

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

Held March 16<sup>th</sup>, 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 6:00 p.m.

**Members Present:**

Mark Christian, Chairman Thomas Humphrey, Clerk Rick Tomjack, Member Deanna Hueston, Member
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**Members Absent:**

Kurt Wildermuth, Vice-Chairman
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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:**

Paul Fox, CPA with Stephens & Company, LLC Jim and Tricia Saunders, Saunders Company, LTD Paul M. Gales, Greenberg Traurig, LLC. Bryan E. Lundberg, Stifel Nicolaus & Company, INC
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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, February 16<sup>th</sup>, 2023

Action: Stand approved as written.

5. **Financial Reports**

- a. Discussion and possible action regarding financial reports ending – February 28<sup>th</sup>, 2023

- i. Mr. Kevin Stephens discussed the financial statements ending February 28<sup>th</sup>, 2023

Action: Chairman Mark Christian made a motion to approve the financial reports ending February 28<sup>th</sup>, 2023. Clerk Thomas Humphrey seconded the motion; unanimous.

6. **PUBLIC HEARING FOR THE FISCAL YEAR 2022 FINANCIAL AUDIT PRESENTATION**

- i. Jim Saunders explained the 2022 Fiscal year Financial Audit process to the Board. Jim Saunders stated that the financial statements meet all government requirements. All documents provided during the audit were found to be materially correct and they encountered no significant difficulties during the audit. During the audit there were no contingencies in internal control, all policies and procedures used were followed and adequate for size of district. No violations were found pertaining to government laws and regulations.

Action: Clerk Thomas Humphrey made a motion to accept the fiscal year 2022 financial audit presentation as written. Chairman Mark Christian seconded; unanimous.

## 7. RESOLUTION #2023-01

- i. Bryan Lundberg with Stifel Nicolaus & Company explained that once the term sheet is completed it will then be sent out to individuals for bid. Once proposal is accepted, it will take approximately 3 weeks for funds to be deposited into the districts account. Paul Gales with Greenberg Traurig explained that since the approval from the 2022 Bond Election the district has voted to sell, and issue all or a portion of the amount of the bonds for the purposes authorized by the election. This resolution delegates the authority to staff to determine certain matters of the bond within certain parameters.

Action: Chairman Mark Christian made a motion to accept Resolution #2023-01. Member Rick Tomjack seconded the motion; unanimous.

## 8. Chiefs Summary and Report

- a. Annual number of calls to date and incident reports (response update).
  - Year to date, 85 requests for service.
  - Last year 62 (+24).
  - 24 requests for service since the last board meeting
  - Significant calls – Between 2/18 and 3/11, multiple motor vehicle accidents and slide off's along Interstate 40. No transports. 3/14 and 3/15, Flooding in Parks. Motor vehicle accident, Interstate 40, Mile post 183 East Bound, Rollover. 1 patient transported.
- b. Update on department training.
  - Department monthly training – EMS
  - GFR
- c. Committees
  - PFAC (Ponderosa Fire Advisory Council) – Future of PFAC, operations policy, communications plan.
  - PAC (Parks Area Connection) – Postponed.
  - C3 (Coconino County Chief's Consortium) – Potential regional grants.
  - CCWRG (Coconino County Wildland Resource Group) – No meeting held.
  - LEPC (Local Emergency Planning Committee) – No meeting held.
- d. Status of department grants
  - Submitted AFG for a turnout extractor and dryer.
  - GOHS submitted for a new monitor/defibrillator.
- e. Vehicle maintenance report
  - Plumbing repair, new tires, miscellaneous parts on new Type 3.
  - C81 has noise in front end.
  - C82 has noise and smells hot when 4-wheel drive is engaged.
  - Dump truck PTO is out. Waiting for parts at Bellemont Truck Repair.
  - Ongoing maintenance - Valve cover gasket and thermostat gasket on E811. \$1000. This maintenance will be done after the new engine arrives.
  - New Type 1 tentatively due in mid to end of March.
  - New Type 6 has been pushed back tentatively to the middle to end of May

## 9. Administration Updates

- a. Annexation

- Ponderosa has received 51% responses and can move forward with the completion of the boundary impact statement form. Once completed it will be sent to the Board of Supervisors and all residents in the taxable area within the boundary change.
- b. Total Deposits since last board meeting
  - Since last board meeting a total of \$132,624.15 in deposits have been made.
- c. Number of new subscriptions since last board meeting
  - Since last board meeting there has been 1 new subscription.

