

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

Held February 16th 2023  
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 6:04 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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**Members of the Community:**

**Guests:**

	Kevin Stephens, Owner of 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, January 19<sup>th</sup>, 2023*

Action: Stand approved as written.

5. **Financial Reports**

- a. *Discussion and possible action regarding financial reports ending – December 31st 2022*

- i. Mr. Kevin Stephens discussed the financial statements ending December 31st 2022.

Action: Member Rick Tomjack made a motion to approve the financial reports ending December 31st, 2022, Vice-Chairman Kurt Wildermuth seconded the motion. Unanimous.

- b. *Discussion and possible action regarding financial reports ending – January 31st 2023*

- i. Mr. Kevin Stephens discussed the financial statements ending January 31st 2023

Action: Member Rick Tomjack made a motion to approve the financial reports ending January 31st, 2023, Vice-Chairman Kurt Wildermuth seconded the motion. Unanimous.

6. **Chiefs Summary and Report**

- a. Annual number of calls to date and incident reports (response update)
  - Year to date Ponderosa Fire has had 61 requests for services.
  - Last year at this time 43 (+18)
  - Significant calls for service since last Board meeting
    - 1/16 Medical call at Pilot for a patient down in the back parking lot, CPR performed.
    - 1/17 Medical call in Parks, two patients transported. Roads were not plowed, engine 821 made it to the call but the plow truck was used to get the patients out and to the ambulance.
    - 2/6 Fire Alarm in Parks (Fire Alarm activated in home). Crews investigated and found water leaking in from the roof and had shorted out one of the smoke detectors.
- b. Update on Department training
  - Monthly Department training (Drivers training with Firefighters)
- c. Committees
  - Ponderosa Fire Advisory Council (PFAC) meeting on 2/17
  - Parks Area Connection (PAC) Posponed until March
  - Coconino County Chief's Consortium (C3) potential regional grants
  - Coconino County Wildland Resource Group (CCWRG) no meeting held
  - Local Emergency Planning Committee (LEPC) no meeting held
- d. Residential and commercial development within the district
  - Final contribution check from Capstone Homes was received for remaining lots sold.
  - Townhomes are being sold from phase I in Flagstaff Meadows, phase II in design for an additional 86 townhomes.
  - 289 spaces for RV community at Brannigan Park and Forest Service 171 is underway (Village Camp RV)
- e. Vehicle maintenance report, unexpected costs, and repairs
  - New Type 3 needs new tires, miscellaneous parts, and plumbing repair (water pump repair)
  - Command 81 has noise coming from front end, in need of rear shocks.
  - Command 82 has noise and smells hot when 4-wheel drive is engaged.
  - Dump truck Power take off (PTO) is out, truck is at Bellemont Truck Repair for diagnostics.
  - Ongoing Maintenance: Valve cover gasket and thermostat on Engine 821 (\$1000) waiting for new Engine to arrive mid-end of November. Will then pull out of service for needed repairs.
  - New Type 1 due mid-end of March
  - New Type 6 due mid-end of May
- f. Station 82 expansion status
  - Had a meeting with Mike Loven regarding budget, Discussion referred to agenda item 9a.

## **7. Administration Updates**

- a. Annexation Status
  - With a total of 119 letters mailed we have received 56 back, which is 47%. In order to move forward we need to receive at least 51% from property owners. For those we haven't heard back from and letters that have been "undeliverable" we plan to hand deliver as many as possible next week.

## Electronic Communications

- Last week an online survey was created and posted on both Ponderosa's Facebook, and Instagram in hopes to obtain insight from our community regarding electronic communication preferences. Paper Flyers were also placed at the Mercantile and the 76 store. Our goal is to provide electronic communication for any resident that would prefer this over "paper".

### b. Deposits

- Since last Board meeting we have had a total of \$43,329.37 in deposits, \$42,608.33 being Ponderosa's last check from Capstone Homes for remaining lots sold.

## 9. Old Business

- a. Discussion and possible action regarding the Station 82 addition status and budget.
  - i. Chief Lee Antonides expressed that after speaking with Mike Loven regarding the station 82 addition the budget increased to 2.7 million. Loven Contracting is working with their sub-contractors to see if they can meet our budget of 2.3 million. Chairman Mark Christian explained that after talking with Loven Contracting it may be two to three weeks until we have Loven's revised numbers. Chief Lee Antonides stated that if the budget numbers cannot be agreed upon, that the district may have other options to consider. He recommended that the board wait to consider the potential options until we have Loven's revised budget.

Action: No action was made at this time, once Administration has more updates, they will be added to future Board meeting agendas.

