

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

Held July 27th 2023

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 6:00 p.m.

Members Present:

Members Absent:

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

Lee Antonides, Fire Chief Amanda Allen, Office Manager

Members of the Community:

Guests:

Diane Pacheco Joanie Raetzel	
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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, June 15th, 2023.

Action: Stand approved as written.

- 5. PUBLIC HEARING FOR FISCAL YEAR 2024 BUDGET APPROVAL**

- a. Discussion and possible action regarding approving the fiscal year 2024 Budget.

- i. Chief Lee Antonides discussed that as stated at last month’s board meeting the 2024 fiscal year budget was posted for public review. No one has reached out with any questions or concerns. Chairman Mark Christian asked the board if anyone had any further questions regarding the fiscal year 2024 budget. There were no further questions.

Action: Clerk Thomas Humphrey made a motion to adopt and approve the fiscal year 2024 Budget as presented. Member Rick Tomjack seconded; unanimous.

Action: Chairman Mark Christian ended the public hearing for fiscal year 2024 Budget and moved forward with regular scheduled board meeting.

- 6. Chief’s Summary and Report**

- i. Chief Lee Antonides discussed that since the last board meeting there have been 12 requests for service, and 128 requests year to date. Chief Lee Antonides explained that one of the recent calls for service included individuals stuck in an elevator at The Best Western. As this was the first elevator incident in the district, Chief Kent Ofstie is conducting training with all shifts.

Chief Lee Antonides expressed vehicle maintenance includes battery work on the dump truck, and completion of the command vehicle upfits. Station 82 expansion is well underway.

7. Administrative Updates

- a. Discussion regarding total subscriptions and deposits since last board meeting.
 - i. Amanda Allen, Office Manager, discussed that since the last board meeting there have been 6 new subscriptions, and a total of \$7,996.52 in deposits.
- b. Discussion regarding Maine Townsite Annexation update.
 - i. Amanda Allen, Office Manager, explained that in the last several weeks it has been brought to her attention that the current process taking place for annexation of Maine Townsite was incorrect. We are unable to do single parcel annexations for Maine Townsite since all parcels are not contiguous to the district. Amanda Allen, Office Manager, explained that the group annexation process is a long process, and she has been studying the statute to create an updated process for future annexations. Chief Lee Antonides expressed that Amanda and himself plan to meet with the Coconino County Attorney and the Coconino County Assessor's office to clarify the process prior to moving forward. Amanda Allen, Office Manager said that by next month's board meeting she should be ready to move forward with setting a hearing for annexation.

8. Old Business

- a. Discussion and possible action regarding Camp Navajo type three engine.
 - i. Chief Lee Antonides explained that since signing the agreement with The Department of Emergency and Military Affairs (DEMA) for the type three engine, Chief Lee Antonides was notified that the type three engine needed to be returned. Chief Lee Antonides explained that there has been confusion within DEMA on whether the engine is state, or federally owned. Prior to DEMA requesting that the truck be returned, the District invested \$11,128.00 in maintenance and upgrades. Prior to returning the truck to DEMA, all equipment was removed. Chief Lee Antonides explained that the agreement was signed by the state and once it got to the federal level for signature, that's when questions arose. Member Rick Tomjack asked whether there has been lost revenue due to not having the engine. Chief Antonides stated that there have been two requests regionally for a Type 3 engine which the district could not fulfill. Chief Lee Antonides stated that he is working with both the state and federal sides of DEMA to find a way to get the truck back or for the state to reimburse the District for the funds that have been spent.

Action: No action at this time.

9. New Business

- a. Discussion and possible action regarding Resolution 2023-25 Legal Representation for FY 2023-2024, ending June 30th, 2024.
 - i. Chief Lee Antonides explained that the annual renewal with the Coconino County Attorney's office is due. Member Rick Tomjack asked if there are fees for services and whether those fees are disclosed. Chief Lee Antonides explained that if there are ever fees the Coconino County Attorney will disclose those fees prior to moving forward with services.