## 10. Old Business

- a. Discussion and possible action regarding current budget numbers for the Station 82 addition.
  - i. Chief Lee Antonides explained that Loven Contracting has been working on bringing down the cost of the Station 82 addition. Member Rick Tomjack asked if Chief Lee Antonides felt like the district gave up anything of importance due to the final cost. Chief Lee Antonides stated that due to the cost, the district has removed the backup generator from the project but felt he may be able to get the funding for it in a future grant. Chief Lee Antonides stated that the current budget provided by Loven is \$2,436,719.70. Chief Lee Antonides requested two motions; one to accept the budget numbers dated 3-14-2023 for project #19-33701; and one to move forward with a letter of intent for proposed amount of \$2,436,719.70 pending a not to exceed clause to the existing contract.

Action: Member Rick Tomjack made a motion to accept the budget amount as documented in the Cost Detail PDF dated 3-14-2023. Chairman Mark Christian seconded; unanimous.

Action: Clerk Thomas Humphrey made a motion for Chief Lee Antonides to provide Loven with a letter of intent, accepting the presented project budget of \$2,436,719.70 as published in the GMP Revision 03.4.23 PDF, contingent upon the receipt of a Not to Exceed (NTE) clause to be added to the existing contract between Ponderosa Fire District and Loven Contracting Inc. Member Deanna Hueston seconded; unanimous.

## 11. New Business

- a. Discussion and possible action regarding moving \$130,000 from capital fund to general fund and paying off Fire Trucks Unlimited for the refurbished Type 1 engine.
  - i. Chief Lee Antonides stated that the district had received \$130,000 in funds from First Government Lease for the purchase of the new type 1 engine. Those funds have been deposited into the capital funds account. Chief Lee Antonides asked to have that \$130,000 moved from capital fund to general fund to pay Firetrucks Unlimited for the engine.

Action: Chairman Mark Christian made a motion to transfer \$130,000.00 from capital fund to general fund to pay Firetrucks Unlimited for the type 1 engine. Member Rick Tomjack seconded; unanimous.

- b. Discussion and possible action regarding paying off First Government apparatus loan of \$130,000 as approved by the FY23 budget.
  - i. Chief Lee Antonides stated that the total interest and administration fees accrued since taking out the loan from First Government is \$11,181.49. In order to complete payment, \$11,181.49 needs to be transferred from the capital fund to the general fund to complete a full pay off of \$141,181.49 to First Government.

Action: Clerk Thomas Humphrey made a motion to transfer \$11,181.49 from capital fund to general fund to complete payment of \$141,181.49 to First Government. Member Deanna Hueston seconded; unanimous.

- c. Discussion and possible action regarding finalizing policy 10.04 PSPRS Member physical Examination & Fitness for Duty revisions.
  - i. Chief Lee Antonides asked if all board members had received the email with the explanation of the paragraph in question. After reviewing the explanation, the board had no questions.

Action: Member Rick Tomjack made a motion to accept the revisions to policy 10.04 PSPRS Member Physical Examination & Fitness for Duty. Clerk Thomas Humphrey seconded; unanimous.

- d. Discussion and possible action regarding 2023 Chief Evaluation
  - i. Chief Lee Antonides explained that Chairman Mark Christian requested to have this item placed on the agenda. Chairman Mark Christian asked the board to complete the 2023 Evaluation.

Action: No action at this time

**12. 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)*

**13. Adjournment** – At 7:44 p.m. Clerk Thomas Humphrey made a motion to adjourn the March 16<sup>th</sup>, 2023, Regular Board Meeting. Member Deanna Hueston seconded; unanimous.



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Mark Christian, Board Chairman