 - Assistance for Firefighters Grant (AFG) for approximately \$177,065 for new radios. New equipment is not coming into the department.
- e. Residential and commercial development within the district
 - District is expected to receive the final check from Capstone Flagstaff Meadows. Flagstaff Meadows townhomes have started selling for phase 1, phase 2 in design for an additional 86 townhomes.
 - Village Camp RV community with 289 spaces at Brannigan Park and Forest service 171 is underway.
- f. Vehicle maintenance
 - New tires on the red command vehicle
 - Engine 811 had valve cover gasket replaced, and thermostat gasket.
 - New type 6 engine should arrive mid-end of February.
 - New type 1 engine should arrive mid-end of February.
- g. Station 82 expansion status
 - Budget received from Loven Contracting. Adjustments are being made for resubmittal.

7. Administrative Updates

- a. Annexations
 - letters have been mailed and several responses have been received back. Once the district receives at least 51% back the appropriate next steps will be taken. Some mailings have been returned due to being undeliverable, we are looking into a solution for this.
- b. Total Subscriptions/Deposits since last board meeting
 - Since last board meeting we have had two new subscriptions and have had a total of \$

8. New Business

- a. Discussion and possible action regarding policy revision; 10.03 Contract Policy
 - i. Member Rick Tomjack asked what the statement “approval appropriate” means. Chief Lee explained that when any new contract is brought to the board to review and decide if said contract/policy is appropriate for approval.

Action: Clerk Thomas Humphrey made a motion to approve policy 10.03 revisions. Rick Tomjack seconded, unanimous.

- b. Discussion and possible action regarding approval of Loven contracting invoice

- i. Chief Lee explained that this invoice from Loven contracting includes some of the additional adjustments needed to wrap up Station 82 expansion plans. If approved a transfer from Capital to General fund will need to take place as well.

Action: Member Rick Tomjack made a motion to approve payment of Loven invoice 19-33701 in the amount \$10,389.24. Clerk Thomas Humphrey seconded, unanimous.

Action: Clerk Thomas Humphrey made a motion to transfer \$10,389.24 from the Station 82 fund to general fund to fulfill Loven invoice 19-33701. Vice-Chairman Kurt Wildermuth seconded, 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 06:30 p.m. Vice-Chairman Kurt Wildermuth made a motion to adjourn the January 19th, 2023 Regular Board Meeting, member Deanna Hueston seconded; unanimous.



A handwritten signature in cursive script, reading "Mark Christian", is written above a horizontal line.

Mark Christian, Board Chairman