Action: Chairman Mark Christian made a motion to move forward and adopt Resolution 2023-25 for Legal Representation for FY 2023-2024. Clerk Thomas Humphrey seconded; unanimous.

- b. Discussion and possible action regarding additional bond funding in the amount of \$263,000.00 of voter approved bond funds.
 - i. Chief Lee Antonides explained that there is an additional \$263,000 of voter approved bond funds available from the November 2022 bond initiative. The additional funding can be used for expenditures related to the Station 82 addition project. Chief Lee Antonides stated that the board has the option of getting the funding in one or two separate bond sales.

Action: Member Rick Tomjack made a motion to move forward with the bond counsel for the sale of the additional \$263,000 of voter approved funds. Member Deanna Hueston seconded; unanimous.

- c. Discussion and possible action regarding receiving navy equipment to cover outstanding bill of \$12,412.85.
 - i. Chief Lee Antonides explained that by regulation, the navy is unable to pay non-Department of Defense (DOD) agencies for fire response, the navy would like to provide equipment Ponderosa Fire District in lieu of their debt. The equipment being offered in place of payment will be valued at \$12,412.85 or slightly above. This equipment will still be owned by Naval Observatory but considered a loan by hand receipt to Ponderosa Fire District indefinitely. If any equipment fails, they will provide a replacement. Chairman Mark Christian asked if a written agreement will be generated to prevent any potential conflict in the future. Chief Lee Antonides stated that there will be a written agreement put in place to address any potential conflicts. Chief Lee Antonides stated that there will be a written agreement put in place to address any potential conflicts. Member Rick Tomjack asked if the equipment being offered can be utilized by our crews. Chief Lee Antonides explained that all equipment can be used, and if any equipment cannot be used or isn't needed there is potential to trade for different equipment.

Action: Chairman Mark Christian made a motion to move forward and establish a written agreement with the navy to obtain equipment to fulfill their outstanding debt of \$12,412.85. Clerk Thomas Humphrey seconded; unanimous.

- d. Discussion and possible action regarding termination of current dispatch contract with Guardian Medical Transport, effective November 1st, 2023.
 - i. Chief Lee Antonides explained that in preparation to migrate from Guardian Medical Transport (GMT) for dispatching to City Communications, the board needs to approve a letter stating the District's intent to end dispatch services with GMT.

Action: Member Rick Tomjack made a motion to send termination letter to Guardian Medical Transport, effective November 1st, 2023. Clerk Thomas Humphrey seconded; unanimous.

- e. Discussion and possible action regarding replacing existing Employee Assistance Program through Magellan.
 - i. Chief Lee Antonides explained that he received a call from Magellan explaining that there would be a significant increase in cost for our employee assistance program. The increase could be as high as \$10,000, compared to our usual annual cost of approximately \$1,500. Our contract with Magellan ends in September. Chief Lee Antonides explained that with the board's approval he would like to investigate other options for the employee assistance program.

Action: Chairman Mark Christian made a motion to move forward with looking into options for Employee Assistance programs to potentially replace the District's current plan with Magellan. Member Rick Tomjack seconded; unanimous.

- f. Discussion and possible action regarding approving the fiscal year 2024 budget with a mil rate increase from 3.25 to 3.50.
 - i. Chief Lee Antonides discussed that the mil rate increase from 3.25 to 3.50 was included in Ponderosa Fire District's fiscal year 2024 budget and was available for public review for thirty days. No one has reached out to the District with any questions or concerns.

Action: Clerk Thomas Humphrey made a motion to approve the increase of the mil rate from 3.25 to 3.50 for the FY 2024 Budget. Member Deanna Hueston seconded; unanimous.

- 10. 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).

11. ADJOURNMENT – At 7:49 p.m. Member Rick Tomjack made a motion to adjourn the July 27th, 2023, Regular Board Meeting. Chairman Mark Christian seconded; unanimous.

A handwritten signature in cursive script that reads "Mark Christian". The signature is written in dark ink and is positioned above the printed name.

Mark Christian, Board Chairman