

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

Held May 11th, 2023, at 6:00pm
at Ponderosa Fire District Station 81
1511 North Spring Valley Rd
Parks, AZ 86018

- 1. Call to Order/Roll Call:** Chairman Mark Christian called the regularly scheduled Board meeting to order at 5:58 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

Members of the Community:

Guests:

Joanie Raetzel	Paul Fox, CPA with Stephens & Company, LLC
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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, April 20th, 2023.

Action: Stand approved as written.

- b. Review of Special Board Meeting minutes of Monday, May 1st, 2023.

Action: Stand approved as written.

- 5. Financial Reports**

- a. Discussion and possible action regarding financial reports ending – March 31st, 2023.

- i. Mr. Paul Fox discussed the financial reports ending March 31st, 2023. Mr. Paul Fox explained the amount of property taxes received and projected percentages compared to the previous year.

Action: Chairman Mark Christian made a motion to accept financial reports ending March 31st, 2023, Vice-Chairman Kurt Wildermuth seconded; unanimous.

- b. Discussion and possible action regarding financial reports ending April 30th, 2023.

- i. Mr. Paul Fox discussed the financial reports ending April 30th, 2023. Mr. Paul Fox explained that once bond monies are received it will show in a separate column.

Action: Member Rick Tomjack made a motion to accept financial reports ending April 30th, 2023, Clerk Thomas Humphrey seconded; unanimous.

- c. Discussion and possible action regarding the review and posting of the Fiscal Year starting July 1st, 2023 – June 30th, 2024, Budget.
 - i. Chief Lee Antonides presented the fiscal year starting July 1st, 2023 – June 30th, 2024, budget for review and posting. Chief Lee explained to the board that the FY24 budget needed to be posted 30 days prior to the June 2023 public hearing and approval.

Action: Member Rick Tomjack made a motion to accept the proposed FY 24 budget and to post it for 30-day public review, Clerk Thomas Humphrey seconded; unanimous.

6. Chief's Summary and Report

- a. Annual number of calls to date and incident reports
 - Chief Lee Antonides explained that Year to date 128 requests for service. Last year at this time 121 (+7). Since the last board meeting Ponderosa Fire District received 12 requests for services. Significant calls for service included motor vehicle accident on May 1st, on Ken Morey Dr. Vehicle into building, non-injury; May 5th, motor vehicle accident on I-40-mile post 190 (car vs elk) one patient transported.

7. Administrative Updates

- a. Discussion and possible action regarding moving forward with single annexation of Maine Townsite parcels.
 - i. Office Manager Amanda Allen explained moving forward with the annexation of Maine Townsite parcels using a single annexation process will be the easiest way to complete this process. Resolution 2023-02 includes parcels 20333099, 20333098, 20333097, 20333096, and 20333100. Listed parcels are owned by one sole owner. Clerk Thomas Humphrey asked if multiple resolutions could be addressed at future board meetings to speed up the process. Chief Lee Antonides confirmed that is something that can take place. Member Rick Tomjack asked if there is a way to consider those that have not been annexed in the Maine Townsite area as covered while this process takes place. Chief Lee Antonides stated that any calls for service to pending parcels will not be billed. Office Manager Amanda Allen explained that once Resolution 2023-02 is accepted and signed it will be sent to the County for processing.

Action: Chairman Mark Christian made a motion to move forward with the single annexation process of Maine Townsite parcels, and accept the 2023-02 Resolution for parcels 20333099, 20333098, 20333097, 20333096, and 20333100, Member Rick Tomjack seconded; unanimous.

- b. Discussion regarding subscriptions and out-of-district revenue since last board meeting.
 - i. Office Manager Amanda Allen explained there have been a total of two new subscriptions since the last board meeting. Total out-of-district revenue since the last board meeting was \$1022.92. Total deposits since the last board meeting total \$1475.90.

Action: No action was taken at this time.

- c. Discussion regarding possible community movie nights starting in June.
 - i. Office Manager Amanda Allen explained that community movie nights will begin June 2023, with hopes of using both Station 82 and Station 81. Once the final details of the Station 82 expansion schedule are reviewed, the final schedule for movie nights will be created.

