

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

Held April 20th, 2023
at Ponderosa Fire District Station 82 11951
W. Shadow Mountain Drive Bellemont, AZ
86015

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

Deanna Hueston, Member

Fire District Personnel Present:

Lee Antonides, Fire Chief Amanda Allen, Office Manager

Members of the Community:

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Guests: Absent

Paul Fox, CPA with Stephens & Company, LLC
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2. Pledge of Allegiance

3. Call to the Public

- i. Chief Lee Antonides explained that a signed email was received from an individual that had been treated by Ponderosa Fire District and received an invoice which they are unable to pay. Chief Lee Antonides requested the Board review the email.

Action: Chairman Mark Christian made a motion to forgive the debt based on scene time, supplies used. Vice-Chairman Kurt Wildermuth seconded. unanimous.

4. Approval of Minutes

- a. Review of Regular Board Meeting minutes of Thursday, March 16th, 2023.

Action: Stand approved as written.

5. Financial Reports

- a. Discussion and possible action regarding financial reports ending – March 31st, 2023.
 - i. Chief Lee Antonides requested the March 31st Financials be moved to the May Board meeting being that Paul Fox with Stephens & Company is absent.

6. Chief's Summary and reports

- i. Chief Lee Antonides explained that Captain Michael Allen and Captain Thomas Antonides completed the final inspection of the Type 1 engine a few weeks ago. Captain Antonides stated that the Type 1 engine looks exceptional, and that he doesn't foresee any major issues. Chief Lee Antonides stated the Type 1 engine will be picked up next week and crews will begin preparing the apparatus, as well as training.

7. Administrative Updates

- a. Maine Townsite Annexation
 - i. The annexation process is ongoing, Amanda Allen stated she has reached out to the Arizona Fire District Association for additional guidance and hopes to hear from them within the next few days.
- b. Upcoming Event
 - i. Ponderosa Fire District is hosting The National Wildfire Community event on May 6th, from 9am – 12pm. The event is being held at the Maine Consolidated School gymnasium. Participating Agencies will include Coconino National Forest, Kaibab National Forest, CCSO, Coconino Emergency Management, United States Department of Agriculture, US Forest Service, AZ Department of Forestry and Fire Management, and APS. We will also have an upcoming spotlight on KAFF Country to help spread the word.
- c. Subscriptions and out-of-district revenue
 - i. Since the last board meeting, we have had one new subscription. Total billed for out-of-district totals \$1022.92 and have received a total of \$3427.09 in deposits.

8. Old Business

- a. Discussion and possible action regarding First Government Lease purchase agreement for two command vehicles.
 - i. Chief Lee Antonides explained the First Government Lease is for the purchase of two 2023 Ford F-250 crew cab command vehicles which was approved during an earlier board meeting for purchase. Chief Lee Antonides explained that payments will be made twice a year starting on December 1st, 2023, and June 1st, 2024.

Action: Clerk Thomas Humphrey made a motion to accept the First Government lease agreement as presented. Chairman Mark Christian seconded. unanimous.

- b. Discussion and possible action regarding changes to new Type 6 engine purchase.
 - i. Chief Lee Antonides explained that the original order for the Type 6 was canceled by RAM. Chief Lee Antonides said that he has been looking for other options; one of which would be going through Rebel Strike who has bought Firetrucks Unlimited. After many discussions with Rebel Strikes CEO, he is confident they could have a Type 6 for us by the middle to the end of June.

Action: No action was made at this time.

- c. Discussion and possible action regarding the Not to Exceed Clause between Loven Contracting, Inc. and Ponderosa Fire District.
 - i. Chief Lee Antonides explained that the Not to Exceed Clause was sent to the County Attorney on March 3rd for review and has since been sent to Loven Contracting. Chief Lee explained that once Loven Contracting's Attorney reviews the clause for final review it will then be finalized. Chief Lee Antonides asked the board whether a special board meeting could be scheduled for approval or wait until the upcoming meeting in May.

Action: Member Rick Tomjack made a motion to schedule a special board meeting once the final Not to Exceed Clause is received. Chairman Mark Christian seconded. unanimous.

9. New Business

- a. Discussion and possible action regarding Radio Intergovernmental Agreement (IGA) with High Country Fire and Sherwood Estates.
 - i. Chief Lee Antonides explained that this project began about two years ago, and that all the systems are now up and running. Chief Lee Antonides explained that the \$1,000.00 deposit was already paid and that a yearly payment of \$1,000.00 will be made once the agreement is accepted. Clerk Thomas Humphrey requested that we amend a written confirmation of the \$1,000.00 deposit. Chief Lee Antonides stated that can be done.

Action: Clerk Thomas Humphrey made a motion to accept the Memorandum of Agreement between

Ponderosa Fire District, High Country Fire Department, and Sherwood Forest Estates Fire District with the understanding that Ponderosa Fire District will amend the onetime payment with date in which the \$1,000.00 deposit was made. Member Rick Tomjack seconded. unanimous.

- b. Discussion and possible action regarding FY 2024 Board Meeting Schedule and rescheduling May 2024 board meeting date to a week prior.
 - i. Chief Lee Antonides explained that to provide the budget to the public with thirty days to review it will require moving May 2024 board meeting from the 16th to the 9th. Chief Lee Antonides stated that once construction starts on station 82 board meetings will be held at station 81 until construction is complete. Action: Member Rick Tomjack made a motion to adopt the 2023-2024 FY Board meeting Schedule as written. Chairman Mark Christian seconded. unanimous.
- c. Discussion and possible action regarding changing the May 2023 board meeting to May 11, 2023 in order to post the FY24 budget with the appropriate timeline.
 - i. Chief Lee Antonides explained that to accommodate budget posting requirements moving our May 2023 board meeting from the 18th to the 11th would allow thirty days for public review. Action: Chairman Mark Christian made a motion to move the May 18th, 2023, board meeting to May 11th to accommodate budget posting requirements. Vice-Chairman Kurt Wildermuth seconded. unanimous.
- d. Discussion and possible action regarding issuing a credit card and limit to each captain.
 - i. Chief Lee Antonides explained that if approved an initial limit of \$500 would be given to all Captains. This would allow for department purchases needed for medical supplies, projects, and while crews are on extended calls. Action: Member Rick Tomjack made a motion to approve a credit card limit of \$500 for each Captain. Vice-Chairman Kurt Wildermuth seconded. unanimous.
- e. Discussion and possible action regarding moving \$6,088.00 from the general fund to the capital project-station 82 from previous Capstone deposit.
 - i. Chief Lee Antonides explained that \$6,088.00 that was originally deposited into the general fund should have been deposited into the capital project-station 82 fund. Action: Member Rick Tomjack made a motion to move \$6,088.00 from the general fund to the capital project-station 82 fund. Clerk Thomas Humphrey seconded. unanimous.
- f. 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) (NONE)
- g. At 7:38 p.m. Vice-Chairman Kurt Wildermuth made a motion to adjourn the April 20th, Regular Board Meeting, Clerk Thomas Humphrey seconded. unanimous



Mark Christian, Board Chairman