

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

Held December 15<sup>th</sup>, 2022  
at Ponderosa Fire District Station 82  
11951 W. Shadow Mountain Dr.  
Bellemont, AZ 86015

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1. **Call to Order/Roll Call:** Member Mark Christian called the regularly scheduled Board meeting to order at 6:01 p.m.

**Members Present:**

**Members Absent:**

Mark Christian, Chairman Kurt Wildermuth, Vice-Chairman Thomas Humphrey, Clerk Rick Tomjack, Member Deanna Hueston, Member	
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**Fire District Personnel Present:**

Lee Antonides, Fire Chief Amanda Allen, Office Manager
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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, November 17<sup>th</sup>, 2022*

Action: Stands approved as written.

5. **Financial Reports**

- a. Discussion and possible action regarding fiscal month-end financial reports – October 31<sup>st</sup>, 2022*

- Paul Fox from Stephens and Company presented October 31<sup>st</sup>, 2022 financials.

Action: Rick Tomjack made motion to accept October 2022 financials, Thomas Humphrey seconded motion; Unanimous

- b. Discussion and possible action regarding fiscal month-end financial reports – November 30<sup>st</sup>, 2022*

- Paul Fox from Stephens and Company presented November 30<sup>th</sup>, 2022 financials.

Action: Kurt Wildermuth made motion to accept November 2022 financials, Rick Tomjack seconded the motion; Unanimous

## 6. Chiefs Summary and Report

### *a. Annual number of calls to date and incident reports (response update)*

- Year to date, 408 requests for service
- This time last year 369 calls for service (+36)
- 28 requests for service since the last board meeting
- Significant calls for service

12/4 Motor Vehicle accident I-40 at mile post 184 west bound, single vehicle non-injury. 12/10 motor vehicle accident I-40, single vehicle accident non-injury.

### *b. Training*

- Captains are working with new hires on driving and pumping the trucks.
- GFR training, Firefighter mental health

### *c. Committees*

- Nothing this month

### *d. Status of department grants*

- AFG (Assistance to Firefighters Grant) Approved radio equipment ordered.

### *e. Residential and Commercial development within the district (no change)*

### *f. Station 82 expansion status*

- Plans are 100% complete
- Lovén Contracting has subcontractors in and out of the station, should have budget and tentative schedule middle to end of January.

## 7. Administration Update

- a.* Total deposits since last board meeting \$3,186.42
- b.* No new subscriptions
- c.* Upcoming event on December 18<sup>th</sup>, Visit with Santa at Ponderosa Fire
- d.* Annexations have been started for the Main Townsite area, as well as Tall Timber trails. Annexation letters will be sent out next week.

## 8. New Business

### *a. Discussion and possible action regarding 10.02 Overtime Policy Revision*

- Rick Tomjack requested that (FLSA) be spelled out for a clearer understanding. Thomas Humphrey requested adding “or designee” to section IV of the 10.02 policy.

Action: Kurt made a motion to accept 10.02 Overtime Policy with the following revisions, (FLSA) will be spelled out in the first sentence, and that “or designee” is added to section IV of the policy. Thomas Humphrey seconded; Unanimous

- b. ***Discussion and possible action regarding Resolution #2022-12 PFD Official Canvas of Election.***  
- Chief Lee stated that since the County has certified the election and results, the District Governing Board now needs to accept and certify the election results.

Action: Rick Tomjack made a motion to accept Resolution #2022-12 PFD Official Canvas of Election. Kurt Wildermuth seconded the motion; unanimous

- c. ***Discussion regarding PSPRS Local Board Audit***  
- Chief Lee stated that PSPRS Local Board will be audited by PSPRS, starting January 18<sup>th</sup>, 2023. In June 2022, the state adopted new audit requirements, Ponderosa Fire District was chosen as one of the first to participate.

- d. ***Discussion and possible action regarding Chairman, Vice-Chairman and Clerk election***  
- Chief Lee stated that being that it's the first of the year Board members need to either elect new officers for the governing board or reelect board members into their current board positions. Kurt Wildermuth, Rick Tomjack, Thomas Humphrey and Deanna Hueston all discussed and determined all board members are comfortable in their current roles.

Action: Rick Tomjack made a motion that Kurt Wildermuth retain his role as Vice-Chairman. Thomas Humphrey seconded the motion; unanimous

Action: Deanna Hueston made motion that Thomas Humphrey retain his role as Clerk. Kurt Wildermuth seconded the motion; unanimous

Action: Thomas Humphrey made a motion that Mark Christian retain his role as Chairman. Deanna Hueston seconded the motion; unanimous

**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)*

9. **Adjournment** – At 6:59 p.m. Vice-Chairman Kurt Wildermuth made a motion to adjourn the December 15th, 2022, Regular Board Meeting, member Deanna Hueston seconded; unanimous.



Mark Christian, Board Chairman