Action: No action was taken at this time.

8. Old Business

- a. Discussion and possible action regarding the April 20th, 2023, board meeting and moving \$6088.00 from general fund to the capital project-station 82.
- i. Chief Lee Antonides explained that after the last board meeting it was determined that the referenced funds had already been transferred but had been incorrectly deposited into the Capital Funds account and not the Capital Project-Station 82 Funds account. Chief Lee Antonides expressed that this previous action was confirmed with the County Treasures office and will be void.

Action: No action was taken at this time.

- b. Discussion and possible action regarding changes in the Type 6 engine.
- i. Chief Lee Antonides explained that since the last board meeting the CEO of Rebel Strike, formally Firetrucks Unlimited, made a visit to Station 82. During this visit it was found that the Type 6 engine that was contracted to be built, was not going to be delivered as specified in the contract and was not going to make the delivery date as stated by the CEO of Rebel Strike. Due to the vendor not being able to meet the terms of the contract, the order was canceled. Chief Lee Antonides explained the Type 6 proposal being presented can be delivered as soon as next week, and that the total cost is close to the previous contracted price with Firetrucks Unlimited. The proposed Type 6 Engine will allow the district to immediately have a truck available for in-district response and out-of-district responses.

Action: Chairman Mark Christian made a motion to accept the proposal for the 2022 Outback Fire Apparatus Dodge Ram, Clerk Thomas Humphrey seconded; unanimous.

9. New Business

- a. Discussion and possible action regarding selling Command 81.
- i. Chief Lee Antonides explained that Command 81 has approximately 257,000 miles and has required extensive maintenance. Chief Lee Antonides explained the money from this sale will be used towards any repairs on Command 82.

Action: Member Deanna Hueston made a motion to approve the sale of Command 81, Chairman Mark Christian seconded; unanimous.

- b. Discussion and possible action regarding Policy 10.06 Recruitment and Selection revisions.
- i. Chief Lee Antonides explained that the revisions to Policy 10.06 include verbiage and grammar. Clerk Thomas Humphrey expressed the importance of clarifying section three to correspond with federal law. Chief Lee Antonides stated that the department will research federal law and Policy 10.06 will be written accordingly.

Action: Member Rick Tomjack made a motion to accept Policy 10.06 Recruitment and Selection revisions with the exception that the appropriate wording is confirmed for section three, Vice-Chairman Kurt Wildermuth seconded the motion; unanimous.

- c. Discussion and possible action regarding the transfer of \$69,394.15 from the Bond Fund Account to the General Fund Account for payment to Stifel Nicolaus & Company Incorporated, Greenberg Traurig, and Coconino County Community Development.
- i. Chief Lee Antonides explained that \$33,180.47 is for Stifel Nicolaus & Company, \$29,000 for Greenberg Traurig, and \$7,213.68 is for Coconino County Community Development. Chief Lee Antonides explained that specific checks have been ordered for the bond account, so transfers won't need to be made in the future.

Action: Chairman Mark Christian made a motion to approve the transfer of \$69,394.15 from the Bond Fund Account to the General Fund Account for payment to Stifel Nicolaus & Company Incorporated, Greenberg Traurig, and Coconino County Community Development, Clerk Thomas Humphrey seconded; unanimous.

d. Discussion and possible action regarding employee recognition.

- i. Chairman Mark Christian discussed recognizing a department employee for their hard work, immense effort, and tireless hours in preparing the department over the past years. The board agreed that the employee's work has the department's recent accomplishment possible. Vice-Chairman Kurt Wildermuth recommended that the board generate an official document in support of the employee and their recognition to be presented at the regularly scheduled Board Meeting in June.

Action: No action was taken at this time.

10. 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)
11. At 7:35 p.m. Vice-Chairman Kurt Wildermuth made a motion to adjourn the May 11th, 2023, Regular Board Meeting, Member Deanna Hueston seconded; unanimous.



Mark Christian, Board Chairman

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