## 10. New Business

- a. Discussion and possible action regarding Flagstaff minimum wage increase and raising the rank/position of Firefighter to \$16.80 per hour.
  - i. Chief Lee Antonides stated that giving Firefighters a 5% raise to bring them to \$16.80, and then a 3% raise by the end of the fiscal year. Clerk Thomas Humphrey expressed concern with increasing pay for just Firefighter/rank may cause issues with steps 1,2,3,4 and 5. Chief Lee Antonides explained that this will be until the end of this fiscal year, where wage will be rediscussed.

Action – Clerk Thomas Humphrey made a motion to accept, and raise minimum wage for the rank of firefighter to \$16.80. Clerk Thomas Humphrey made a motion to accept, and raise minimum wage for the rank of firefighter to \$16.80, retroactive to begin on January 1<sup>st</sup>, 2023. Member Deanna Hueston seconded; Unanimous.

- b. Discussion and possible action regarding dividing med team revenue equivalent to wildland revenue. 10% back to med team 20% back to apparatus.
  - i. Chief Lee Antonides explained that with our current wildland program, 10% of the revenue goes back into wildland project needs such as Personal Protective Equipment (PPE) and needed equipment. 20% of the revenue goes back into the vehicle maintenance. Chief Lee Antonides stated that with the Med Team being a new program, that it would have its own budget codes. He asked that the Med Team program proceeds be divided the same as the wildland program, 10% back to the program and 20% towards vehicle maintenance,

Action – Clerk Thomas Humphrey made a motion to accept and approve the Med team program Budget, with 10% of revenue to go back into the program and 20% to go towards Med team vehicle maintenance. Chairman Mark Christian seconded; Unanimous.

- c. Discussion and possible action regarding approval of Memorandum of Understanding (MOU) Department of Emergency and Military Affairs for the receipt and use of a Type 3 engine.
  - i. Chief Lee Antonides explained that Ponderosa's new Type 3 engine came to the district at no cost. Once signed and accepted, the Memorandum of Understanding will stand for five years.

Action – Chairman Mark Christian made a motion to accept the Memorandum of Understanding with Department of Emergency and Military Affairs for the receipt and use of a Type 3 engine. Clerk Thomas Humphrey seconded; Unanimous.

- d. Discussion and possible action regarding approval and resolution of NFHF 22-203 Grant Agreement for fuels reduction.
- i. Chief Lee Antonides explained that the grant agreement would be for hazardous fuels reduction on private land within the district, and response area. This contract will complement other hazardous fuels reduction projects already done by Ponderosa and the Forest Service.

Action – Member Rick Tomjack made a motion to approve the resolution of NFHF 22-203 Grant Agreement for fuels reduction. Chairman Mark Christian seconded; Unanimous.

- e. Discussion and possible action regarding 10.04 PSPRS Member Physical Examination & Fitness for Duty Policy Revisions.
- i. Clerk Thomas Humphrey expressed that since 12 months was changed to annually that 24 months should be changed to bi-annually. Member Rick Tomjack asked for clarification on what would cause an employee to be responsible for medical treatment. Chief Lee Antonides stated that changing 24 months to bi-annually will be implemented once a better clarification of employee responsibility for payment was determined, it would be added to the requested edits and resubmitted for the March board meeting.

Action: No action was taken at this time. Administrative staff will review the policy and add to next month's agenda.

- f. Discussion and possible action regarding replacement of department command vehicles.
- i. Chief Lee Antonides expressed that both command vehicles are having ongoing problems. Both have very high milage, up to 200,000 miles. Money continues to be spent as more issues come up. Being that Ponderosa has received the Type 3 engine at no cost to the district. Receiving this relieves the district from purchasing a new Type 3 for the next several years. Chief Lee Antonides asked the board to approve the purchase of two new command vehicles for the estimated cost of \$100,000 per vehicle. Member Rick Tomjack recommended that the motion be to approve the cost not to exceed \$110,000 each. Clerk Thomas Humphrey asked if the old command vehicles would be sold. Chief Lee Antonides stated that the intent was to sell one of the old command vehicles. Proceeds from that potential sale would be used to pay for repairs to the other. The remaining vehicle would be to run errands, to send personnel to training, etc.

Action – Member Rick Tomjack made a motion to approve the replacement and purchase of two new command vehicles, not to exceed \$110,000 each. Clerk Thomas Humphrey seconded; Unanimous

**11. 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)*

**12. Adjournment** – At 8:08 p.m. Vice-Chairman Kurt Wildermuth made a motion to adjourn the February 16<sup>th</sup> 2023, Regular Board Meeting, Member Deanna Hueston seconded; unanimous.



Mark Christian, Board Chairman

